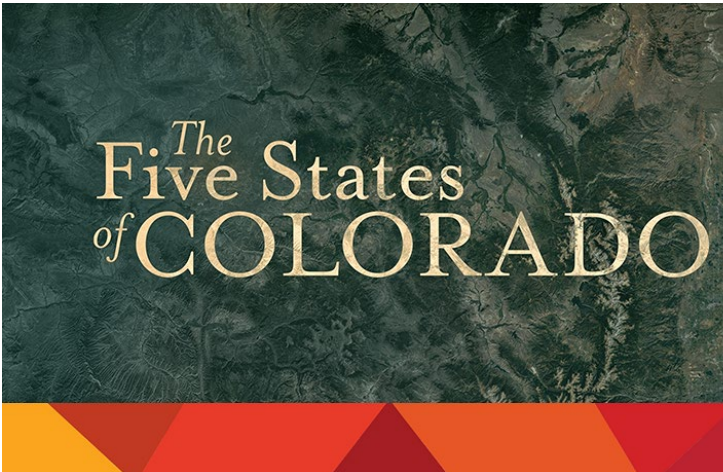


BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

November 21, 2024



'The Five States of Colorado' Screening and Discussion



Maker Workshop: Papercraft Turkeys on the Cricut



Indigenous Corporation 5280 Native American Dance



The Art of Thriller Writing with Carter Wilson



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA - AMENDED

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, November 21, 2024 – 5:30 pm – HYBRID MEETING <ul style="list-style-type: none">• <u>ONLINE MEETING VIA ZOOM</u>• <u>IN-PERSON MEETING AT LAKEWOOD LIBRARY MEETING ROOM</u>
1.	Call to order & attendance (4.5.8) A. Verbal roll call – Each Trustee announces their presence by stating their name.
2.	Pledge of Allegiance
3. Agenda Action	Approve Agenda Chair: Call for motion and second
4. Public Comment	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. 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. To address the Library Board of Trustees during Public Comment: <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 topic3. <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. For more information on public comment policy please refer to Board Governance Policy 4.3.7: Board Governance Policy Manual (jeffcolibrary.org)
5. CONSENT AGENDA Action	Approval of Consent Agenda Chair: Call for motion and second A. Minutes of October 17, 2024 Board Meeting
6. Foundation	Foundation Update

BOARD MEETING AGENDA - AMENDED

Jefferson County Public Library Board of Trustees

<p>7. Operational Updates Action as Needed</p>	<p><u>Executive Director</u> A. Executive Director Report B. Capital Building Projects Update</p> <p><u>Business Strategy & Finance</u> <u>Finance and Budget</u> A. Financial Tables (October 2024) B. 2025 Recommended Budget</p> <p><u>Facilities & Construction</u> A. Arvada Library Redesign General Contractor Call for Motion and Second</p> <p><u>Public Services</u> A. New Collection Development Policy 4.10 B. New Reconsideration of Library Resources Policy 4.10.1 C. Monitoring Report 2.9: Materials Selection</p>
<p>8. Action as Needed</p>	<p>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</p>
<p>9. Emerging Issues Action as Needed</p>	
<p>10. Ends Action as Needed</p>	<p>Ends: No items.</p>
<p>11. Board Governance Action as Needed</p>	<p>Board Governance: A. Trustees review 2025 governance process calendar (adoption in December)</p>
<p>12. Suggest Agenda Items Action as Needed</p>	<p>BOARD SCHEDULE – NEXT MEETINGS – Location of meetings of the Library Board of Trustees are being determined in cooperation with guidelines from Jefferson County. Information on meeting location will be posted at least one week prior to the scheduled meeting date.</p> <p><u>2024 Board Meeting Schedule</u></p> <ul style="list-style-type: none"> • December 12, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room <p><u>2025 Board Meeting Schedule</u></p> <ul style="list-style-type: none"> • January 9, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • January 16, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • February 13, 2024 – Study Session Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • February 20, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

BOARD MEETING AGENDA - AMENDED

Jefferson County Public Library Board of Trustees

13. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
14. Discussion	Evaluate Board Meeting (4.1.9)
15. Information	Announcements/General Information Sharing <ul style="list-style-type: none">• Report of the Chair – Correspondence, Other• Other Announcements
16. EXECUTIVE SESSION WITH ADJOURNMENT OF REGULAR MEETING	<p>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>(1) <u>Collective Bargaining</u>. Guest: Steven Spirn, Labor Relations Consultant. Statutory citation authorizing an executive session for this topic is:</p> <ul style="list-style-type: none">• Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators. <p>(2) <u>South County Library Property</u>. Statutory citations authorizing an executive session for this topic are:</p> <ul style="list-style-type: none">• 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.

CONSENT AGENDA

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

jeffcolibrary.org



Jefferson County
PUBLIC LIBRARY

TO: Library Board of Trustees

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

DATE: November 14, 2024

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

A. Library Board of Trustees Approve October 17, 2024 Board Meeting Minutes.

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

October 17, 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 October 17, 2024. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m.

- Congratulations on reappointment of Bing Walker
- Welcome and introductions new Trustee Renny Fagan

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

Trustees not present: All Trustees were present.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Bernadette Berger, Director of Technology and Innovation; Elise Penington, Director of Communications and Engagement; Steve Chestnut, Director of Facilities and Construction Projects; Lisa Smith, Director of People and Culture; 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; and Margaret Winter, Technical Support Tech 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 Pam Anderson, 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 one

online public comment was received and forwarded to the Board. There were no further public comments, and the Chair closed the public comment portion of the meeting at 5:36 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 October 17, 2024 Consent Agenda:

- 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.

MOTION: Stanley Harsha moved that the Library Board of Trustees approve the items on the consent agenda as presented. Seconded by Pam Anderson, 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. Jo Schantz, Foundation Executive Director is at the Whale of a Used Books Sale which started tonight and goes through Sunday at the Jefferson County Fairgrounds. The Foundation received \$2,600 from the 240 Union Dine and Donate event.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director advised the Board that the Columbine Library roof that was damaged in the hail storm has been replaced. Strategic planning for 2026 and beyond is underway and a staff and patron survey has been sent out. There are already over 4,200 surveys completed by the public; including over 200 teen responses and 40 completed in Spanish. The Library also solicited responses from the incarcerated population. JCPL is working on ideas to increase outreach to our Spanish speaking community. The Executive Director also met with the Mayor of Lakewood, Wendi Strom, who had some ideas for that effort. The survey is open through October 31. 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.

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

B. Capital Building Projects Update

- **South County Library:** Steve Chestnut, Director of Facilities and Construction Projects is continuing due diligence work and working on the location and extent application. Tonight the Board will hear information related to the Library's community engagement efforts related to the location and extent process.
- **Northwest Jeffco Library:** The Library held two in person facilitated community engagement meetings. Over 80 people participated. Patron and staff surveys have been launched. People are excited about the new library.
- **Arvada Library Redesign:** The design team kick off meeting was held this week. Something new about this design team is the inclusion of a member of the Arvada police department on the design team. This individual has experience with designing public buildings for safety and JCPL is excited to have them on the team.
- **Conifer Library:** The schematic design is on track to be completed by the end of October. In alignment with Jo Schantz, Foundation Executive Director, the donor book for naming solicitation is almost ready to go to print. Jo will work on individual donor and naming opportunities. Bridget Beatty, the Library's fundraising consultant is working on other grant opportunities for the Conifer Library.

In response to a question, the Board was advised that there are no yellow or red flags at this point in the South County Library due diligence process.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

A. Financial Report (September 2024)

There were no questions from the Board on the September financials. The Executive Director advised the Board that Matt Griffin, Director of Business Strategy and Finance will be returning from leave tomorrow and will begin working with staff and the Board on the 9+3 financial forecasting.

Communications & Engagement

A. South County Library Location and Extent Community Engagement Outreach Summary

Elise Pennington, Director of Communications and Engagement, expressed appreciation to the Board for the opportunity to provide an update on South County Library outreach and engagement activities to support the Location and Extent process. Lizzie Gall, Assistant Director of Public Services for Resources and Programs is also available to answer any questions.

Background

The South County Library Purchase and Sale Agreement was signed in August and the due diligence process is underway. As part of this process, JCPL teams have been conducting extensive communication and outreach efforts to build site awareness and encourage community feedback. These efforts support the Location and Extent application to demonstrate community awareness of and support for the proposed library site. As JCPL nears the Location and Extent application submission, the Library wanted to share information about the community outreach efforts and outcomes.

