

# BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

December 12, 2024



**Holiday Woodwind Quintet Concert**



**Reflective Conversations about our Present and Future**



**Holiday Movie Party: Polar Express**



**Maker Workshop: Santa's Workshop**



Jefferson County  
**PUBLIC LIBRARY**

## **APPROVAL OF AGENDA**

# BOARD MEETING AGENDA - AMENDED

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	<b>Thursday, December 12, 2024 – 5:30 pm – HYBRID MEETING</b> <ul style="list-style-type: none"><li>• <u>ONLINE MEETING VIA ZOOM</u></li><li>• <u>IN-PERSON MEETING AT LAKEWOOD LIBRARY MEETING ROOM</u></li></ul>
1.	<b>Call to order &amp; attendance (4.5.8)</b> A. Verbal roll call – Each Trustee announces their presence by stating their name.
2.	<b>Pledge of Allegiance</b>
3. Agenda <b>Action</b>	<b>Approve Agenda</b> <b>Chair: Call for motion and second</b>
4. EXECUTIVE SESSION Action	<b>Call for Motion and Second:</b> To adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session. Guest: Kurt Behn, County Attorney’s Office <b>EXECUTIVE SESSION 1:</b> (1) South County Library Property. Statutory citations authorizing an executive session for this topic are: <ul style="list-style-type: none"><li>• Pursuant to 24-6-402(4)(a) Concerning the purchase, acquisition, lease, transfer or sale of Property.</li><li>• Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators</li><li>• Pursuant to 24-6-402(4)(b) Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions.</li></ul>
5. RECONVENE REGULAR MEETING	<b>RECONVENE REGULAR MEETING</b>
6. Public Comment	<b>Public Comment</b> 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"><li>1. <u>In-person</u>: Must sign in on the form provided at the door.</li><li>2. <u>Virtually during the public comment portion of the meeting</u>: Send a chat message to the meeting host with name and the comment topic</li></ol>

# BOARD MEETING AGENDA - AMENDED

Jefferson County Public Library Board of Trustees

	<p>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.</p> <p>4. People who dial in will not be able to provide public comment during the meeting.</p> <p>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.</p> <p>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> <p>For more information on public comment policy please refer to Board Governance Policy 4.3.7: <a href="http://jeffcolibrary.org">Board Governance Policy Manual (jeffcolibrary.org)</a></p>
<p>7. CONSENT AGENDA <b>Action</b></p>	<p><b>Approval of Consent Agenda</b> <b>Chair: Call for motion and second</b></p> <p>A. Minutes of November 21, 2024 Board Meeting B. Trustees adopt 2025 governance process calendar (4.3.2 and 4.3.2B) C. STAT Courier Contract Renewal</p>
<p>8. Foundation</p>	<p>Foundation Update</p>
<p>9. Operational Updates <b>Action</b> as Needed</p>	<p><b>Executive Director</b></p> <p>A. Executive Director Report B. Capital Building Projects Update C. Gardner Family Foundation Naming Agreement <b>Call for Motion and Second</b></p> <p><b>Business Strategy &amp; Finance</b> <u>Finance and Budget</u></p> <p>A. 2025 Budget Adoption. Library Board adoption of Final recommended 2025 budget and authorize the Executive Director to implement the spending plan. <b>Chair: Call for motion and second</b></p> <p><u>Business Strategy</u></p> <p>A. South County Library Property</p> <ul style="list-style-type: none"> <li>• Purchase and Sale Agreement (PSA) Amendment <b>Action as needed</b></li> <li>• Resolution authorizing Chair to sign Closing Documents <b>Action as needed</b></li> </ul> <p><b>Communications &amp; Engagement</b></p> <p>A. Northwest Jeffco Library Community Engagement Report Guests: Anderson Hallas and Radian</p>
<p>10. <b>Action</b> 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>

# BOARD MEETING AGENDA - AMENDED

Jefferson County Public Library Board of Trustees

<p>11. Emerging Issues <b>Action</b> as Needed</p>	
<p>12. Ends <b>Action</b> as Needed</p>	<p><b>Ends:</b> No items.</p>
<p>13. Board Governance <b>Action</b> as Needed</p>	<p><b>Board Governance:</b> A. Informational Only: 2025 Board Meeting Schedule</p>
<p>14. Suggest Agenda Items <b>Action</b> 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. <u>2025 Board Meeting Schedule</u></p> <ul style="list-style-type: none"> <li>• January 9, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room</li> <li>• January 16, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room</li> <li>• February 13, 2024 – Study Session Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room</li> <li>• February 20, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room</li> </ul>
<p>15. Discussion</p>	<p>Board Questions or Comments Related to Items on the Meeting Agenda</p>
<p>16. Discussion</p>	<p>Evaluate Board Meeting (4.1.9)</p>
<p>17. Information</p>	<p>Announcements/General Information Sharing</p> <ul style="list-style-type: none"> <li>• Report of the Chair – Correspondence, Other</li> <li>• Other Announcements</li> </ul>
<p>18. EXECUTIVE SESSION WITH ADJOURNMENT OF REGULAR MEETING</p>	<p><b><u>EXECUTIVE SESSION 2:</u></b> <b>Call for Motion and Second</b> to adjourn the regular meeting of the Library Board of Trustees and reconvene in executive session <b>AND</b> adjourn the regular Board meeting at the conclusion of the Executive Session. (1) <u>Collective Bargaining</u>. Statutory citation authorizing an executive session for this topic is:  <ul style="list-style-type: none"> <li>• Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.</li> </ul> </p>

