

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

October 17, 2024



Art Talk with Hannah Leathers



Teen After Hours: Scary Movie Cupcakes!



Active Minds: Colorado Ballot 2024



Shape the Future of Your Library. Learn About JCPL's Strategic Planning and Take the Survey!



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	<p>Thursday, October 17, 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)</p> <ul style="list-style-type: none"> • Congratulations on reappointment of Bing Walker • Welcome and introductions new Trustee Renny Fagan <p>Attendance</p> <p>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</p> <p>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	<p>Approval of Consent Agenda</p> <p>Chair: Call for motion and second</p>

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

Action	<p>A. Minutes of Sept 19, 2024 Board Meeting</p> <p>B. Kleen Tech Janitorial Services Contract Renewal</p>
6. Foundation	Foundation Update
7. Operational Updates Action as Needed	<p><u>Executive Director</u></p> <p>A. Executive Director Report</p> <p>B. Capital Building Projects Update</p> <p>Business Strategy & Finance</p> <p><u>Finance and Budget</u></p> <p>A. Financial Tables (September 2024)</p> <p>Communications & Engagement</p> <p>A. South County Library Location and Extent Community Engagement Outreach Summary</p> <p>Public Services</p> <p>A. Hispanic Heritage Month Presentation</p>
8. Action as Needed	Items Removed From Consent Agenda (4.3.4): The Board may address and/or vote on any items that were removed from the Consent Agenda
9. Emerging Issues Action as Needed	
10. Ends Action as Needed	Ends: No items.
11. Board Governance Action as Needed	Board Governance: No items
12. Suggest Agenda Items Action as Needed	<p>BOARD SCHEDULE – NEXT MEETINGS –</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"> • November 14, 2024– Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room. (Note: Shavuot ends nightfall no work permitted) • November 21, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • December 12, 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

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

14. Discussion	Evaluate Board Meeting (4.1.9)
15. Information	Announcements/General Information Sharing <ul style="list-style-type: none">• Executive Director Evaluation Process Review• Report of the Chair – Correspondence, Other• Other Announcements
16. EXECUTIVE SESSION WITH ADJOURNMENT OF REGULAR MEETING	<p>Call for Motion and Second to adjourn the regular meeting of the Library Board of Trustees and reconvene in executive session <u>AND</u> adjourn the regular Board meeting at the conclusion of the Executive Session.</p> <p>Topic: Collective Bargaining. To adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session:</p> <ul style="list-style-type: none">• Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.

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: October 10, 2024

RE: Consent Agenda for the October 17, 2024 Board Meeting

- A. Library Board of Trustees Approve September 19, 2024 Board Meeting Minutes.
- B. Library Board of Trustees Authorize the Executive Director to renew the contract with Kleen Tech Services LLC.

**Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
September 19, 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 September 19, 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, Charles Jones and Jeanne Lomba.

Trustees not present: Pam Anderson.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Matt Griffin, Director of Business Strategy and Finance; 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; Kelci Rude, 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: Emelda Walker moved that the Library Board of Trustees approve the agenda as presented. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

PUBLIC COMMENT

The Board values public participation. Those who would like to address the Library Board can do so virtually, in-person, or online. The opportunity to address the Library Board does not include a question and answer session or response. Additionally, the Library Board does not respond to anonymous questions or comments. Comments will be acknowledged in the minutes of the meeting. The Chair advised the Board that no

public comments were received and there were no online or in-person signups and closed the public comment portion of the meeting at 5:32 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 September 19, 2024 Consent Agenda:

- A. Library Board of Trustees Approve August 8, 2024 Special Board Meeting Minutes
- B. Library Board of Trustees Approve August 15, 2024 Board Meeting Minutes
- C. Library Board of Trustees Authorize CoCal Landscape Snow Removal Contract

MOTION: Jeanne Lomba 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

Jill Fellman, Board Liaison to the Foundation provided an update on the activities of the Foundation and noted the report is in the information packet. The Fall Whale of a Used Book Sale begins on October 17 and the Trustees were encouraged to attend.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director advised the Board that registration is closed for the Urban Libraries Council (ULC) Annual Forum. There are some Trustee engagement opportunities coming up. The Raise a Reader event will be held on September 28 at the Colorado Railroad Museum and Trustees were asked to let Amber Fisher know if they would like to attend. Julianne Rist, Director of Public Services will be at the event and can show Trustees around this wonderful community and family event. The All Staff Conference (ASC) will be held on October 3, at the Arvada Center. Kim Johnson is attending.

The Library has launched an entirely new document management system. The system has been many years in the making and is a huge effort by staff across the entire organization. The project is led by the Technology and Innovation division and over one terabyte of documents have already been migrated to the new system.

JCPL wants to celebrate the first grant received in the JCPL Fundraising Plan for 2024 from Colorado Gives Foundation. Bridget Beatty wrote this grant which required a 501c3 and Jo Schantz submitted the grant for the Library. As agreed, the Library Foundation will take a 5% administrative fee. The \$25,799 grant will fund the Hard time Writers workshop in the Health Impact category.

JCPL management and AFSCME representatives met for the second negotiation meeting yesterday. Steven Spirn, the labor relations consultant hired by the Library, is now the chief negotiator for the Library. Lisa Smith, Director of People and Culture, is leading the management team and the Executive Director is not at the negotiation table.

There were no questions from the Board about the Executive Director's report.

B. South County Library Update

In South County, Rene Yaws, Library Manager is attending back to school nights, attending South Jeffco Business Alliance, COHOPE (Council of HOAs for a Planned Environment); and tabling at local festivals. The JCPL team will host a table at the upcoming Summerset Festival hosted by Foothills Parks & Recreation District. The event is September 21 from 9 a.m. – 5 p.m. at Clement Park. Project update emails are being sent to people who have opted in with social media aligned with these email updates. The Library's due diligence work is well underway for this location led by Steve Chestnut, Director of Facilities and Construction projects.

C. Northwest Jeffco Library Update

In Northwest Jeffco, Bryan Kratish, Library Manager and JCPL staff are attending two local festivals with our outside community engagement facilitator with engagement activities that involve conversation and opportunities to provide input. Traditional engagements are scheduled for early October. The engagement survey goes live tomorrow; in addition, JCPL's monthly e-connect newsletter promoted the acquisition. Local organizations included information about the acquisition in their e-newsletters; social media is timed to start in conjunction with in person community engagement meetings in a few weeks. JCPL sent a media release about the closing which wasn't picked up by the media.

D. Conifer Library Update

JCPL requested and received a Location and Extent waiver from the Jeffco Planning and Zoning director for this new location. The waiver was based on the work performed by the library to identify the space and the fact that significant outreach took place to inform the community about the proposed location. The Library is still required to obtain all other permits for any tenant finish that takes place.

EXECUTIVE TEAM OPERATIONAL UPDATES

Public Services and Communications & Engagement

Guest: Eppstein Uhen Architects (EUA)

A. Arvada Redesign Project

Market Analysis Report

Lizzie Gall, Assistant Director of Public Services for Resources and Programs addressed the board and presented information on the market analysis performed for the project.

Redesign Arvada Library Vision

The vision for this project is to redesign this urban/suburban library for the future in order to reach more people, focus on building literacies, and be the third place in this community.

Arvada Library Service Area (LSA)

JCPL designates individual library service areas as where card holders live and the library they use. These designations are based on current data tracked by JCPL including census tracts, patron’s last active location and patron’s home location. The Arvada LSA is defined by 12 census tracts and represents active, real-time use of the location. JCPL is in the process of designing and building a new library location in Northwest Jefferson County. Once that location is in operation, JCPL may see changes to the Arvada LSA as patrons integrate the new location into their library use.

Olde Town Arvada Strategic Redevelopment Plan

Arvada is unique and the City of Arvada’s Olde Town Strategic Reinvestment Plan has been identified and their next step is securing funding.