Initial Feedback Efforts

As JCPL moved through the Purchase and Sale Agreement steps, the Library started reaching out to our community for feedback.

- **Stakeholder Check-Ins:** JCPL's Executive Director reached out to nine community organizations and ten community stakeholders to assess initial support of the proposed location.
- **South County Library Advisory Council Presentation:** A staff team attended the South County Library Advisory Council meeting on August 12 to announce the site location, hear Council feedback and address any potential site concerns. The team also attended the October 14 Advisory Council meeting to share an update on this process.
- **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 members of the Advisory Council speaking in favor of this location. Tonight's presentation offers an additional opportunity for public comment to the Board of Trustees.

Notification Efforts

Following the Board's approval to move forward with the Purchase and Sale Agreement, JCPL began a variety of efforts to build general community awareness and gather feedback about this potential Library location.

- Published news items on the JCPL website
- Updated the website project page with site address details
- Posted digital signage in Library locations with a link to building projects
- Announcement on social media with an email address to send feedback which was widely shared by community leaders, community groups and patrons.

In addition, JCPL:

- Sent site selection announcement email to 18,830 patrons on August 20
- Sent second location feedback request email to 18,847 patrons on September 17
- This email list included the South County Library project list, Columbine patrons, and Ridge Recreation Center Hold Locker patrons

- Included an article in the September JCPL eConnect patron newsletter (135,033 recipients)
- Included announcements in the September 4 JEN on the Go (Jeffco Employee newsletter) and September 19 Engage Jeffco newsletters
- A third project email also went out on October 10 to advertise two additional Chat with the Location Manager opportunities, as well as tonight's opportunity to voice site feedback to the Board
- In all of these efforts, links were included to the South County Library project page and email list, as well as the project email address to share feedback

Community Outreach Events

As JCPL's Communications and Engagement team was working on community site notifications, Rene Yaws, South County Library Manager and Lizzie Gall were out in the community spreading the word and gathering feedback through community events, meetings with local organizations, PTA and School events, and many more.

Community Outreach:

- As of October 5, JCPL has engaged nearly 2,100 south Jefferson County residents
- This engagement is ongoing, with multiple additional community events scheduled throughout the fall. At the September Summerset event JCPL staff talked to over 700 people.
- In addition, two open-house style "Chat with the South County Location Manager" events will be held at Columbine Library on October 18 and 23, along with an opportunity for the community to give feedback directly to the Library Board tonight.

Email Summary

The Library has been promoting its project email as a way to provide feedback and received 332 emails with feedback about the site. From the emails received, 85% voiced support for this Library site; 12% were either neutral on the site or offered feedback unrelated to the specific site, and 3% voiced opposition to this specific site.

Feedback Summary

With these extensive communication and 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. During outreach events, many people 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. Negative comments, while much lower in number, focused on the potential of increased traffic, concerns with reducing sales tax and/or property tax revenue from this site, and the site not being centrally located.

Feedback Examples



"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!"



"Loss of sales tax/property tax revenue"

"Could bring additional traffic to this area"

"Leave location for business use"

"Not centrally located"

Next Steps

The current outreach process is focused on the site itself and will support the Location and Extent application process. The next step in this process will be to submit the Location and Extent Process Application to Jefferson County Planning and Zoning.

In response to questions, the Board was advised that:

- There were a variety of methods for capturing community input. Attendees were able to express their thoughts with color coded dots and sticky notes where they could write their comments.
- There were many elements of the community engagement process that the Library feels were successful. The South County Advisory Council has been invaluable to

the process. They live in the area and asked tough questions. In addition, the Library's conversations with the Planning and Zoning director and outreach around the location and extent process helped JCPL with outreach to the community. JCPL also hired the manager for this location, Rene Yaws, who is able to devote significant time to personalized community engagement.

- The Library is having conversations about next steps with the South County Advisory Committee.

The Trustees expressed appreciation to the Library for their remarkable and thorough community engagement efforts. The Chair noted that she will have a conversation with the Executive Director on how the Board can express its appreciation to the South County Advisory Council.

Public Services

A. Hispanic Heritage Month Presentation

Paola Vilaxa, Diversity Equity and Inclusion and Edgewater Library Manager, addressed the Board and presented information on the Library's Hispanic Heritage Month activities.

Celebrate Your Community

According to the last census data 15.8% of the population in Jefferson County identifies as Latino or Hispanic. This is over 90,000 people who celebrate Hispanic Heritage Month from September 15 to October 15, a celebration aimed to recognize the contributions of Latinos and Hispanics to our country and celebrate their heritage. This community is also diverse, with roots in Mexico, Central America, South America and even the San Juan Valley. This year, we have seen an increase in new immigrants from Venezuela, adding a variety of flavors and tradition to the growing Hispanic culture in Jeffco.

The Diversity, Equity and Inclusion (DEI) team decided that instead of preparing a system wide approach to Hispanic Heritage month, JCPL wanted to celebrate the different needs and interests of the Latino community. Locations planned a variety of programs and were supported financially and logistically by the DEI Core Service.

Connect with Arts and Culture

The Library presented a variety of programs for all ages and backgrounds, that highlighted the vibrant community JCPL is fostering throughout the county. Thank you to our Communications department for the beautiful logo created to unify all the different programs offered between September 15 and October 15. JCPL has a wide variety of offerings, including an Alebrijes workshop, a music performance by our talented Elisa Garcia, our very own Latino Film Fest at the Belmar Library, and Cine en Español at the Lakewood Library. All the presenters are local and part of the Latino community, an intentional selection to increase representation and equity.

Connect with Resources

The Edgewater Library just hit a record in participation with 200 people attending their Celebración de la Herencia Hispana. Eleven organizations participated in this event, that included food, piñatas and a community resource fair where English and Spanish speakers could find support in the areas of early childhood and lactation, small businesses, mental health, resources navigation and more. Paola Vilaxa highlighted the work of Valeria Carrillo and the bilingual team at Edgewater, as this is their first program, and they just couldn't be any more successful.

Learn and Explore

Some of JCPL's libraries joined the celebration by working smarter, and adapted some of their recurring offerings in order to celebrate. The Columbine Library brought presenters, crafts and food to their regular Intercambio program throughout the month in order to celebrate Hispanic culture while practicing Spanish. Many libraries have joined with special Cuentacuentos and Storytimes dedicated to celebrate Hispanic heritage and traditions. Overall, it has been a terrific month.

The Board expressed appreciation to Paola and Library staff for the wonderful programs celebrating our Hispanic and Latino communities.

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
- 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 advised the Board that Amber Fisher will soon be sending 2025 Board meeting invitations. The Board holiday party is scheduled for December 3 and invitations have been sent.

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

- Executive Director Evaluation Process Review

The Chair introduced the topic and noted that this is an opportunity for the Board to evaluate and provide feedback on the Executive Director Review Process. Some ideas brought forward included:

- Updating the form to fill out prior to the meeting to provide more guidance.
- Having a contextual introduction before the discussion and what action is expected from the Board.

The Chair advised the Board to reach out if they had any other feedback to share that could be included in next year's evaluation process.

EXECUTIVE SESSION:

At 6:14pm, the Chair called for a motion to adjourn the regular meeting, reconvene in Executive Session regarding Collective Bargaining and adjourn the regular board meeting at the conclusion of the Executive Session.

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

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

Seconded by Jill Fellman 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 6:22 pm with the following Trustees present, Renny Fagan, Jill Fellman, Pam Anderson, Charles Jones, Emelda Walker and Stanley Harsha. Also present was Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Bernadette Berger, Director of Technology and Innovation;

Elise Penington, Director of Communications and Engagement; Lisa Smith, Director of People; Steven Sprin, Labor Relations Consultant and Amber Fisher, Executive Assistant, Office of the Executive Director.

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

MOTION: At 7:19 pm Pam Anderson moved to adjourn the Executive Session. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

It is noted that the Library Board of Trustees met in Executive Session concerning Collective Bargaining pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators. The Trustees held that discussion, and this summary is provided as required by Colorado Statute.

Stanley Harsha, Secretary

Foundation Update

NOVEMBER 2024



JCLF Executive Director Report by Jo Schantz, MNM, CFRE, GPC

WHALE'S TALE HONORED

We are proud to announce that our Whale's Tale Books & Gifts shops in Lakewood were recently honored as the "Best of the Best" by Colorado Community Media in the Used Bookstore category.

In addition, our Whale's Tale Two storefront in Belmar Shopping Center recently celebrated one full year in operation at our location on 7273 W. Alaska Drive. Celebration activities included prize drawings, an afternoon with tea & scones, plus many other giveaways and activities to mark this key occasion.

So far this year, gross sales at our Belmar location amount to nearly \$64,000! At our flagship bookstore in Colorado Mills Mall, our to-date gross sales have topped \$99,000!

JCLF's Belmar store is now open six days a week, from Tuesday through Sunday, 11 am to 6 pm. At Colorado Mills, our hours are noon to 6 pm Sunday through Friday and 11 am to 6 pm on Sundays.

We are grateful to the many volunteers, shoppers and supporters who have made our two bookstores a resounding success!



2024 FALL WHALE SALE

This was the 22nd year for our fall Whale of a Used Book Sale at the Jeffco Fairgrounds, and we "knocked it out of the park" as far as attendance and monies generated. More than 3,600 individuals and families attended this year's 3-day sale, and revenues came in at more than \$86,000 in gross sales (including admission fees, donations and Friends memberships).



Many thanks to dozens of our valiant volunteers who worked tirelessly to make this year's fall sale such a remarkable success!

COMMUNITY CONNECTIONS

- Oct. 17-20 -- Fall Whale of a Used Book Sale
- Oct. 23 – tour of JCLF by representative from Community Choice Credit Union
- Oct. 29 – Rotary Club tour of Wheat Ridge HS STEM program
- Oct. 31 – Whale Sale Crew Chief wrap-up meeting
- Oct. 31 – Friends Council meeting
- Nov. 5 – Lakewood Foothills Rotary Club
- Nov. 6 – Finance Committee meeting to discuss lease at Belmar
- Nov. 7 – PEO meeting in Lakewood
- Nov. 11 – OFFICE CLOSED
- Nov. 12 – Wheat Ridge Business Assn. breakfast
- Nov. 12 -- Lakewood Foothills Rotary Club
- Nov. 13 – Good News Breakfast Steering Committee meeting
- Nov. 13 – Discussion with JCPL re: 2025 funding opportunities
- Nov. 14 – Golden Pantry & Thrift Board of Directors meeting
- Nov. 14 – Applewood Business Assn. luncheon
- Nov. 17-25 – Jo out of office
- Nov. 20 -- JCLF Board meeting

GOOD NEWS FROM OUR 2023 AUDIT

Each year, JCLF is grateful to Jefferson County Public Library (JCPL) for its support of our mission and our efforts. According to our 2023 audit, our Foundation received more than \$87,000 in in-kind support from the Library.

As pointed out on page 22 of the audit, "Total expenses for the year ended December 31, 2023, excluding the Library's in-kind amounted to \$714,548." When you add in the 10,359 hours contributed by our dedicated volunteers (amounting to \$376,644 in value, according to standard hourly pay provided by the Independent Sector), "total support provide the Library during 2023 was \$1,091,192."

"In summary, the support the Foundation provided the library Was nearly thirteen (13) times the in-kind that the Library provided the Foundation."

Executive Director Report



NOVEMBER 2024 EXECUTIVE DIRECTOR REPORT

2024 Annual Plan Progress in November

Portfolio: Service Point Development & Expansion

Program: New Construction

Project: South County Library

- Respond to Location and Extent application notes
- Complete expanded traffic study
- Continue community support development
- Continue political will development

Project: Northwest Jeffco Library

- Begin development of program of service
- Continue community support development

Program: Building Redesign

Project: Arvada Library

- Initiate Conceptual Design
- Contract with general contractor
- Begin search for alternative services location

Project: Evergreen Library

- Finalize pricing and schedule for outdoor space
- Finalize Naming opportunity

Program: Building Opportunities


Project: Conifer Opportunity

- Complete design development
- Development of naming opportunity solicitation
- Inform community of progress

Portfolio: Excellence in Customer Service

Program: Create a Radically Welcoming JCPL – Public

Project: New Collection Development Policy

- Present collection development and reconsideration policies to trustees
- 

Portfolio: Lifelong Learning & Literacy

Program: Advance Digital Equity & Inclusion

Project: Digital Literacy Collaboration (ARPA)

- Activate winter training sessions with new partners: Jeffco Public Health, Edgewater Collective, Jeffco Center for Mental Health, The Action Center
- Draft proposal for 2025 services

Program: Advance Community Literacy

Project: Imagination Library

- Activate public communication
- Initiate Colorado Gives campaign for JCPL/Imagination Library

Portfolio: Building Inclusive Community

Program: Digital Accessibility (NEW)

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

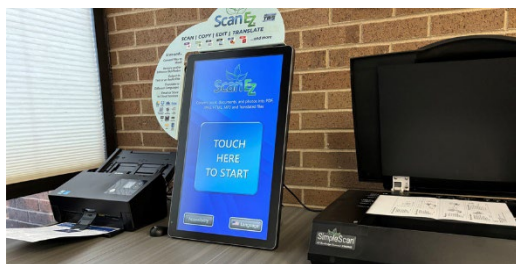
Portfolio: Embracing Innovation & Change

Program: Fundraising Development

- Develop 2025 fundraising plan in collaboration with Library Foundation
- Contract with consultant for 2025 Fundraising Plan

SERVICE HIGHLIGHTS:

[Celebrate Native American Heritage](#) month with Indigenous Corporation 5280 Dancers, a Native American dance group that brings cultural awareness of indigenous traditions and history through traditional song, dance and storytelling. Being offered at three JCPL locations.



JCPL is installing new [ScanEZ machines](#) at our Lakewood and Edgewater libraries. These units have many exciting features that we think our patrons will love, including ability to do text translation to and from 120 languages, creating an audio file from a text file and freshen old pictures and newspaper articles.



ADVOCACY AND ENGAGEMENT OPPORTUNITY FOR TRUSTEES

Standley Lake Trailhead Completion and Ribbon Cutting event rescheduled for November 15th at 11 a.m. All trustees are welcome. Bing Walker or Jill Felman will give remarks on behalf of the trustees.

Youth Development Program Graduation: Please join us for presentations by our youth as a culmination of the Youth Development Program, an eight week paid internship program for Jeffco teens. Each group will present a solution to a problem in the community that they are passionate about. Tuesday, November 19, 6-7 p.m. Belmar Library large meeting room.

JCPL PROFESSIONAL ENGAGEMENT:

Rosalie Rodriguez Kids & Families Librarian, **Paola Vilaxa**, Public Services Manager, and **Rocio Vasquez-Flores**, Sr DEI Coordinator, attended REFORMA.


Lizzie Gall, Assistant Director of Public Services, and **Tyler Shankel**, Data Analyst, attended CO State Demography Summit.

Robyn Lupa, Public Services Manager, is attending 2024 Arvada Top Challenges Summit at the Arvada Center.

Andy Foard, Network Administrator Sr., will attend **AutoCon 2**, a Networking Automation Forum.

Julianne Rist, Director of Public Services, co-presented a webinar on *How to Weather the Turbulence of a Video Auditor*, for the Northeast Ohio Regional Library System

HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, NOVEMBER 2024

- Support **in-person voting** at Belmar Library
 - Attend **CAL Legislative Committee** Meeting
 - Provide **new trustee orientation**
 - Meet with Joe Kerby, **Jefferson County Manager**
 - Chair monthly meeting of the **Personnel Board** of the **Jefferson County Elected/Appointed Officials**
 - Attend Standley Lake Trailhead Completion and Ribbon Cutting
 - Attend **Youth Program Development** graduation
 - Meet with Jo Schantz, executive director, **Jefferson County Library Foundation (JCLF)**
 - Conduct Strategic Planning **stakeholder interviews**
 - Present 2025 funding requests to the **JCLF Board of Directors**
- 

Operational Updates

Business Strategy and Finance

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

jeffcolibrary.org



Jefferson County
PUBLIC LIBRARY

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

A. Budget to Actual Tables

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

In October, \$44,557 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 October, the Library Foundation provided funding of \$73,383 to JCPL. The Library contributed \$8,984 in-kind support in October. Year-to-date, the library has received \$125,870 in funding and provided \$71,864 in-kind support to the Foundation, with a ratio of 1.75.

B. 2025 Recommended Review

Since June 2024, the Library's 2025 budget has undergone some expected adjustments. Initially, the Library Board of Trustees authorized the submission of the 2025 budget, which included estimates for property taxes, salaries, benefits, and county charges based on data from the County budget office.

On November 19, 2024, the Board of County Commissioners approved the final 2025 budgets for both the County and the Library.