Population Growth

Population Growth 2020-2050

Population and Household Forecast Arvada LSA				
	2020	2030	2040	2050
Population	48,090	50,149	52,479	53,546
		(+6.7%)	(+5.4%)	(+3.3%)
Households	20,499	21,872	23,047	23,804
		(+4.3%)	(+4.6%)	(+2.0%)

Population and Household Forecast Jefferson County				
	2020	2030	2040	2050
Population	583,063	594,181	619,626	630,559
		(+1.9%)	(+4.3%)	(+1.8%)
Households	236,124	244,535	256,409	260,160
		(+3.6%)	(+4.9%)	(+1.5%)

Sources:
 Denver Regional Conference of Governments, received on 3/18/2024
 Colorado State Demography Office, retrieved on 3/5/2024



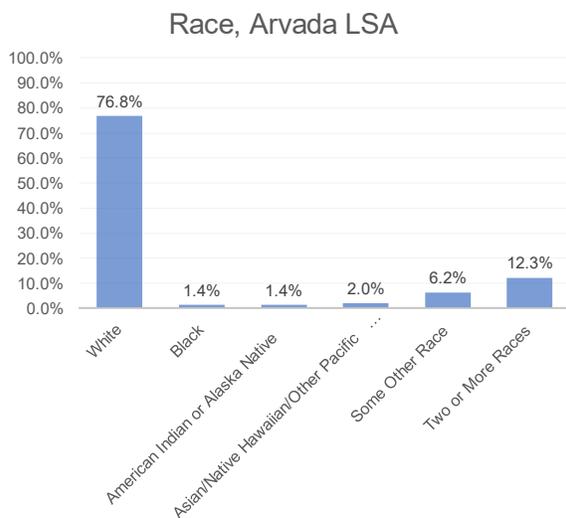
The population of the Arvada LSA is projected to grow faster than the county as a whole into 2050 with Arvada projected at 7% versus Jefferson County as a whole at 2%. Population growth will slow over time with the fastest growth in the 2020s.

Demographics

Arvada has a similar age profile to Jefferson County with the median age at 40. The curve trends a bit younger than the County overall. JCPL will consider how that might influence service needs today, and in the next 10 to 20 years.

There is more diversity in the Arvada LSA with over 12% of the population identifying as two or more races. There is also a higher percentage of individuals with Hispanic Ethnicity. The Library also considers these factors and their influence on programming and services for the community.

Arvada LSA



	Arvada LSA	Jefferson County
Households Below the Poverty Level	8.1%	6.4%
Households with Population Age <18	29.0%	25.0%
Language Spoken Other than English	12.7%	9.2%
Hispanic Ethnicity	19.9%	15.8%
Unemployment Rate	3.0%	3.7%

Source: Demographics Now 3/15/2024

Market Engagement

Market engagement calculates the Library’s active reach throughout the community. It is the percentage of households in the Library Service Area (LSA) that have at least one active library card. Arvada is slightly lower in market engagement at 32% than JCPL overall at 40%. JCPL has the opportunity to have a deeper impact into this service population. Over 67% of households do not have a library card- That is 7% higher than our opportunity overall across the county

Key Learnings

- Arvada Library LSA is likely to change due to Northwest Arvada Library

- Olde Town neighborhood impacts as the city makes their choices on redesigning that area which is outside JCPL control
- Population growth and demographics
- Market Opportunity

In response to questions the Board was advised that:

- It is a 25 minute drive from the Arvada Library to the Northwest Jeffco Library property.
- JCPL performs market analyses one to two times per year and are usually associated with a library building project.
- JCPL has an in-house research and data management team and engages with partners like the State Demography Office and DRCOG (Denver Regional Council of Governments).
- JCPL develops market engagement plans to increase engagement.
- JCPL has not been informed of the City of Arvada' specific plans for the parking lot to the east of the Arvada Library other than they want to activate that area.

B. Stakeholder and Community Engagement Report

Elise Penington, Director of Communications and Engagement addressed the Board and noted that JCPL is excited to share the results of the community and stakeholder engagement efforts. JCPL conducted extensive marketing resulting in a high level of engagement through interviews, facilitated community meetings and surveys with a goal of gathering community and staff feedback to inform the upcoming program of service and library design. Eppstein Uhen Architects (EUA) has used the information gathered to create a comprehensive Community Engagement Report for the Arvada Library Redesign. Clermont Eliot did an excellent job facilitating community meetings. Ryan Wallace and Meghan Bentheimer with EUA will present more detailed information.

Opportunities for Input

Ryan Wallace addressed the Board and provided information on the results of the Arvada Library Redesign Community Engagement efforts. Opportunities for input included stakeholder interviews, meeting with Library staff, 1 virtual and 2 in-person community meetings and the community survey.

- 15 Stakeholder Interviews
- 25 Staff Attendees
- 23 Meeting Attendees
- 1,095 Community Survey Responses
- Total participants: 1,158

The team also took the opportunity to talk with teens and went to one of their events. Those responses are incorporated in the report.

Community Meeting Process

- Language Justice
- Graphic Recording
- Topics of Discussion
 - Site
 - Services
 - Design

Survey

The survey was posted for a month online and hard copies were available. Question types included:

- What do you do at the library?
- Rating & importance of existing services
- What would encourage you to visit a library?

Key Themes

- Increase focus on enhancing safety and security
- Enhance quality and diversity of the collection
- Improve parking
- Increase community gathering, social events and networking opportunities
- Redesign Children's area
- Increase classes and activities offerings/flexible spaces

In response to questions, the Board was advised that:

- There are handicapped parking spaces on the street and one in back for staff.
- Arvada has been slower post pandemic in terms of visits than the rest of the system but is still seeing strong programming numbers.

Survey Results – Participants

- 98% are library card holders
- 91% reside in Arvada
- 82% use the library at least once per month
- Participants range in age from under <12 to 75+

Over 1,000 surveys were received indicating residents are engaged with the Library. The biggest response was from the 32-60 age group. EUA shared additional information on the results of the survey which is included in the information packet.

Engagement Meetings

A summary of the responses and input received during the engagement meetings is included in the chart below:

<p>Getting to the Library</p> <ul style="list-style-type: none"> • Designated parking for patrons and staff • Better bike and E-bike parking • 15 minute short term parking 	<p>Exterior Wayfinding Signage</p> <ul style="list-style-type: none"> • Improve wayfinding signage and directions • More obvious exterior entrance signage • Design reflects Olde Town style 	<p>Welcoming Environment</p> <ul style="list-style-type: none"> • Improve entrance and lighting • Bigger entry doors • Improve overall sight lines especially to restrooms • Eliminate outdoor overhang 	<p>Afterhours Access</p> <ul style="list-style-type: none"> • Improve drop off options • Better lighting and access for holds • Improve safety
<p>Outdoor Space</p> <ul style="list-style-type: none"> • Design reflects Olde Town style • Rooftop space, walled garden • Outdoor patio seating 	<p>Entry</p> <ul style="list-style-type: none"> • Welcoming, colorful • Bigger doors, ADA access • Potentially move entry location 	<p>Service Style</p> <ul style="list-style-type: none"> • Self-checkout options including 2nd floor • Relocate holds 	<p>Collection</p> <ul style="list-style-type: none"> • Update physical collection • Wider range of options • Improve layout of physical collection
<p>Support Services</p> <ul style="list-style-type: none"> • Improve restroom safety • Update restrooms and gender neutral options • Improve elevator functionality 	<p>Creation</p> <ul style="list-style-type: none"> • Maker spaces • Hobbies, classes, art 	<p>Library as a Third Place</p> <ul style="list-style-type: none"> • Increase program marketing • Work from home options • Tie programs to Olde Town events 	<p>Design Style</p> <ul style="list-style-type: none"> • Cozy, colorful environment • Transitional design, natural light • Cozy nooks and private areas
<p>Meeting</p> <ul style="list-style-type: none"> • Soundproof meeting rooms • Flexible meeting rooms • Make rooms more a part of overall library 	<p>Children’s Area</p> <ul style="list-style-type: none"> • Enclosed area • Various seating for kids • Interactive activities • Large enough space and stroller parking 	<p>Teen’s Area</p> <ul style="list-style-type: none"> • Enclosed area • More workspaces • Improve visibility, sightlines 	<p>Study</p> <ul style="list-style-type: none"> • Clear sightlines, easily monitored • Various size study rooms
<p>Quiet Reading Room</p> <ul style="list-style-type: none"> • Designated quiet room • Plush inviting seating 	<p>Adult Area</p> <ul style="list-style-type: none"> • Adjustable, comfortable seating • Computer workstations, work from home support • Separate quiet area 	<p>Staff Spaces</p> <ul style="list-style-type: none"> • Modify Workflow • More Workstations • Improve Sorter • Dedicated Patron Experience Meeting Area • Improved Storage Options • Better Lighting and Refresh 	

		<ul style="list-style-type: none"> • How to Improve the Basement Space • Respite Room 	
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The results will help with understanding the community and how to make improvements for the Library’s patrons and staff going forward. There was some discussion on the challenges around parking.