Updated revenue data now totals \$62,349,400, reflecting an increase of \$3.8 million from the figure presented to the Board of Trustees in June 2024. This adjustment is driven by two factors:

- **Property tax adjustment:** + \$2.0 million
- **Investment income adjustment:** + \$1.8 million

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



jeffcolibrary.org

Additionally, the budget has been updated to include an increase of \$118,456 in the Salaries & Benefits line item, bringing the total to \$27.0 million. This adjustment is primarily due to a revision of the originally planned salary increase.

This change, along with anticipated modifications in treasurer fees and interdepartmental charges, contributes to a total operating expenditure increase of \$136,756, resulting in a new total of \$48.0 million. No changes have been made to the Capital Budget.

As a result, the overall expenditure for 2025 now stands at \$85,858,680. This allocation of expenses is outlined as follows:

- Operating: \$48,026,474
- Debt Service: \$0
- Capital Projects: \$37,832,206

The 2025 Budget includes funding for an additional 2 full-time equivalent (FTE) positions to support JCPL's growth. This brings the total authorized and funded positions for 2025 to 293.5 FTE, as previously reviewed by the Board of Trustees in June 2024.

The primary objective in sharing this information and presenting the 2025 Budget during the November meeting is to adequately equip the Trustees with the necessary insights and understanding, ensuring the Board is well-prepared for a vote at the December meeting.

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

Revenue and Expenditure	2024 Budget	YTD Actual 10/31/2024	\$ Variance 2024 Budget	% Variance 2024 Budget
Revenues				
Property Taxes (net adjustments)	56,936,719	60,856,258	(3,919,539)	107%
Grants, Funds & Donations	458,474	239,437	219,037	52%
Investment Income	2,458,619	2,714,938	(256,319)	110%
Other Revenue	85,000	131,760	(46,760)	155%
Total Revenues	\$ 59,938,812	\$ 63,942,393	\$ (4,003,581)	106.7%
Expenditures				
Operating	45,473,185	34,225,566	11,247,619	75%
Financing & Debt Service	623,700	7,279	616,421	1%
Capital Projects	25,191,744	7,261,004	17,930,740	29%
Total Expenditures	\$ 71,288,629	\$ 41,493,849	\$ 29,794,780	58.2%

% Variance 2024 Budget

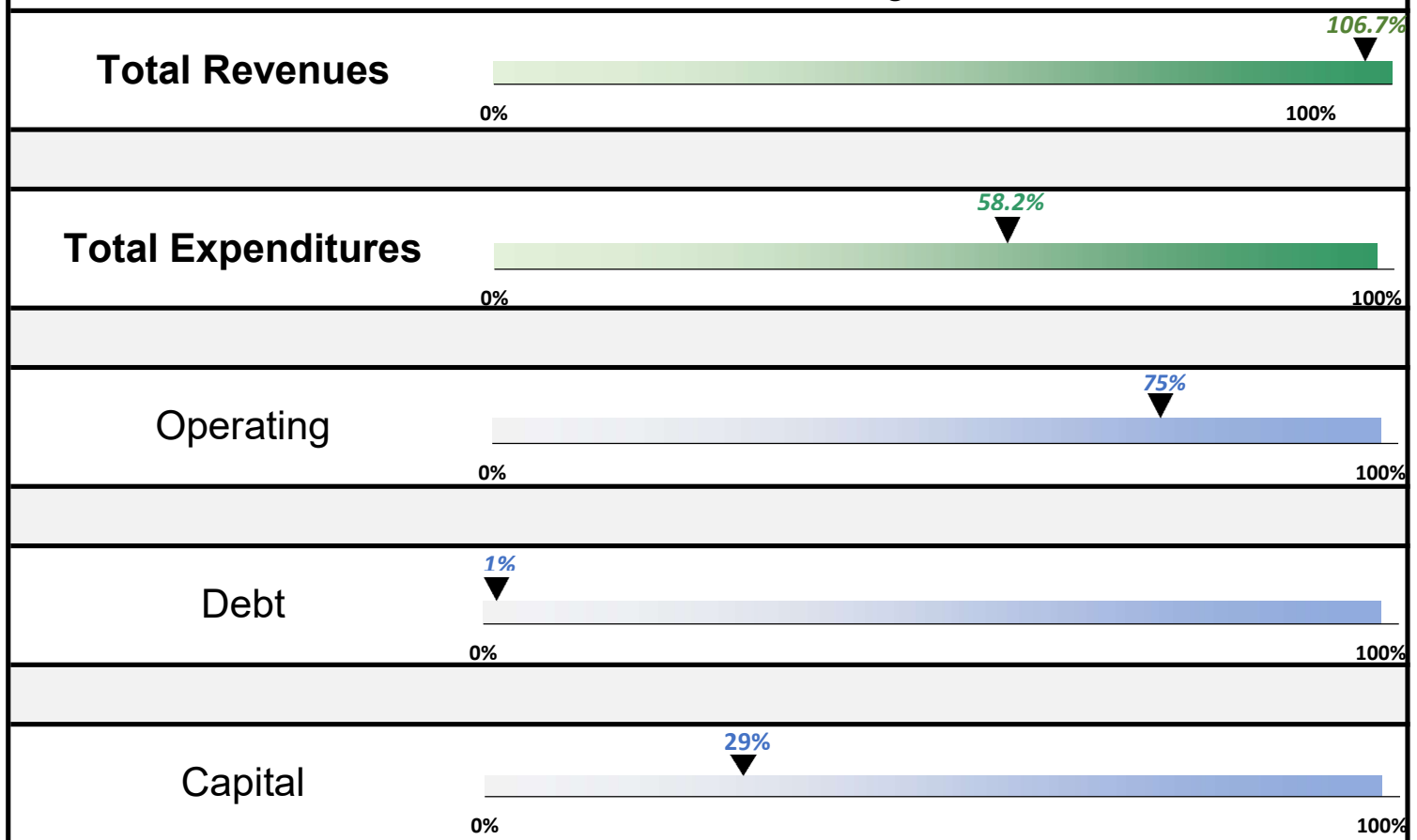


TABLE 2
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
BUDGET TO ACTUAL

	2024 Budget	YTD Actual 10/31/2024	\$ Variance 2024 Budget	% Variance 2024 Budget
Operating Expenditures				
Salaries & Employee Benefits				
Salaries	18,016,834	13,472,650	4,544,184	75%
Awards & Bonuses	180,000	43,190	136,810	24%
Other	6,817,727	6,177,819	639,908	91%
Total Salaries & Benefits	\$ 25,014,561	\$ 19,693,659	\$ 5,320,902	79%
Library Collections				
Library Books & Materials	9,049,817	5,863,751	3,186,066	65%
Library Periodicals	215,000	175,221	39,779	81%
Total Library Collections	\$ 9,264,817	\$ 6,038,972	\$ 3,225,845	65%
Supplies and Other				
Supplies	1,680,455	1,230,982	449,473	73%
Services & Charges	6,433,079	4,528,815	1,904,264	70%
Interdepartmental Direct Charges	594,052	464,751	129,301	78%
Treasurers Fees	859,569	912,844	(53,275)	106%
Interdepartmental Indirect Charges	1,626,652	1,355,543	271,109	83%
Total Supplies and Other	\$ 11,193,807	\$ 8,492,935	\$ 2,700,872	76%
Total Operating Expenditures	\$ 45,473,185	\$ 34,225,566	\$ 11,247,619	75.3%

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

	2024 Budget	YTD Actual 10/31/2024	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	296,647	-	296,647	(46,647)	n/a	n/a
ARM-02 Furniture & Equipment	42,000	19,096	-	19,096	22,904	n/a	n/a
ARM-03 Computer Replacement Plan	479,200	234,554	61,450	296,004	183,196	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	151,946	-	151,946	143,054	n/a	n/a
Capital Projects							
Document Management System	45,801	58,080	10,000	68,080	(22,279)	182,281	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	178,000	-	178,000	5,594,052	251,996	30,849,540
Evergreen Library Redesign	2,913,896	2,331,862	9,621	2,341,483	572,413	4,634,029	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	11,412	1,117,806	1,129,218	(329,218)	1,129,218	14,895,781
Conifer Library Opportunity	2,500,400	45,936	144,384	190,320	2,310,080	190,320	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	\$ 7,261,004	\$ 3,316,144	\$ 10,577,148	\$ 14,614,596		

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

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	YTD Actual 10/31/2024	\$ 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	-	-	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)	
Colorado Gives - Hard Times Writing	-	-	-	-	24,509	(24,509)	
Total Private Donations	\$ 6,600	\$ 58,382	\$ 7,000	\$ -	\$ 29,759	\$ (29,759)	
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	-	100%
Stadium Funds - Young Authors	-	-	-	42,350	42,350	-	100%
Total Other Funds Received	\$ 370,628	\$ 366,303	\$ 1,189,919	\$ 213,478	\$ 76,822	\$ 136,656	36%
Jefferson County Library Foundation							
	199,566	131,894	127,180	100,000	125,870	(25,870)	126%
Total Jefferson County Library Foundation	\$ 199,566	\$ 131,894	\$ 127,180	\$ 100,000	\$ 125,870	\$ (25,870)	126%
Total Grants, Funds & Donations	\$ 802,963	\$ 934,133	\$ 1,481,061	\$ 458,474	\$ 239,437	\$ 219,037	52%
Other Funds Received Outside of Library Fund							
Digital Equity - American Rescue Plan	-	-	3,482	840,745	385,974	454,771	46%

**TABLE 1
JEFFERSON COUNTY PUBLIC LIBRARY
REVENUE AND EXPENDITURE SUMMARY
2025 PROPOSED BUDGET**

Revenue and Expenditure	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Proposed Budget	\$ Variance 2024 to 2025	% Variance 2024 to 2025
Revenues							
Property Taxes (net adjustments)	47,028,297	51,799,286	50,731,594	56,936,719	59,744,973	2,808,254	5%
Grants, Funds & Donations	715,365	570,432	441,043	366,124	560,427	194,303	53%
Investment Income	(201,886)	(1,267,054)	3,496,750	2,458,619	2,009,000	(449,619)	-18%
Other Revenue	139,902	273,701	569,427	177,350	35,000	(142,350)	-80%
Total Revenues	\$ 47,681,678	\$ 51,376,365	\$ 55,238,815	\$ 59,938,812	\$ 62,349,400	\$ 2,410,588	4.0%
Expenditures							
Operating	34,942,766	36,867,267	40,594,363	45,473,186	48,026,474	2,553,288	6%
Financing & Debt Service	621,819	621,945	621,745	623,700	-	(623,700)	-100%
Capital Projects	2,148,743	1,996,095	3,773,828	32,396,567	37,832,206	5,435,639	17%
Total Expenditures	\$ 37,713,327	\$ 39,485,306	\$ 44,989,936	\$ 78,493,453	\$ 85,858,680	\$ 7,365,227	9.4%

Fund Balance	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Proposed Budget
Beginning Fund Balance	33,319,989	43,288,340	55,179,398	65,428,277	46,873,637
Ending Fund Balance	43,288,340	55,179,398	65,428,277	46,873,637	23,364,357
Fund Balance Above/(Below) Minimum	31,367,920	42,335,307	51,618,574	31,888,934	7,777,007

**TABLE 2
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
2025 PROPOSED BUDGET**

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Proposed Budget	\$ Variance 2024 to 2025	% Variance 2024 to 2025
Operating Expenditures							
Salaries & Employee Benefits							
Salaries	13,576,973	14,178,852	15,729,151	18,016,835	19,267,433	1,250,598	7%
Awards & Bonuses	143,689	140,212	588,780	180,000	275,000	95,000	53%
Other	6,297,557	6,215,447	6,519,128	6,817,727	7,478,592	660,865	10%
Total Salaries & Benefits	\$ 20,018,220	\$ 20,534,511	\$ 22,837,059	\$ 25,014,562	\$ 27,021,025	\$ 2,006,463	8%
Library Collections							
Library Books & Materials	7,152,323	7,585,844	7,748,775	9,049,817	7,697,199	(1,352,618)	-15%
Library Periodicals	119,328	177,193	196,889	215,000	205,000	(10,000)	-5%
Total Library Collections	\$ 7,271,651	\$ 7,763,037	\$ 7,945,664	\$ 9,264,817	\$ 7,902,199	\$ (1,362,618)	-15%
Supplies and Other							
Supplies	1,179,692	1,412,124	1,418,096	1,680,455	1,910,452	229,997	14%
Services & Charges	3,940,079	4,396,140	5,414,751	6,433,079	7,959,121	1,526,042	24%
Interdepartmental Direct Charges	472,181	514,052	526,384	594,052	713,165	119,113	20%
Treasurers Fees	705,424	776,989	760,974	859,569	902,081	42,512	5%
Interdepartmental Indirect Charges	1,355,518	1,470,413	1,691,436	1,626,652	1,618,431	(8,221)	-1%
Total Supplies and Other	\$ 7,652,895	\$ 8,569,719	\$ 9,811,640	\$ 11,193,807	\$ 13,103,250	\$ 1,909,443	17%
Total Operating Expenditures	\$ 34,942,766	\$ 36,867,267	\$ 40,594,363	\$ 45,473,186	\$ 48,026,474	\$ 2,553,288	5.6%

**TABLE 3
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2025 PROPOSED BUDGET & 5 YEAR CIP**

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Proposed Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected	Total Project Budget
Capital Expenditures										
Annual Replacement & Maintenance										
ARM-01 Capital Maintenance	\$ 183,701	\$ 196,169	\$ 269,674	\$ 250,000	\$ 300,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
ARM-02 Furniture & Equipment	468	31,704	-	42,000	42,000	40,000	40,000	40,000	40,000	40,000
ARM-03 Computer Replacement Plan	412,322	333,399	203,833	479,200	616,000	550,000	600,000	600,000	600,000	600,000
ARM-04 Book Sorter Replacement	492,352	525,598	306,474	40,000	40,000	30,000	30,000	200,000	200,000	200,000
ARM-05 IT Infrastructure Replacement	480,442	259,904	516,587	295,000	450,000	550,000	3,550,000	550,000	550,000	550,000
Capital Projects										
Bookmobile Replacement	111,623	111,644	-	-	-	-	-	-	-	-
Standley Lake Clerestory Roof	143,309	-	-	-	-	-	-	-	-	-
Alternative Services	257,868	-	-	-	-	-	-	-	-	-
Library Belmar Outdoor Space	-	256,541	-	-	-	-	-	-	-	-
Document Management System	2,738	17,500	13,963	45,801	-	-	-	-	-	160,000
Location Holds Lockers	-	-	190,173	52,600	-	-	-	-	-	205,000
Halo Vape Sensors	-	-	8,059	-	-	-	-	-	-	74,250
South County Library	63,919	10,077	-	11,272,052	6,198,826	13,304,666	-	-	-	30,849,540
South County Express Library	-	-	-	595,000	-	-	-	-	-	595,000
Evergreen Library Redesign	-	115,329	2,174,317	2,913,896	-	-	-	-	-	5,200,048
Northwest Jeffco Library	-	9,127	90,749	11,280,795	14,589,599	-	-	-	-	25,970,270
Conifer Library Opportunity	-	-	-	2,500,400	-	-	-	-	-	2,500,400
Arvada Library Redesign	-	-	-	800,000	14,095,781	-	-	-	-	14,895,781
Golden Opportunity	-	-	-	-	-	-	350,000	6,118,000	-	6,468,000
Library Interiors Refresh Pilot	-	-	-	-	750,000	-	-	-	-	750,000
Unspecified Opportunity	-	-	-	-	-	-	-	-	350,000	4,950,000
Offsite Services	-	129,102	-	-	-	-	175,000	-	-	304,102
Data Warehouse	-	-	-	125,000	-	-	-	-	-	125,000
Admin Reconfiguration	-	-	-	-	250,000	-	-	-	-	250,000
Lakewood Restrooms	-	-	-	-	500,000	-	-	-	-	500,000
Evergreen Roof Replacement	-	-	-	1,171,000	-	-	-	-	-	-
Columbine Rood Replacement	-	-	-	533,823	-	-	-	-	-	-
Total Capital Expenditures	\$ 2,148,743	\$ 1,996,095	\$ 3,773,828	\$ 32,396,567	\$ 37,832,206	\$ 14,724,666	\$ 4,995,000	\$ 7,758,000	\$ 1,990,000	

Operational Updates

Facilities & Construction Projects

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: November 21, 2024

RE: Arvada Library Redesign General Contractor

Background

Arvada Library is a JCPL location slated for redesign as a part of our 2024 capital projects plan. The total approved budget for the Arvada project is \$14.8M. The cost of the construction is estimated to be \$11.5M not including furniture, fixtures and equipment (FF&E), design, engineering and alternate services.