Facilities & Construction Projects

A. Evergreen Library Roof Repair Contract

Steve Chestnut, Director of Facilities and Construction Projects addressed the Board and provided a summary of the report included in the Board’s information packet. The Board was informed about the damages to the Evergreen and Columbine roofs. JCPL issued an RFP for the Evergreen Library roof repair. Due to the complexity of the copper and tile roof system, only two responses to the RFP were received. The proposals ranged in cost from \$1,307,286 to \$1,429,696.00. After evaluation of the vendors, the Facilities team recommended that the Library award the contract to B&M Roofing of Colorado Inc. at a base cost of \$1,307,286.00. B&M Roofing installed the original Evergreen Library roof.

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to enter into a contract with B&M Roofing of Colorado Inc. for the repairs of the Evergreen Library roof at a base cost of \$1,307,286. Seconded by Charles Jones the motion passed by unanimous vote of all Trustees present.

Business Strategy & Finance

A. Supplemental Budget Requests

- Roof Repairs for Evergreen and Columbine Supplemental
- South County Library Supplemental

Matt Griffin, Director of Business Strategy and Finance addressed the Board and provided information on the supplemental requests. The premise of the requests are to bring funds into the current fiscal year budget from the fund balance. For the Evergreen and Columbine Library roof repairs, the Library does expect to be reimbursed, however, JCPL needs to have a budget to spend against to do the repairs now. For the South County Library property, the premise is the same, to move funds from the fund balance into the current fiscal year budget. JCPL has the potential to close on the property at the end of this year or early next year and wants to make sure the Library is prepared for that earlier closing. The proposal is to move \$5.5 million from the 2026 project budget into the 2024 budget which will take the 2024 South County project budget to \$11.2 million for due diligence and acquisition. This does not change the overall project budget and is a net zero on the fund balance. The shifting of funds will increase the 2024 project

budget, the 2025 project budget remains the same, and there will be a decrease in the 2026 project budget.

In response to questions, the Board was advised that:

- The timing expected on the reimbursement for the roofs may not happen in 2024 and the Library expects the reimbursements to last months, even years.
- With these supplemental requests, the Library does not expect the fund balance to go below the minimum threshold.
- The reimbursements for the roof repairs will be a combination of insurance and FEMA.

MOTION: Jeanne Lomba moved that the Library Board of Trustees authorize the Executive Director to submit supplemental budget requests totaling \$1,171,000 for the Evergreen roof repair, \$533,823 for the Columbine roof repair and \$5,500,000 for the South County Library. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

C. Financial Report (August 2024)

Matt Griffin, Director of Business Strategy and Finance, addressed the Board and presented information on the August financial tables. Revenue is the same as last month and trending slightly above budget. Operating expenditures are in a perfect spot, slightly below budget coming into the final quarter.

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

Technology & Innovation

A. Digital Accessibility Program

The Executive Director introduced the topic and advised the Board that digital accessibility is a new program that was added to the 2024 annual plan. The digital accessibility program is extensive, and Bernadette Berger, Director of Technology and Innovation will provide more information.

Bernadette Berger advised the Board that on July 1, JCPL met an important milestone on digital accessibility compliance. Information tonight will include JCPL's journey to meet this milestone and provide some of the next steps as well as impacts to the Board.

What is Digital Accessibility and Why is it Important

It is important to start with a common understanding, digital accessibility is the practice of designing, creating and maintaining digital content and technologies so that people with disabilities can equally navigate and interact with digital resources and services.

Digital accessibility is a major way to further JCPL’s mission of building an educated and vibrant community by providing equal access to information and opportunities. Following the principals of digital accessibility, JCPL can ensure everyone benefits from all the Library has to offer. Additionally, beginning July 1, 2024, all Colorado state and local governments must comply with Colorado Laws For Persons With Disabilities, HB21-1110, including adherence to Web Content Accessibility Guidelines (WCAG) 2.1 AA. Some examples of digital content impacted are included below and there are many more.

- Kiosks and LCDs
- Email
- Social Media
- Video
- Graphics
- Jeffcolibrary.org and The Buzz
- Online Resources and Services
- Public Presentations
- Board of Trustee Meetings
- Programs, Story Times, Online Events
- Internal and External Technologies

Current Status and Benchmarks

JCPL has already completed many important things to comply with the new Colorado laws. JCPL established a project team, added an audit of all services to the Library’s work, published an accessibility statement and web inquiry form, as well as built a communications plan, identified tasks and created additional working groups, and coordinated with Jefferson County as a whole to move in sync with our partners.

As this Program evolves, so will the data JCPL is able to report on and collect. As of July 1, 2024:

- Number of Inquiries Received: 0
- Inventory of Digital Platforms Impacted: 138
- Identified PDFs Requiring Remediation:
 - Internal: 1098
 - External: 1127

Digital Accessibility Report

The Library has also published the first digital accessibility status report on JCPL’s accessibility website. The Library is required to publish a quarterly report as it measures toward goal. Many of the projects under this strategic program will establish additional Key Performance Indicators (KPIs) for JCPL to measure.

Next Steps – Accessibility Plan

JCPL plans to thoughtfully develop the projects with more robust components and deeper dives into areas. Then JCPL will use the plan to continue to identify, prioritize, test and remediate solutions and information as the laws evolve, are tested in the courts and based on patron and staff feedback. Part of this work will be to expand and update that accessibility plan on a quarterly basis which includes:

- Self-evaluation results
- Planned steps to remove accessibility barriers
- Policies for testing and remediation
- Adherence to timelines for remediation
- Providing status updates demonstrating progress
- Insert accessibility into daily operations

The Library will continue to highlight the process in which customers can request a modification for inaccessible technology or report inaccessible technology.

Board Impacts

While JCPL has accomplished a lot to comply with the laws, there is much work still to be done. Ways that work will impact the Board are:

- Update of Library Board of Trustees website
- Accommodations in the public meetings
 - Closed captioning
 - Reconfiguration of certain elements
 - Publishing an Accommodations Statement
- Update of materials including potentially the
 - Agenda
 - Packet
 - Presentations
 - Minutes
 - Governance materials

Building and Planning Next Steps

In addition to the work around the Board items, there are still many areas where JCPL needs to continue to build, plan and coordinate:

- Build accessibility guidance for our staff and patrons
- Develop web content development training
- Create a robust training plan to guide staff
- Enhance and improve the remediation process

The assistive technology station at the Evergreen Library is one example of some accommodations.

In response to questions, the Board was advised that:

- Digital accessibility efforts include enhancing access for both patrons and staff.
- Regarding the legal timeline, it depends. After one law became effective, there were then rules written to explain the law. Then there was a Senate bill, then a clarification statement and another last minute legislative effort to address the huge burden on local governments. There are many nuances and JCPL is following compliance with demonstrating gradual improvement over time and publishing a quarterly report.
- For initial resource load, JCPL has pulled together a group of staff to work on digital accessibility as they were able. As the Library built the strategic program additional resources were allocated and the Library will add a consultant to help with that work. The Library is developing a plan on what that will look like and working with the County as a partner.
- Remediation of a PDF document includes making it more easily scanned. In some cases that may not be possible, and it may only be provided through a Word or text document. JCPL staff across all divisions are doing the editing of those PDFs. It is important to note that JCPL already had web accessibility in its sights and the Library is years ahead of a lot of other local governments.

The Board expressed appreciation for the work on digital accessibility and commended the staff.