A Request for Proposal (RFP) for the Construction Management/General Contractor (CMGC) services for the construction of Arvada was put out to bid and six firms responded to the RFP. JCPL interviewed three of the teams that we ranked as our best fit. Interviews, background and reference checks have been completed. I recommend moving forward with contracting candidate FlintCo, LLC to complete the construction.

Discussion

This contract will solidify some basic costs such as pre-construction services, change order percentages, security costs and bond percentages but it will not have a Guaranteed Maximum Price (GMP). The GMP will be based upon the design, materials used, and the time needed to complete the project so that number cannot be established at this point. Once the GMP is established, it will become part of the contract documents.

Action Requested

I recommend that the Library Board of Trustees authorize the Executive Director to enter into a contract with FlintCo, LLC for Construction Management and General Contracting for the Arvada Library redesign. The amount of the contract is not to exceed \$11,500,000, with the final GMP value to be provided to the Board for approval in the 2nd quarter of 2025, the approximate date of the construction documents phase of the project.

Operational Updates

Public Services

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Julianne Rist, Director of Public Services, & Lizzie Gall, Public Services Assistant Director for Resources & Programs

DATE: November 14, 2024

RE: A. New Collection Development Policy 4.10
B. New Reconsideration of Library Resources Policy 4.10.1

Background: A collection development policy is a set of guidelines to assist library staff in selecting, acquiring, and maintaining a library's collection. The policy's purpose is to create a collection that supports the library's mission, industry best practices, and the needs of its users. This year the Colorado General Assembly passed Senate Bill 24-216, "Standards for Decisions Regarding Library Resources" during the 2024 Regular Session. This legislation became Colorado Revised Statute (CRS) 24-90-122 "Public Libraries – Standard for acquisition, retention, display, utilization, reconsideration of library resources, employee protection definitions".

JCPL has an existing Collection Development Policy that covers both acquisition retention and reconsideration. The existing policy already includes a process in which residents can request the library to reconsider items in the collection. In 2024 there was also a JCPL project to review and revise the Library's Collection Development Policy. This new statute meant that in addition to the review and update, staff also ensured the policy complies with this new law.

What CRS 24-90-122 does:

- Defines "Library resource" as material, both print and non-print, found in a public library that supports curricular or personal information needs. Print items include books, magazines, newspapers, pamphlets, microfiche, or microfilm. Non-print items include films, disc records, filmstrips, slides, prints, audiotapes, videotapes, compact discs, computer software, library programs, and exhibits.
- Defines "public library" using the same definition as in section 24-90-103 (13) of Colorado Library Law, and that is established, operated, or maintained pursuant to Part 1 of CRS 24-90-122.
- Requires that a board of trustees of a public library shall establish written policies for the acquisition, retention, display, and use of library resources and for the use of a public library facility and set the standards for these written policies.
- States that a public library may remove a library resource from its permanent collection only if the library resource has been reviewed in accordance with an established policy for the reconsideration of library resources and requires a board of trustees of a public library that has

jeffcolibrary.org

established a policy for the reconsideration of library resources to follow standards set in the statute. A public library that does not have a policy or has a policy that does not comply with the standards may not remove a resource. It also establishes that the reconsideration policy shall be made public on the library's website.

- Prohibits retaliation against library employees for refusing to remove a library resource before it has been reviewed in accordance with the public library's policy for the reconsideration of library resources and the employee believes they are acting in good faith.

What stayed the same:

The existing JCPL Collection Development Policy already included many of the elements needed for compliance with the new law before this project began. The philosophy of the law and JCPL's philosophy on the standards are very similar. Below are a few examples of this alignment:

- Setting expectations that the collection will reflect both the interests and needs of the community.
- Materials reflect the community, and all residents can find themselves represented in our materials.
- If someone wants the library to reconsider a resource, they must be a resident of Jefferson County.
- A public library serves as a center for voluntary inquiry and the dissemination of information and ideas.
- The public has the right to access a range of social, political, aesthetic, moral, and other ideas and experiences through a public library.
- A public library shall not exclude a library resource because of the ethnic origin, ethnic background, or gender identity of those contributing to the creation of the library resource or because of the topic addressed by the library resource or the opinions expressed in the library resource.

What changed:

There were a few changes to the existing policy because of the review and the new law. Below are examples of the major changes:

- There are now two policies, a Collection Development Policy that focuses on Library materials that are selected and made accessible for our residents, and a Reconsideration of Library Resource Policy. The new statute (CRS 24 – 90-122) has a broad definition of Library resources which includes not only physical and digital materials, but also library exhibits, displays and programs. This change led the project team to recommend two policies.
 1. A Collection development Policy that focuses and the physical and digital materials available for our residents
 2. A separate Reconsideration Policy that covers the broader definition of library resources

jeffcolibrary.org

- A Request for Reconsideration of Library Resources & Programming form is not considered a library user record as per *Colorado Library Law (CRS 24-90-101)*, but instead is an open record under the *Colorado Open Records Act (CORA) (CRS 24-72-201 to 206)* and will be requestable as an open record under *CRS Title 24, Article 90, Section 122 Concerning Standards that Public Libraries are Required to Include in Policies Regarding Library Resources*. Any Reconsideration of Library Resource Form, therefore, is available in its entirety to anyone who requests access. A public library shall not reconsider the same library resource more than once every two years. Once a final determination has been made for a library resource that has gone through the reconsideration process, the determination regarding the library resource will be made available to the public.
- JPCL will be piloting a limit of 4 reconsideration requests per person each year. An emerging best practice in libraries is including a limit on reconsideration requests. JCPL has averaged under 2 reconsideration requests per year over the last five years. We feel this limit will meet our community needs.

Conclusion

The library already had a Collection Development Policy that matched the philosophy of the new Colorado law. The foundational principles and values of the JCPL's policy are not changing. We are modifying practices and adding clarity to comply with "Colorado Revised Statute (CRS) 24-90-122 Public Libraries – Standard for acquisition, retention, display, utilization, reconsideration of library resources, employee protection definitions". One of the changes required in the law is requesting the Board adopt these written policies.

Recommendation

We will be asking the Library Board of Trustees to adopt these two new Policies

1. Collection Development Policy 4.10
2. Reconsideration of Resources Policy 4.10.1

This action will bring JCPL policies and procedures into compliance with CRS24-90-122 (2) standards "*In addition to the powers and duties specified in section 24-90-109, a board of trustees of a public library shall establish written policies for the acquisition, retention, display, and use of library resources and for the use of a public library facility. In addition, the board of trustees of a public library that reconsiders library resources as specified in subsection (3) of this section shall establish a written policy for the reconsideration of a library resource.*"

These new policies also trigger an update to Policy 2.9 MATERIALS SELECTION and associated monitoring reports 2.9.1, 2.9.3, and 2.9.4. The library will be requesting action as needed.

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

jeffcolibrary.org



Jefferson County
PUBLIC LIBRARY

Attachments:

Collection Development Policy 4.10

Reconsideration of Library Resources Policy 4.10.1

Monitoring Report 2.9: Materials Selection

**GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD
OF TRUSTEES
GOVERNING POLICIES MANUAL TABLE OF CONTENTS**

I	CATEGORY: ENDS	Page	Review Date	Adoption/Revision/ Review
1-4	Global Ends Statements	2	Annually - January	Adopted January 2020. Reviewed January 2024
II	CATEGORY: MANAGEMENT LIMITATIONS			
2.0	General Management Constraint	3	Annually - February	March 2024
2.1	Treatment of Patrons	4-8	Annually - February	March 2024
2.2	Treatment of Staff	9-10	Annually - February	March 2024
2.3	Financial Condition and Activities	11-14	Annually - February	December 2024
2.4	Asset Protection	15-20	Annually - February	December 2024
2.5	Financial Planning/Budgeting	21-23	Annually - August	August 2024
2.6	Compensation and Benefits	24-25	Annually - August	August 2024
2.7	Emergency Executive Director Succession	26	Annually - August	August 2024
2.8	Board Awareness and Support	27-31	Annually - August	August 2024
2.9	Materials Selection	32-33	Annually - August	
III	CATEGORY: BOARD-MANAGEMENT DELEGATION			
3.0	Governance-Management Connection	34	As Needed	July 2008
3.1	Unity of Control	35	As Needed	July 2008
3.2	Accountability of the Executive Director	36	As Needed	January 2009
3.3	Delegation to the Executive Director	37	As Needed	December 2023
3.4	Monitoring the Executive Director's Performance	38-39	As Needed	February 2013
IV	CATEGORY: GOVERNANCE PROCESS			
4.0	Governance Commitment	40	As Needed	May 2005
4.1	Governing Style and Values	41-42	As Needed	May 2016
4.2	Board Job Products	43-44	As Needed	December 2023
4.3	Agenda Planning	45-47	As Needed	January 2024
4.4	Chair's Role	48	As Needed	July 2008
4.5	Board Members' Code of Conduct	49-50	As Needed	July 2008
4.6	Board Committee Principles	51	As Needed	July 2008
4.7	Board Committee Structure	52	As Needed	July 2008
4.8	Governance Budget	53	As Needed	May 2006
4.9	Policies, Statements and Guidelines	54	As Needed	Adopted March 2021
4.9.1	Board of Trustees Budget Cover Letter to BCC	54	As Needed	Adopted March 2021
4.9.2	Capital & Controlled Asset Management Policy	55	As Needed	Adopted March 2021
4.9.3	Library Fund Reserve Policy	56	As Needed	Adopted March 2021
4.9.4	Capital Project Funding Internal Guideline	57	As Needed	Adopted March 2021
4.9.5	Library Books & Materials Budget Policy	58	As Needed	Adopted March 2021
4.10	Collection Development Policy		As Needed	
4.10.1	Reconsideration of Library Resources Policy		As Needed	

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

POLICY TYPE: GOVERNANCE PROCESS

POLICY 4.10

POLICY TITLE: COLLECTION DEVELOPMENT

Collection Development Policy

Jefferson County Public Library (JCPL) develops and maintains a materials collection to serve our mission of building an educated and vibrant community. Library resources are provided for the interest and enlightenment of all people in our diverse community. This Collection Development Policy strives to guide selection practices leading to a wide diversity of materials available in formats and quantities that meet the needs of our residents and patrons. Our core values of innovation, accountability and excellence are demonstrated in our approach to implementing this policy. We use our expertise, data and community feedback to curate the best collection of materials possible for residents of Jefferson County, creating a library for all.

Collection Direction

The Collection Development policy for JCPL supports the library's [Mission, Vision and Values](#).

JCPL recognizes that it is impossible to collect all library resources, from books to DVDs to e-books and e-audio, to online resources to technology devices and so much more. Limited physical space and a finite budget guide what we can purchase. JCPL selects diverse materials for our community for their interest, information and pure joy of reading, listening and viewing. JCPL regards its collection as one shared collection, distributed between its various locations and online and created to build an educated and vibrant community.

JCPL builds its collection with the principles stated in the following:

- [American Library Association's Bill of Rights](#)
- [Freedom to Read](#)
- [Freedom to View](#)
- [First Amendment of the Constitution of the United States](#).

This written collection development policy has been established by the Jefferson County Public Library Board of Trustees and complies with *CRS Title 24, Article 90, Section 24-90-122*:

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Concerning Standards that Public Libraries are Required to Include in Policies Regarding Library Resources.

Scope of Collection

Our libraries have high-interest materials in various physical and digital formats supporting all areas of the collection. The materials available at each location may differ. JCPL's collection in its entirety is available to all residents of Jefferson County. A library for all has a collection for all, with the expectation that not every item in the collection will appeal to everyone.

Collection Selection

JCPL's Board of Trustees entrusts the evaluation, selection and curation of materials in its collection, both on our shelves and online, to designated staff. Staff use the Collection Development Policy along with their training, expertise and professional tools in the selection of materials in all formats. JCPL strives to curate a collection of diverse viewpoints and interests.

General Selection Criteria

JCPL seeks to develop and curate an outstanding collection that will fulfill the informational and recreational needs of Jefferson County residents. Customer use data influences what we select and retain in our collection. This data, combined with factors such as author reputation, content, currency and lasting value, guide our selection and deselection decisions. Additionally, we seek to provide materials reflecting a variety of perspectives, beliefs and needs. Not all the criteria listed must be met to select an item for the collection and no one criterion will be the deciding factor. Materials purchased for the collection are not an endorsement by JCPL of either the content or the authors' viewpoints.

The number of physical and digital copies of a title purchased varies with the interest in that title. Individual titles are monitored, and additional copies may be purchased to meet demand.

The general criteria used to evaluate potential purchases of both physical and digital titles includes, but is not limited to:

- Accuracy of content
- Artistic merit, literary value or recognized award recipient

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

- Author reputation and/or authority in the field
- Availability through resource sharing
- Binding
- Cost
- Ease of access for electronic formats and ability to access on existing platforms
- High interest to the general Jefferson County population
- Lasting value to the community
- Local or national significance
- Older materials of lasting value; may be replaced as needed based on patron demand and use
- Online availability and accessibility to the general public
- Past patron use
- Professional reviews
- Publication date
- Publisher and vendor availability
- Relationship to the existing collection
- Relevant to the needs and interests of the community
- Suitability of the physical format for library shelving and circulation and durability/quality of the format

Excluded from the collection (please note this is not a complete list):

- Materials publicized exclusively through infomercials and personal websites
- Puzzle books, pop-up books, workbooks, items with loose or dangling pieces and other consumable books
- Scholarly and/or technical materials suitable for academic and/or special libraries
- Textbooks and curricula

Library of Things

A Library of Things is a collection of non-traditional items that compliments the library's mission, vision and values. Overall selection criteria apply to the Library of Things in addition to the following criteria:

- Cost

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

- Does not require any washing
- Durability
- Ease of use
- No consumable parts
- Not worn against a person's body
- Number of parts that require tracking
- Recurring maintenance requirements
- Safety and liability
- Size and ability to fit into the library's courier bins for transportation between locations
- Space for storage

Purchase Suggestions

Requests and recommendations for purchase of all types of materials are welcome and subject to the same selection criteria as any other item considered for the collection.

Patrons may also request items through our [resource sharing partners](#) or through JCPL's [Interlibrary Loan](#) service.

Collection Maintenance and Deaccession

The library's collection is under constant review to maintain relevancy, community interest and good physical condition. To determine retention or deaccession, staff use the following criteria based on common library standards:

- Availability of item and/or information in other libraries or online
- Condition: worn, water damaged, chewed, stained, ripped, mildewed, defaced, etc.
- Current demand and usage statistics
- Information: up-to-date, timely
- Number of copies in the collection

Withdrawn physical materials are repurposed, resold, recycled or put to other uses.

Gifts, Donations and Memorials

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

The criteria for material selection and deselection also applies to gifts, donations and memorials. Once a gift or item is accepted by JCPL, it becomes the property of the library unconditionally. JCPL makes the final decision on acceptance, use or disposition. Gift materials not added to the collection will be repurposed, resold, recycled or put to other uses.

Any author or publisher that contacts JCPL directly to promote their material for inclusion in our collection will be directed to the JCPL's [Purchasing Guidelines for Authors](#).

Memorials are created when money is donated to add books or other materials to the collection. JCPL welcomes suggestions for purchases but reserves the right to make the final decision regarding all materials added to our library collection. Memorial bookplates can be added to the items purchased as requested.

Local History and Government Materials

JCPL does not maintain any local history, special or archival collections. Any individual, municipality or group that would like to donate special, archival or historical material to JCPL will be referred to existing local historical societies, archives or museums.

JCPL may provide government documents for our residents that contain information concerning upcoming government projects. These types of materials will be held locally for the required duration.

Intellectual Freedom and Material Selection

JCPL fully supports and believes in the freedom of information for all and therefore does not practice censorship. JCPL does not endorse the beliefs or views expressed in the materials selected. Selection of an item does not imply JCPL's endorsement of the viewpoints expressed. Materials may be controversial, and any given item may offend some person. The selection of material is not made based on anticipated approval or disapproval. The merits of the materials along with collection needs, drive selection. Materials may be excluded from the collection according to our general selection criteria. Materials may contain mature content, questionable and/or coarse language and different viewpoints.

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

JCPL respects each individual parent/guardian's right to supervise their children's choice of materials, but the library does not serve in loco parentis (in place of the parent). It is the parent(s) or guardian(s) responsibility to guide their own children in using and accessing library material. Selection of materials will not be affected or influenced by the possibility that materials may come into the possession of children. Material will not be marked, identified or sequestered to show approval or disapproval.

Comments from Jefferson County residents concerning JCPL's collection are welcome.

Jefferson County Public Library is guided by:

- [Library Bill of Rights](#)
- [Freedom to Read](#)
- [Freedom to View](#)
- [First Amendment to the Constitution of the United States](#)
- CRS Title 24, Article 90, Section 24-90-122: Concerning Standards that Public Libraries are Required to Include in Policies Regarding Library Resources.

Approved: Date TBD

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

POLICY TYPE: GOVERNANCE PROCESS

POLICY 4.10.1

POLICY TITLE: RECONSIDERATION OF LIBRARY RESOURCES

Jefferson County Public Library Reconsideration of Library Resources Policy

Jefferson County Public Library's (JCPL) Mission, Vision and Values are at the center of how we support our diverse population with the Library resources we select, the exhibits and displays we share, and the programs we present.

JCPL serves as the center for voluntary inquiry and the dissemination of information and ideas that help build an educated and vibrant Jefferson County community. Library resources, displays, exhibits and programs are provided for the interest, information and enlightenment of the community and should present diverse points of view, creating a library for all.

JCPL fully supports and believes in the freedom of information for all and therefore does not practice censorship. Selection of an item or presentation of a program does not imply JCPL's endorsement of the viewpoints expressed. The library's varied resources are available to all; however, it is not expected that every resource will appeal to everyone. The selection of material is not made on the basis of anticipated approval or disapproval. The merits of the resources, along with the collection needs, drive selection. Materials may be excluded from the collection according to the JCPL [Collection Development Policy](#). This written reconsideration policy has been established by the Jefferson County Public Library Board of Trustees and complies with *CRS Title 24, Article 90, Section 24-90-122: Concerning Standards that Public Libraries are Required to Include in Policies Regarding Library Resources*. It is the responsibility of a public library to challenge censorship in the fulfillment of its responsibility to provide information and enlightenment.

The library does not serve loco parentis (in place of the parent). It is the parent(s) or guardian(s) responsibility to guide their own children in using and accessing library material. Selection of materials will not be influenced by the possibility that materials may come into the possession of children. Material will not be marked, identified or sequestered to show approval or disapproval.

Comments and questions from Jefferson County residents concerning resources currently owned in JCPL's collection, or displays, exhibits and programs currently presented are welcome. Many of the questions can be answered through conversations with library staff members. Information about our material selection process is contained in JCPL's [Collection Development Policy](#).

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

For those rare instances when a conversation will not suffice, Jefferson County residents can continue to the more formal process of requesting a reconsideration of library resources. A formal reconsideration request must be submitted by a Jefferson County resident using the Jefferson County Reconsideration of Library Resources and Programs form. Any request for reconsideration of a resource received by JCPL will result in a reevaluation and a formal written response sent to the Jefferson County resident within 30 days. The title or display/exhibit being reevaluated will remain available in the collection during this process. Programs being reevaluated will continue to be presented during this process.

Please note this Request for Reconsideration of Library Resources & Programming form is not considered a library user record as per *Colorado Library Law (CRS 24-90-101)*, but instead is an open record under the *Colorado Open Records Act (CORA) (CRS 24-72-201 to 206)* and will be requestable as an open record under *CRS Title 24, Article 90, Section 24-90-122 Concerning Standards that Public Libraries are Required to Include in Policies Regarding Library Resources*. Any Reconsideration of Library Resource Form, therefore, is available in its entirety to anyone who requests access.

Any Jefferson County resident who would like to start a formal review of a JCPL title, display/exhibit, or program will need to request a Reconsideration of Library Resources and Programs form from staff at any of our locations. A review by designated JCPL staff will be conducted. All responses will be made within 30 days. In compliance with *CRS 24-90-122 (3)(e)(l)*, once a final determination has been made for a library resource the determination and how it comports with this policy will be made public by including the title and final determination in the Executive Director's report to the Board.

Only Jefferson County, Colorado, residents may submit a request for reconsideration form. The form must be filled out completely to be reviewed, and only one resource (title, display/exhibit or program) may be submitted per form. During the entirety of the reconsideration process, the resource in question or the display/exhibit will not be removed from the collection. Programs will continue as scheduled. Patrons are limited to a maximum of 4 reconsideration requests in a calendar year. Once a title, display, exhibit or program has been reviewed by JCPL, the response rendered is final and the library resource is not eligible for review again until two years after the date of the final decision per *CRS Title 24, Article 90, Section 24-90-122: Concerning Standards that Public Libraries are Required to Include in Policies Regarding Library Resources*.

**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: _____

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 **and policies** 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, **social, aesthetic, moral, 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 **Board approved policies and** a written set of guidelines, the implementation of which **supports the intent** ~~will ensure~~ that the library’s materials will reflect a wide range of community interests, readership and intellectual endeavor. These ~~guidelines~~ **policies** ~~further ensure~~ **are intended to promote support** of ~~that~~ staff decisions ~~will be supported~~ when selection and retention decisions are made in terms of these **policies and** guidelines.

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

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

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.**

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 **policies and** 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 **policies and** 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 **and Colorado statute**. 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.

Board Governance

**2025 GOVERNANCE PROCESS CALENDAR
JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES**

Month	Governance Process	Monitoring & Ends	Board Action
January	Begin Trustees planning cycle (4.3.2) Chair presents tentative agenda plan (4.3.2.B) Chair appoints committee to review Board Bylaws (4.4.2D) Chair appoints nominating committee for Board officers (4.4.2D)	<ul style="list-style-type: none"> Trustees review Global Ends Statements 1.0 - 1.4 Review of 2025 Strategic Priorities 	Trustees approve the “Sunshine Resolution” Trustees approve budget transfer, requests from the previous calendar year. May be rescheduled based on the process/schedule provided by the County. Chair appoints Trustee representative to Foundation Board
February	Governance Policy 3.4.6 (All policies instructing the Executive Director will be monitored – 2.0 – 2.4 annually in February) <ul style="list-style-type: none"> Trustees complete mandated County training (4.1 and 4.8.1A) Executive Director Evaluation Process: Chair solicits informal feedback from trustees after review of current year strategic priorities (Jan), year-end strategic priority results (Feb), and monitoring reports compliance (Feb). 	2.0 General Management Constraints 2.1 Treatment of Patrons 2.2 Treatment of Staff 2.3 Financial Condition and Activities 2.4 Asset Protection <ul style="list-style-type: none"> Review of Final 2024 Strategic Plan Achievements 	Trustees review, amend as needed and approve Board Bylaws. Nominating Committee Reports to Board Trustees adopt Governance Policies 2.0 through 2.4 <ul style="list-style-type: none"> Supplemental Budget Amendment for Carryforward Budget Supplemental Information
March	Executive Director Evaluation Process: Chair and Vice Chair give informal feedback to Executive Director.		Trustees elect Board officers
April			
May	Trustees enlist external audit, as needed Trustees set Governance Budget for next year (4.8.2)		
June	Executive Director presents the annual budget to the Trustees (4.2.5.A). May be rescheduled based on the budget development schedule provided by the County.		Trustees authorize the Executive Director to submit the annual budget request to the BCC (4.2.5.C). May be rescheduled based on the budget development schedule provided by the County.
July	Executive Director Evaluation Process: Chair and EXD initiate packet for feedback		
August	Governance Policy 3.4.6 (All policies instructing the Executive Director will be monitored – 2.5 – 2.9 annually in August) Executive Director Evaluation Process: Chair and EXD initiate packet for feedback	2.5 Financial Planning, Budgeting 2.6 Compensation and Benefits 2.7 Emergency Executive Director Succession 2.8 Board Awareness and Support 2.9 Materials Selection <ul style="list-style-type: none"> 2025 Strategic Plan Mid-year Update 	Trustees adopt Governance Policies 2.5 through 2.9
September	Trustees review Executive Director’s performance and compensation (4.3.6) – Executive Session		
October	Executive Director Evaluation Process: Evaluate process with Board and Executive Director.		
November	Trustees review 2026 governance process calendar		
December	Trustees adopt 2026 governance process calendar (4.3.2 and 4.3.2.B) Trustees adopt the annual budget (4.2.5.A) End Trustees planning cycle (4.3.1)		Trustees adopt the 2026 budget and authorize the Executive Director to implement the spending plan

Ongoing Board Decisions

Adopt and amend the Board Governance policies
 Adopt and amend Ends policies
 Approve all supplemental appropriations
 Approve fund transfers above the policy limitation
 Approve all property changes

Directs the Executive Director to sign certain contracts and agreements
 Make determinations regarding naming and recognition requests
 Adopt resolutions of support for local election issues
 Approve mill levy proposals
 Approve annual request from the Pine Library