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

There were 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

- 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
- November 14, 2024– Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room. (Note: Shavuot ends nightfall no work permitted)
- November 21, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- December 12, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

The Chair noted that she will be sending the Trustees information on the holiday party to try and identify a date and will work with Amber Fisher on additional arrangements.

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

Trustee Lomba Service Acknowledgement

The Chair advised the Board that this is Trustee Jeanne Lomba’s last meeting. The Chair acknowledged Jeanne and noted that she has appreciated working with Trustee Lomba and is grateful for her volunteer service.

The Board of County Commissioners appointed Jeanne Lomba to the Jefferson County Public Library (JCPL) Board on September 30, 2018. Lomba’s six-year tenure of leadership at JCPL featured an array of challenges and calls to action that required adaptable and progressive guidance. Shortly after her first year of service on the Board, Lomba joined her fellow Trustees in providing a rapid and innovative response to the COVID-19 pandemic. It was thanks to this dependable leadership that JCPL not only managed to successfully navigate such unprecedented times but emerged even stronger on the other side.

Along with helping to return JCPL to pre-pandemic library use, Lomba assisted with the approval of the Library’s 2020-2025 Strategic Plan, the fruits of which we are witnessing today in the completion of the Evergreen Library redesign, the purchase of sites for new libraries in South and Northwest Jeffco, a new leased Library location in Conifer, and the continued progress of the Arvada Library redesign. We are thankful for Jeanne’s dedicated leadership through both challenging and fulfilling times and know her impact will live on through the completion of these projects.

Under Lomba’s leadership, JCPL:

- Expanded and improved access to JCPL physical resources through the creation of offsite self-services. This included the opening of the award-winning Express Library, the completion of a new Bookmobile, and the installation of holds lockers and return bins at strategic locations across Jefferson County.
- Created the Raise a Reader program in 2019.

- Eliminated overdue fines, implemented automatic renewals and expanded Spanish language services to increase equity of access.
- Redesigned the Belmar Library, including the addition of the digital media studio.
- Developed the 2020-2025 Strategic Plan.
- Deployed a remote workforce in 24 hours to respond to the Pandemic in 2020.
- Successfully navigated the Pandemic, returning JCPL to near pre-pandemic numbers by 2022.
- Expanded DEI initiatives in partnership with Jefferson County.
- Welcomed countless authors to inspire our community members and encourage a love of reading.
- Redesigned the Evergreen Library.
- Launched the JCPL fundraising plan.
- Acquired land and gained rezoning approval for the future Northwest Jeffco Library.
- Secured new locations for both South County and Conifer Libraries.
- Continued to make progress with the redesign of the Arvada Library.

Additionally, during her time on the Board of Trustees, Lomba served on the Nominating Committee in 2019, 2021, 2022 and 2023, as well as on the Bylaws Committee in 2020.

On behalf of the Board of Trustees, the Chair acknowledged the progress of JCPL during Jeanne's tenure. Her dedicated service through such challenging transitions will leave a lasting legacy on JCPL and its patrons.

Jeanne Lomba expressed appreciation to the Board and JCPL staff and noted that she looks forward to staying involved with the Library.

EXECUTIVE SESSION:

At 6:58 pm, the Chair called for a motion to adjourn the regular meeting and reconvene in Executive Session.

MOTION: Jill Fellman moved to adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session pursuant to CRS 24-6-402(4)(f) Personnel Matters to review the Executive Director's performance and compensation. 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 clear the room, leave the existing ZOOM meeting and then join the Executive Session at 7:05 pm.

The Chair called the Executive Session to order at 7:06 pm with the following Trustees present, Jeanne Lomba, Jill Fellman, Charles Jones, Emelda Walker and Stanley Harsha. Also present was Amber Fisher, Executive Assistant, Office of the Executive Director. The Executive Director joined the Executive Session at 8:14 pm.

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

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

MOTION: At 8:33 pm Jeanne Lomba moved to adjourn the Executive Session and reconvene the regular meeting. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

At 8:37 p.m. the Chair reconvened the regular meeting with the following Trustees present: Jeanne Lomba, Jill Fellman, Charles Jones, Emelda Walker and Stanley Harsha. Also, present were Donna Walker, Executive Director; Bernadette Berger, Director of Technology and Innovation; and Amber Fisher, Executive Assistant, Office of the Executive Director.

The Chair provided the following Executive Session Summary:

The Library Board of Trustees met in Executive Session concerning Personnel Matters related to the Executive Director's performance and compensation. The Trustees held that discussion, and this summary is provided as required by Colorado Statute.

MOTION: Jeanne Lomba moved that the Library Board of Trustees authorize a 5% increase to the Executive Director's base salary and a \$5,000 one-time merit bonus. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

The Board expressed appreciation to the Executive Director for her exceptional leadership.

ADJOURNMENT

The meeting was adjourned at 8:38 pm.

Stanley Harsha, Secretary

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities and Construction

DATE: October 10, 2024

RE: 2024-2025 Janitorial Services, Kleen-Tech Services LLC, 4th Renewal

History of Contract: Kleen-Tech Services, LLC

Kleen-Tech Services, LLC provides janitorial services at all library locations. The Board authorized the Executive Director to enter a contract with Kleen-Tech Services, LLC in November 2020 for a period of one year. The Board's authorization allowed the option to renew the contract for up to four additional one-year terms with their approval. We have been happy with the services provided by the vendor and would like to renew our contract for an additional year. This will be the fourth renewal for this contract.

Budget:

The projected base contract cost for 2024-2025 is \$788,307.14 and would provide for janitorial services for one year from the date of the contract signing. The cost includes an increase over the 2023-2024 year of .0487% due to increased operating costs, along with the additional Day Porter services for the Arvada Library. The total annual cost is anticipated to be within the budgeted amount for janitorial services.

Next Actions:

I would like to ask the Board to authorize the Executive Director to renew our contract with Kleen-Tech Services, LLC for janitorial services at all locations for an additional year. **This item will be placed on the consent agenda for the October 17, 2024, Library Board meeting unless otherwise instructed by the Board.**

Foundation Update



■ **OCTOBER 2024**

JCLF Executive Director Report

By Jo Schantz, MNM, CFRE, GPC

FALL WHALE OF A USED BOOK SALE -- COMING SOON!

Ahoy book lovers! The Jefferson County Library Foundation (JCLF) announces that its fall 2024 Whale of a Used Book Sale is scheduled from Thursday evening to Sunday afternoon, October 17 – 20, at the Jeffco Fairgrounds, 15200 W. 6th Avenue in Golden. Shoppers can sail through three exhibit halls teeming with thousands of gently used books, CDs, DVDs, and comic books. The sale also features a whole bounty of vinyl records and themed gift baskets, along with rare books and one-of-a-kind collectibles.

Prices for books and media range from \$.50 to \$3. Rare and collectible items and gift baskets are individually priced.

The book sale opens Thursday evening, October 17, with Friends-Only Preview Night (Friends membership required), followed by three days, October 18 - 20, when the event is open to the public. Entry fee for the public is \$5 for adults. Children under age 18 and SNAP recipients (with proof of eligibility) are admitted free. Shoppers can pay at the door or pre-pay online at www.whalesale.org.



WHALE OF A USED
Book Sale

FALL SALE DATES AND TIMES

Thursday, October 17, 6 to 8 p.m. – FRIENDS ONLY Preview Night

Friday, October 18, 9 a.m. to 5 p.m. – Early Birds!
Come in one hour early (8 – 9 a.m.) and shop the full day for \$10 per adult!

Saturday, October 19, 9 a.m. to 5 p.m. – Half-Price Day
for Educators, Friends of the Library, and Jeffco Employees (with ID)

Sunday, October 20, 11 a.m. to 3 p.m. – Bag Day!
A grocery-sized bag
of books and/or media is just \$10



JEFFERSON COUNTY
COLORADO STATE UNIVERSITY
EXTENSION

Again this year JCLF is partnering with Colorado State University Extension in Jefferson County (CSUE) on Sunday, October 20, for a free Fall Family Fun Day from 11 am to 1 pm. This event will be held in the CSUE parking lot adjacent to the exhibit halls and will feature a bounce house, STEM demonstrations, and family activities. Visitors can also collect Halloween candy and stickers to win prizes.

JCLF Executive Director Report

Last month, JCLF was pleased to be selected to receive its third Pen & Podium grant! Sponsored by The Denver Post, Pen & Podium lecture series brings noted authors to the stage at DU's Newman Center to discuss their works and their lives, while also honoring the efforts of local literacy-focused nonprofits.

The September 23rd author presentation featured acclaimed novelist Amy Tan.

Our Foundation was pleased to receive a gift of \$5,000 from this year's Pen & Podium series.



COMMUNITY CONNECTIONS

- September 23 – Interviewed by Tami Bandimere for Living It Loud podcast (available on Amazon Music)
- September 23 – Participated in The Denver Post's Pen & Podium author series featuring novelist Amy Tan
- September 24 – Friends Council Meeting
- September 24 – Whale Sale Crew Chief meeting
- September 25 – JCLF Board of Directors meeting
- October 1 – Ribbon cutting ceremony at Golden Pantry & Thrift (formerly the CAG)
- October 1, 8 and 15 -- Lakewood Foothills Rotary Club meetings
- October 2 – Board of Directors meeting for Golden Pantry & Thrift
- October 3 – PEO (Philanthropic Educational Organization) lunch meeting at Boy Scouts headquarters
- October 3 – Longer Tables community dinner at Calvary Church, Golden (hosted by Golden Civic Foundation and Colorado Gives Foundation)
- October 4 – Fall Whale Sale planning meeting at Jeffco Fairgrounds
- October 8 – Wheat Ridge Business Association breakfast meeting
- October 10 – Applewood Business Association lunch meeting
- October 10 – Open House tour of new Denver7 television studios in Denver
- October 12 -- Attended Rocky Mountain Literary Festival, Mt. Vernon Canyon Club
- October 14 – Denver7 on-air interview at 11:30 am to promote fall Whale Sale
- October 14 – Teams meeting with Donna Walker
- October 16 – CSU Extension in Jeffco Advisory Board meeting at the SPUR campus in Denver
- October 17 – Denver7 on-air interview on Mile Hi Living with Sam Boik
- October 17 – Friends Preview Night at the fall 2024 Whale of a Used Book Sale

Executive Director Report



OCTOBER 2024 EXECUTIVE DIRECTOR REPORT

2024 Annual Plan Progress in October

Portfolio: Service Point Development & Expansion

Program: New Construction

Project: South County Library

- Continue due diligence
- Share results of Location and Extent outreach
- Submit Location and Extent application
- Continue community support development
- Continue political will development

Project: Northwest Jeffco Library

- Hold facilitated community engagement meetings
- Launch community and staff survey
- Continue community support development

Program: Building Redesign

Project: Arvada Library

- Complete Program of Service
- Initiate Design Team
- Begin planning for alternative services location

Project: Evergreen Library

- Finalize pricing and design for outdoor space

Program: Building Opportunities

Project: Conifer Opportunity

- Schematic design completion
- Begin design development drawings
- Inform community of progress

Portfolio: Lifelong Learning & Literacy

Program: Advance Digital Equity & Inclusion

Project: Digital Literacy Collaboration (ARPA)

- Offer additional classes at community partner sites
- 

- 
- Create additional agreements with community partners

Program: Advance Community Literacy

Project: Imagination Library

- Imagination Library of Colorado (ILCO) signed on as fiscal partner
- Edgewater zip code opened for parents to register
- Plan communication and outreach activities

Portfolio: Building Inclusive Community

Program: Digital Accessibility (NEW)

- Develop consultant scope of work
- Create process for prioritizing remediation plan items

Portfolio: Embracing Innovation & Change

Program: Fundraising Development

- Grant development for Conifer Library Services

SERVICE HIGHLIGHTS:

[JCPL Strategic Planning Survey](#) is live for patrons to participate in JCPL's 2026 and beyond information gathering.

[All Ages Halloween Costume Exchange](#): Patrons were invited to get into the Halloween spirit with a new-to-you costume! This event allowed an exchange of gently used costumes and costume accessories to trade out for someone else's gently used costume. Over 60 people attended this new event.

[Cybersecurity Awareness](#) classes being offered to help patrons stay safe on the internet and protect themselves from cybercriminals.

ADVOCACY AND ENGAGEMENT OPPORTUNITY FOR TRUSTEES

The Gateways: Jeffco EDC holds this annual event to celebrate business and EDC members. The event is scheduled for Wednesday, November 6 · 5:30 - 9pm. JCPL is a member of the EDC. Deadline for notifying JCPL if you'd like to attend is Thursday, October 17th.

Standley Lake Trailhead Completion and Ribbon Cutting event scheduled for November 8th at 11 a.m. All trustees are welcome. Bing Walker will give remarks on behalf of the trustees.





JCPL PROFESSIONAL ENGAGEMENT:

- JCPL's Digital Literacy Program Team, PowerOn Jeffco! has been selected as a **Colorado Digital Inclusion Champion for 2024** by the Office of the Future of Work, Colorado Department of Labor and Employment
- **Sue Dothage, Lauren Zuercher, Sarah Hattendorf, and Karen Jones** attending the HOW Design Live online conference.
- 6 staff attending Colorado Libraries for Early Literacy (CLEL) conference.
- 5 staff attending the Mountains & Plains Independent Booksellers Association FallCon in Denver
- 4 staff attending BiblioCon.
- **Kelly Duran, Kat LeFevre and Robyn Lupa** attending the Harwood Summit in Richmond, Virginia
- **Kelly Duran** attending Association of Bookmobile and Outreach Services (ABOS) in Indianapolis, Indiana
- **Rosalie Rodriguez, Rocio Vasquez-Flores and Paola Vilaxa attending** REFORMA in Denver
- **Julianne Rist, Bernadette Berger** attending the Urban Libraries Council (ULC) Annual Leadership Forum in Philadelphia, PA

HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, OCTOBER 2024

- Attending **CAL Legislative Committee** Meeting
 - Meeting with Joe Kerby, **Jefferson County Manager**
 - Attending monthly meeting of the **Personnel Board** of the **Jefferson County Elected/Appointed Officials**
 - Attending **Urban Libraries Council** (ULC) Annual Leadership Forum in Philadelphia, PA and a pre-conference on fundraising
 - Attending **Colorado Association of Libraries Leadership Institute** (CALLI) speed mentoring session
 - Participating in Northwest Jeffco Library **Community Engagement** meetings
 - Meeting with Jo Schantz, executive director, **Jefferson County Library Foundation**
 - Conducting Strategic Planning **stakeholder meetings**
- 

Operational Updates

Business Strategy and Finance

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



jeffcolibrary.org

To: Donna Walker, Executive Director
From: Matt Griffin, Director of Business Strategy & Finance
Re: Finance Monthly Report
Date: October 17, 2024

Budget to Actual Tables

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

In September, \$126,729 of Real Property Tax revenue was recorded. Year-to-date, 102% 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 September, the Library Foundation provided funding of \$3,751 to JCPL. The Library contributed \$11,684 in-kind support in September. Year-to-date, the library has received \$52,487 in funding and provided \$62,880 in-kind support to the Foundation, with a ratio of 0.83

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

Revenue and Expenditure	2024 Budget	YTD Actual 09/30/2024	\$ Variance 2024 Budget	% Variance 2024 Budget
Revenues				
Property Taxes (net adjustments)	56,936,719	60,809,838	(3,873,119)	107%
Grants, Funds & Donations	458,474	233,895	224,579	51%
Investment Income	2,458,619	1,807,379	651,240	74%
Other Revenue	85,000	16,053	68,947	19%
Total Revenues	\$ 59,938,812	\$ 62,867,165	\$ (2,928,353)	104.9%
Expenditures				
Operating	45,473,185	30,785,773	14,687,412	68%
Financing & Debt Service	623,700	7,279	616,421	1%
Capital Projects	25,191,744	7,166,592	18,025,152	28%
Total Expenditures	\$ 71,288,629	\$ 37,959,644	\$ 33,328,985	53.2%

% Variance 2024 Budget

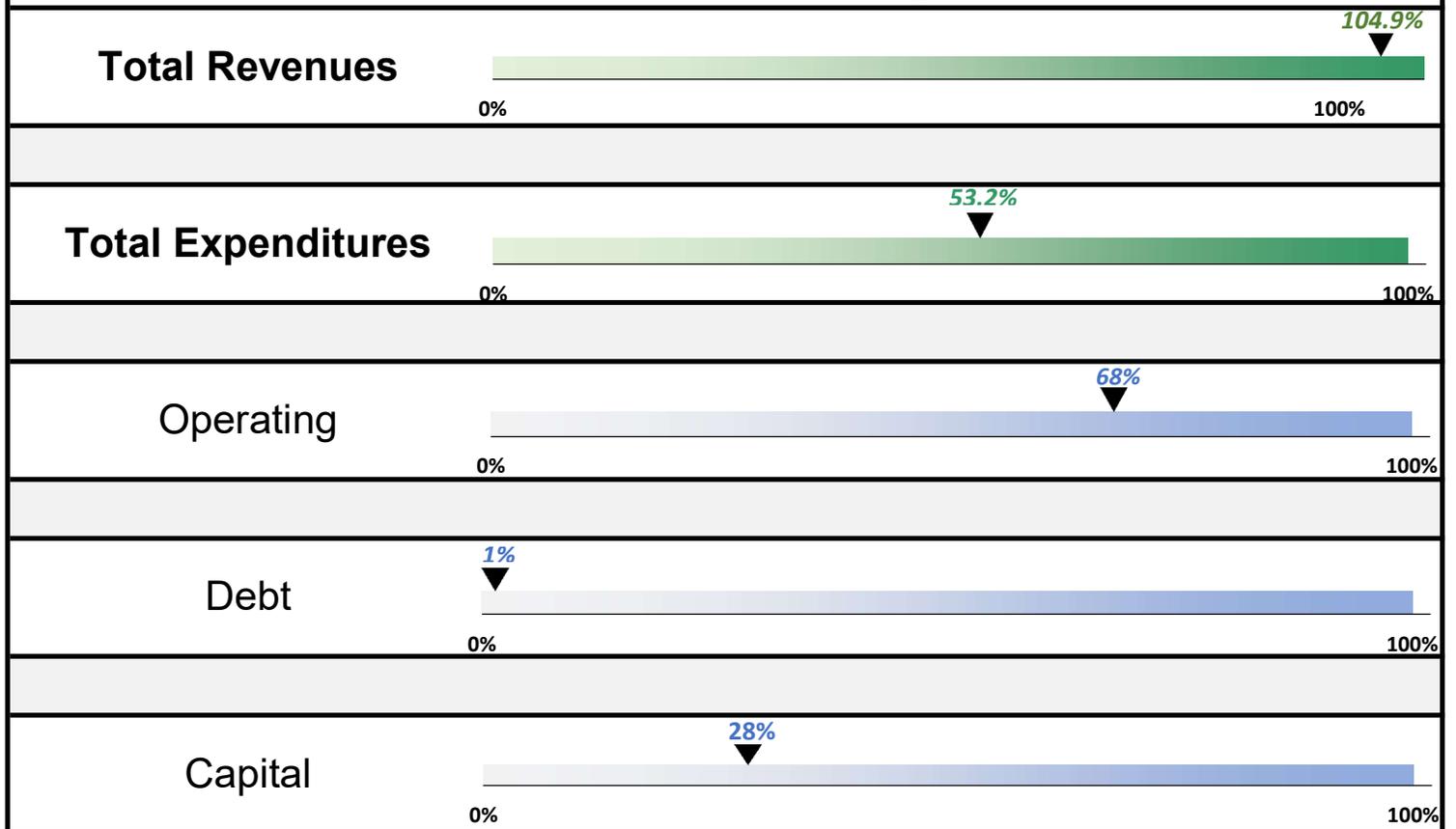


TABLE 2
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
BUDGET TO ACTUAL

	2024 Budget	YTD Actual 09/30/2024	\$ Variance 2024 Budget	% Variance 2024 Budget
Operating Expenditures				
Salaries & Employee Benefits				
Salaries	18,016,834	12,163,964	5,852,870	68%
Awards & Bonuses	180,000	38,190	141,810	21%
Other	6,817,727	5,574,833	1,242,894	82%
Total Salaries & Benefits	\$ 25,014,561	\$ 17,776,987	\$ 7,237,574	71%
Library Collections				
Library Books & Materials	9,049,817	5,174,168	3,875,649	57%
Library Periodicals	215,000	156,858	58,142	73%
Total Library Collections	\$ 9,264,817	\$ 5,331,026	\$ 3,933,791	58%
Supplies and Other				
Supplies	1,680,455	1,152,938	527,517	69%
Services & Charges	6,433,079	3,976,288	2,456,791	62%
Interdepartmental Direct Charges	594,052	416,397	177,655	70%
Treasurers Fees	859,569	912,148	(52,579)	106%
Interdepartmental Indirect Charges	1,626,652	1,219,989	406,663	75%
Total Supplies and Other	\$ 11,193,807	\$ 7,677,760	\$ 3,516,047	69%
Total Operating Expenditures	\$ 45,473,185	\$ 30,785,773	\$ 14,687,412	67.7%

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

	2024 Budget	YTD Actual 09/30/2024	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	296,647	-	296,647	(46,647)	n/a	n/a
ARM-02 Furniture & Equipment	42,000	6,656	-	6,656	35,344	n/a	n/a
ARM-03 Computer Replacement Plan	479,200	234,554	79,300	313,854	165,346	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	133,123	-	133,123	161,877	n/a	n/a
Capital Projects							
Document Management System	45,801	29,433	24,000	53,433	(7,632)	167,634	160,000
Location Holds Lockers	52,600	18,799	-	18,799	33,801	201,294	205,000
Halo Vape Sensors	-	-	-	-	-	8,059	74,250
South County Library	5,772,052	163,550	-	163,550	5,608,502	237,546	30,849,540
Evergreen Library Redesign	2,913,896	2,331,590	13,509	2,345,099	568,797	4,637,645	5,200,048
Evergreen Library Roof Repair	-	29,460	27,186	56,646	(56,646)	56,646	
Columbine Library Roof Repair	-	252,036	289,384	541,420	(541,420)	541,420	
Northwest County Library	11,280,795	3,626,850	1,656,313	5,283,163	5,997,632	5,383,039	25,970,270
Arvada Library Redesign	800,000	1,160	1,128,058	1,129,218	(329,218)	1,129,218	14,895,781
Conifer Library Opportunity	2,500,400	36,408	151,043	187,451	2,312,949	187,451	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	\$ 7,166,592	\$ 3,368,793	\$ 10,535,385	\$ 14,656,359		

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

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	YTD Actual 09/30/2024	\$ 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	-	-	250	(250)	
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	\$ -	\$ 5,250	\$ (5,250)	
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	-	92,350	(92,350)	
Stadium Funds - Imagination Library	-	-	-	50,000	50,000	-	100%
Stadium Funds - Young Authors	-	-	-	42,350	42,350	-	100%
Total Other Funds Received	\$ 370,628	\$ 366,303	\$ 1,189,919	\$ 213,478	\$ 169,172	\$ 44,306	79%
Jefferson County Library Foundation							
	199,566	131,894	127,180	100,000	52,487	47,513	52%
Total Jefferson County Library Foundation	\$ 199,566	\$ 131,894	\$ 127,180	\$ 100,000	\$ 52,487	\$ 47,513	52%
Total Grants, Funds & Donations	\$ 802,963	\$ 934,133	\$ 1,481,061	\$ 458,474	\$ 233,895	\$ 224,579	51%
Other Funds Received Outside of Library Fund							
Digital Equity - American Rescue Plan	-	-	3,482	840,745	363,317	477,428	43%

Operational Updates

Communications & Engagement

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Elise Penington, Director of Communications and Engagement
Lizzie Gall, Assistant Director of Public Services for Resources and Programs

DATE: October 17, 2024

RE: South County Library Location and Extent Community Engagement Outreach Summary

As part of Jefferson County Public Library's (JCPL) Location and Extent process application for the South County Library, JCPL staff has been conducting extensive community outreach. This phase of outreach focused on building site awareness and soliciting community feedback regarding the proposed site, located at 11100 Bradford Road in Littleton, CO.

Initial Feedback Efforts

Initial feedback efforts included:

Stakeholder Check-Ins

JCPL's Executive Director reached out to nine community organizations and 10 community stakeholders to assess initial support of the proposed location.

South County Advisory Council Presentation

A staff team attended the South County Advisory Council meeting on August 12 to announce the site location, hear Council feedback and address any potential site concerns. The Council was also invited to attend the August 15 Board of Trustees meeting to provide public comment on the location.

Board of Trustees Meetings

The South County site selection process and announcement, including the address, were presented at both the August 8 and August 15 Board of Trustees meetings. Public comment was taken at the August 15 meeting, with five people speaking in favor of this location.

In addition, the South County Library Location and Extent Community Engagement Outreach Summary presentation on October 17 offers an additional opportunity for public comment to the Board of Trustees.

Site Notification Efforts

Following Board approval to move forward with the Purchase and Sale Agreement, JCPL provided the following site notifications:

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



jeffcolibrary.org

- Published [news item](#) on the JCPL website
- Updated the public website [project page](#) with site address details
- Posted digital signage in Library locations with a link to building projects
- Sent site selection announcement email to 18,830 patrons on August 20 (South County project list, Columbine Library patrons, and Ridge Recreation Center Hold Locker patrons)
- Sent second location feedback request email to 18,847 patrons on September 17 (South County Library project list, Columbine Library patrons, and Ridge Recreation Center Hold Locker patrons)
- Included article in the September JCPL eConnect patron newsletter (135,033 recipients)
- Included announcement in September 4 JEN on the Go (Jeffco Employee newsletter) and September 19 Engage Jeffco newsletters
- Announcement on social media, which was widely shared by community leaders, community groups and patrons.

Community Outreach

As of October 4, JCPL has engaged nearly 2,100 south Jefferson County residents through back-to-school nights, COHOPE meetings, PTA meetings, South Jeffco Business Alliance meetings and area community events. This engagement is ongoing, with multiple additional community events scheduled throughout the fall. In addition, two open-house style “Chat with the South County Library Location Manager” events will be held at Columbine Library in October.

Feedback Summary

With these extensive outreach efforts, JCPL is confident the public is not only aware of the proposed new library location, but the majority are supportive of this decision and path. Many community members voiced excitement about the expansion of library services in this part of Jefferson County, including support for the proposed location and the choice to repurpose an existing building. Neutral or negative comments, while much lower in number, focused on the potential of increased traffic, the overall need for an additional library, and concerns with reducing sales tax and/or property tax revenue from this site.

Next Steps

The current outreach process is focused on the site itself and will support the Location and Extent application process. Once JCPL closes on the property, facilitated community engagement will be conducted to seek feedback into Library services and spaces.



A New Destination Library
FOR SOUTH JEFFERSON COUNTY



Jefferson County
PUBLIC LIBRARY

South County Library Location and Extent Community Engagement Outreach Summary

Board of Trustees | October 17, 2024

Elise Penington, Communications and Engagement Director

Lizzie Gall, Assistant Director of Public Services for Resources and Programs



A New Destination Library
FOR SOUTH JEFFERSON COUNTY



Jefferson County
PUBLIC LIBRARY

Background

- Purchase and Sale Agreement (PSA) Signed
- Due Diligence Process Underway
- Building Site Awareness & Feedback



Initial Feedback Efforts

- Stakeholder Check-Ins
- South County Library Advisory Council
- Board of Trustees Meetings & Public Comment

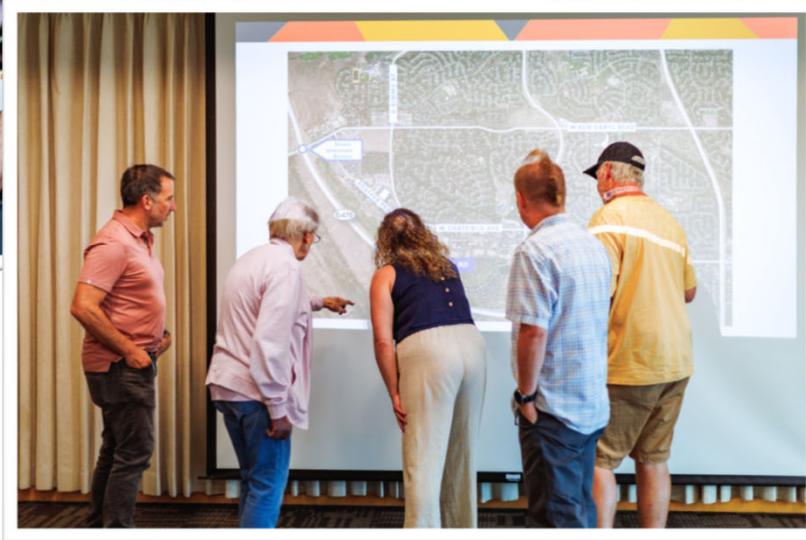




A New Destination Library
FOR SOUTH JEFFERSON COUNTY



Jefferson County
PUBLIC LIBRARY





**A New Destination Library
FOR SOUTH JEFFERSON COUNTY**



Jefferson County
PUBLIC LIBRARY

Notification Efforts

- Website News
- Project Page Update
- Digital Signage
- Social Media

South County Library Location Announcement

The JCPL Board of Trustees has authorized a purchase and sale agreement on a location for the South County Library.
August 28, 2024



On Thursday, August 15, the JCPL Board of Trustees authorized a purchase and sale agreement on a location for the South County Library location. The property is approximately 100,000 square feet, located in the center. JCPL is excited to receive the property and provide ample space for library services.

The creation of an additional library location in this growing area of the county will provide convenient access to library resources for community members in the area.

Our next steps are to conduct due diligence before officially closing on the property. We will conduct facilitated community engagement to determine a program and will share a more detailed timeline soon.

In the meantime, we want to hear from you about the potential location. Please get the word out by sharing the location announcement with your neighbors. Feedback can be sent to our South County Library Project at southcountyproject@jeffcolibrary.org.

JCPL is so excited to bring an additional library location to this area. Please take an eye on our [South County Library webpage](#) and [subscribe to our newsletter](#) updated on the project.

Jefferson County Public Library
September 17 at 1:00 PM

We have more exciting news to share!
The JCPL Board of Trustees authorized a purchase and sale agreement on an existing property to serve as a new South County Library.
As we conduct due diligence on the property, we want to hear from YOU about the location. Share the news with friends, leave a comment here or email your feedback to southcountyproject@jeffcolibrary.org.
Visit our website, for additional information: <https://bit.ly/3ZnC4vS>
#Jeffco #Library #News



78

11 comments 5 shares



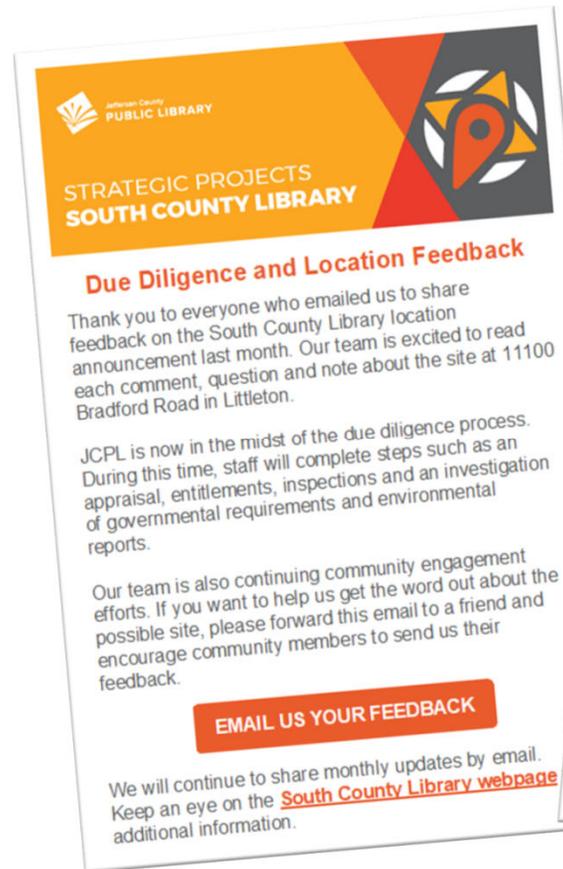
A New Destination Library
FOR SOUTH JEFFERSON COUNTY



Jefferson County
PUBLIC LIBRARY

Notification Efforts

- Patron Emails
- eConnect Newsletter
- County Newsletters



**STRATEGIC PROJECTS
SOUTH COUNTY LIBRARY**

Due Diligence and Location Feedback

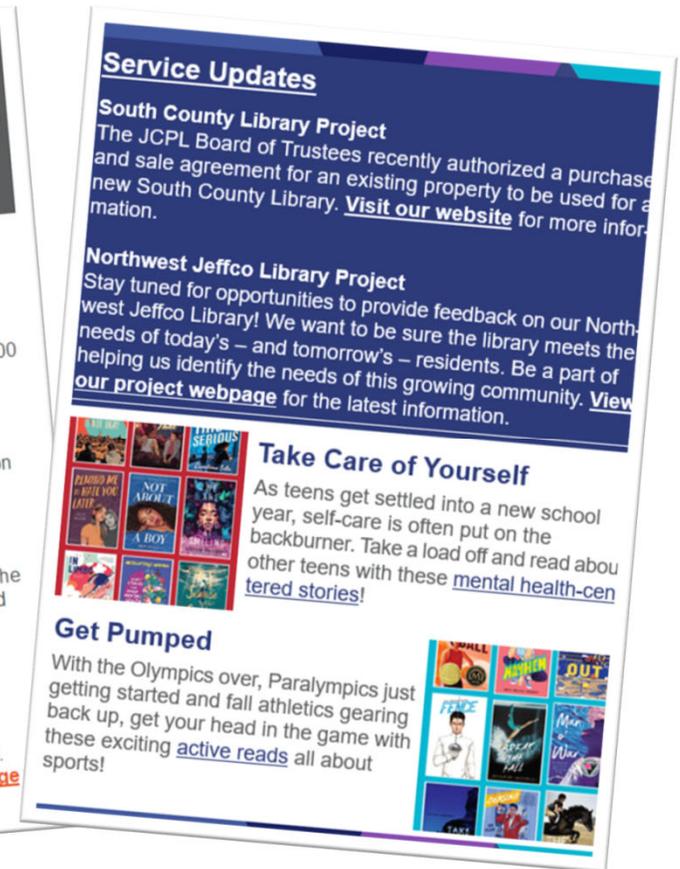
Thank you to everyone who emailed us to share feedback on the South County Library location announcement last month. Our team is excited to read each comment, question and note about the site at 11100 Bradford Road in Littleton.

JCPL is now in the midst of the due diligence process. During this time, staff will complete steps such as an appraisal, entitlements, inspections and an investigation of governmental requirements and environmental reports.

Our team is also continuing community engagement efforts. If you want to help us get the word out about the possible site, please forward this email to a friend and encourage community members to send us their feedback.

EMAIL US YOUR FEEDBACK

We will continue to share monthly updates by email. Keep an eye on the [South County Library webpage](#) for additional information.



Service Updates

South County Library Project

The JCPL Board of Trustees recently authorized a purchase and sale agreement for an existing property to be used for a new South County Library. [Visit our website](#) for more information.

Northwest Jeffco Library Project

Stay tuned for opportunities to provide feedback on our Northwest Jeffco Library! We want to be sure the library meets the needs of today's – and tomorrow's – residents. Be a part of helping us identify the needs of this growing community. [View our project webpage](#) for the latest information.

Take Care of Yourself

As teens get settled into a new school year, self-care is often put on the backburner. Take a load off and read about other teens with these [mental health-centered stories!](#)

Get Pumped

With the Olympics over, Paralympics just getting started and fall athletics gearing back up, get your head in the game with these exciting [active reads](#) all about sports!



A New Destination Library
FOR SOUTH JEFFERSON COUNTY



Jefferson County
PUBLIC LIBRARY

Community Outreach Events

- Engaged 2,100 Area Residents
- Back to School Nights, PTA Meetings, Jeffco Business Alliance, COHOPE and Community Events
- Many Comments in Support of Site, Location and Access
- Concerns Focused on Increased Traffic, Reducing Sales Tax/Property Tax Revenue from Site, and Site Not Being Centrally Located



A New Destination Library FOR SOUTH JEFFERSON COUNTY

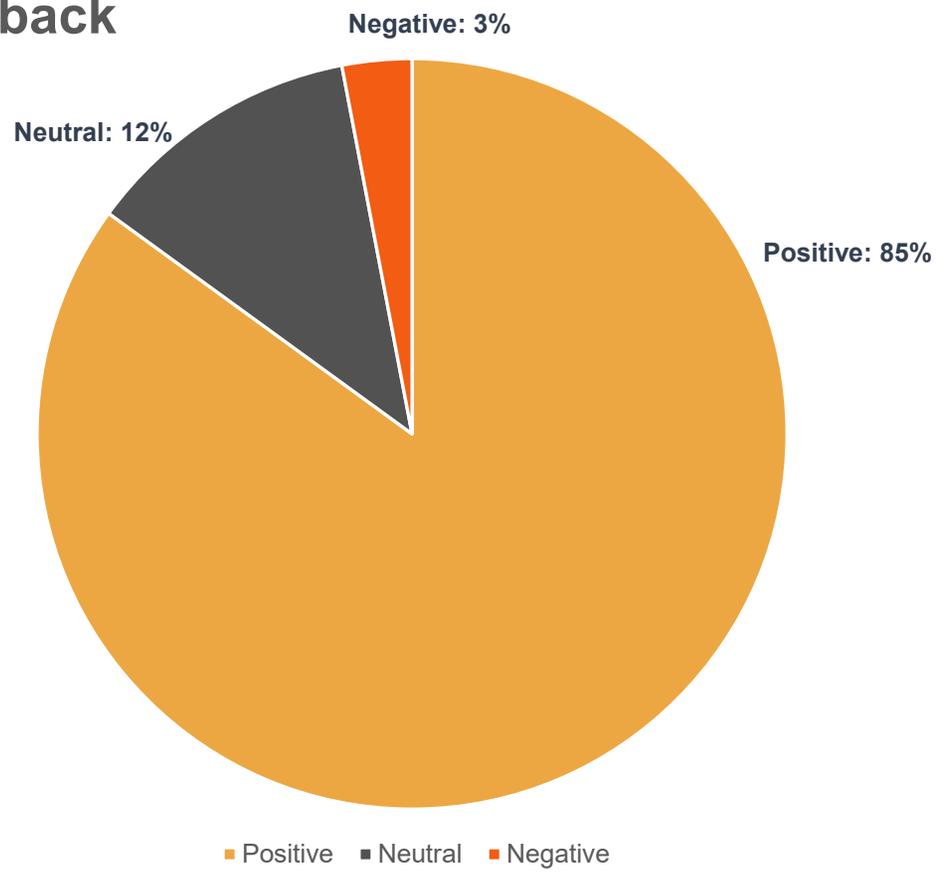


Jefferson County
PUBLIC LIBRARY





Email Feedback





A New Destination Library
FOR SOUTH JEFFERSON COUNTY



Jefferson County
PUBLIC LIBRARY

“Using an existing building is the best idea!”

***“We would love to have the library
right next door to our community!”***

“Thank you so much! A library is needed in SW Jeffco!”

“Cannot wait to have a library closer to home!”

***“This would be an amazing addition
to our neighborhood!”***



A New Destination Library
FOR SOUTH JEFFERSON COUNTY



Jefferson County
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“Loss of sales tax/property tax revenue”

“Could bring additional traffic to this area”

“Leave location for business use”

“Not centrally located”



A New Destination Library
FOR SOUTH JEFFERSON COUNTY



Jefferson County
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Next Steps

Submission of Location and Extent Process
Application to Jefferson County Planning and
Zoning



A New Destination Library
FOR SOUTH JEFFERSON COUNTY



Jefferson County
PUBLIC LIBRARY

Questions?