## **CONSENT AGENDA**

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

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



Jefferson County  
**PUBLIC LIBRARY**

TO: Library Board of Trustees

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

DATE: December 5, 2024

RE: Consent Agenda for the December 12, 2024 Board Meeting

- A. Library Board of Trustees adopt the Minutes of the November 21, 2024 Board Meeting
- B. Library Board of Trustees adopt the 2025 Governance Process Calendar (4.3.2 and 4.3.2B)
- C. Library Board of Trustees authorize the STAT Courier Contract Renewal

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

November 21, 2024

**CALL TO ORDER – REGULAR MEETING**

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via ZOOM and in-person in the Lakewood Library meeting room on November 21, 2024. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m.

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

Trustees not present: Pam Anderson.

**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; Matt Griffin, Director of Business Strategy and Finance; 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 Ryan Turch, Technology and Innovation Operations Supervisor.

There were additional Library staff members attending the meeting.

**APPROVAL OF AGENDA**

**MOTION:** Jill Fellman moved that the Library Board of Trustees approve the agenda as presented. Seconded by Charles Jones, 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 online public comments were received. Christine Catramados, Dawn Allbee, Sammi Johnson and Lainie Miller addressed the Board and provided public comment regarding pay, annual increases for all pages, executive pay, onetime bonuses, page turnover, page responsibilities, essential functions and increased duties, annual raises, Edgewater minimum wage, inflation, onetime bonuses and the 2024 wage increase.

There were no further public comments, and the Chair closed the public comment portion of the meeting at 5:47 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 October 17, 2024 Board Meeting Minutes.

**MOTION:** Stanley Harsha moved that the Library Board of Trustees approve the items on the consent agenda as presented. Seconded by Charles Jones, 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 Foundation has 10,359 volunteer hours per year. Yesterday at the Foundation Board meeting Julianne Rist, Director of Public Services and Bridget Beatty, JCPL Fundraising Consultant, spoke eloquently about funding priorities and how the Library and Foundation are working together in collaboration to fund those priorities.

### **EXECUTIVE DIRECTOR REPORT**

#### A. Executive Director Report

The Executive Director advised the Board that Tuesday night the youth development program graduation was held at the Belmar Library. It was a beautiful, well-presented event and the teens were awesome. The JCPL team, Padma Polepeddi, Assistant Director of Public Services for Community Outreach, Nick Taylor Belmar and Teen Services Manager and Arra Katona, Teen Services Coordinator worked with the teens on their presentations. Clarice Ambler, Community Resource Coordinator has been invited to be on the interagency advisory Board of Heading Home, a county-wide systemic response for the prevention of homelessness. On Monday the Library held new Trustee orientation with Renny Fagan.

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

## B. Capital Building Projects Update

- **South County Library:** JCPL held two more chat with the manager sessions engaging 74 more people. Staff attended the Halloween event at the Ridge Recreation Center and Lizzie Gall did a presentation on the site to the South Jeffco Business Alliance. The South County Advisory Council is being consulted on continuation of their roles.
- **Northwest Jeffco Library:** The community engagement report will be presented to the Board in December. The manager, Bryan Kratish, attended a PTA meeting at Coal Creek Canyon and entered a 5k in the community.
- **Arvada Library Redesign:** The conceptual design review was held today.
- **Conifer Library:** The design development drawing has been sent to the general contractor for pricing and the team is working with the school on a new IGA.

In response to a question, the Board was advised that the timing of the departure from the Conifer High School is anticipated to be Summer 2025.

## EXECUTIVE TEAM OPERATIONAL UPDATES

### **Business Strategy & Finance**

#### Finance and Budget

##### A. Financial Tables (October 2024)

Matt Griffin, Director of Business Strategy and Finance provided information on the October financials. The 2025 budget tables are also included in the Board's information packet. Total revenue at the end of October is trending above budget and it is not unusual to see adjustments in the following fiscal year. The Library will keep an eye on revenues through the end of the year and into next year. On Table 2, Operating Expenditures are on track as expected with healthy spending across the board and will likely come in below budget at the end of the year. On Table 3, Capital, this Board authorized three supplementals, South County Library, Evergreen Library roof repair and Columbine Library roof repair. The supplemental request was presented to County and will go onto their December consent agenda. JCPL will likely see those flow into the Library's financials in December. On Table 4, JCPL received the Hard Times Writing Grant from Colorado Gives Foundation for just over \$24,500.

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

##### B. 2025 Recommended Budget

Matt Griffin provided a brief overview of the annual budgeting process. There are always changes to the budget that was submitted to the Board in June. The Library incorporates those changes and brings those changes back to this Board. The full 2025 County budget, which includes the Library's budget, did go to the Board of County Commissioners (BCC) on Tuesday, and the 2025 budget was approved. Tonight the

Library will present the key changes to the Library’s 2025 budget that occurred between June and November.

### Key 2025 Budget Changes

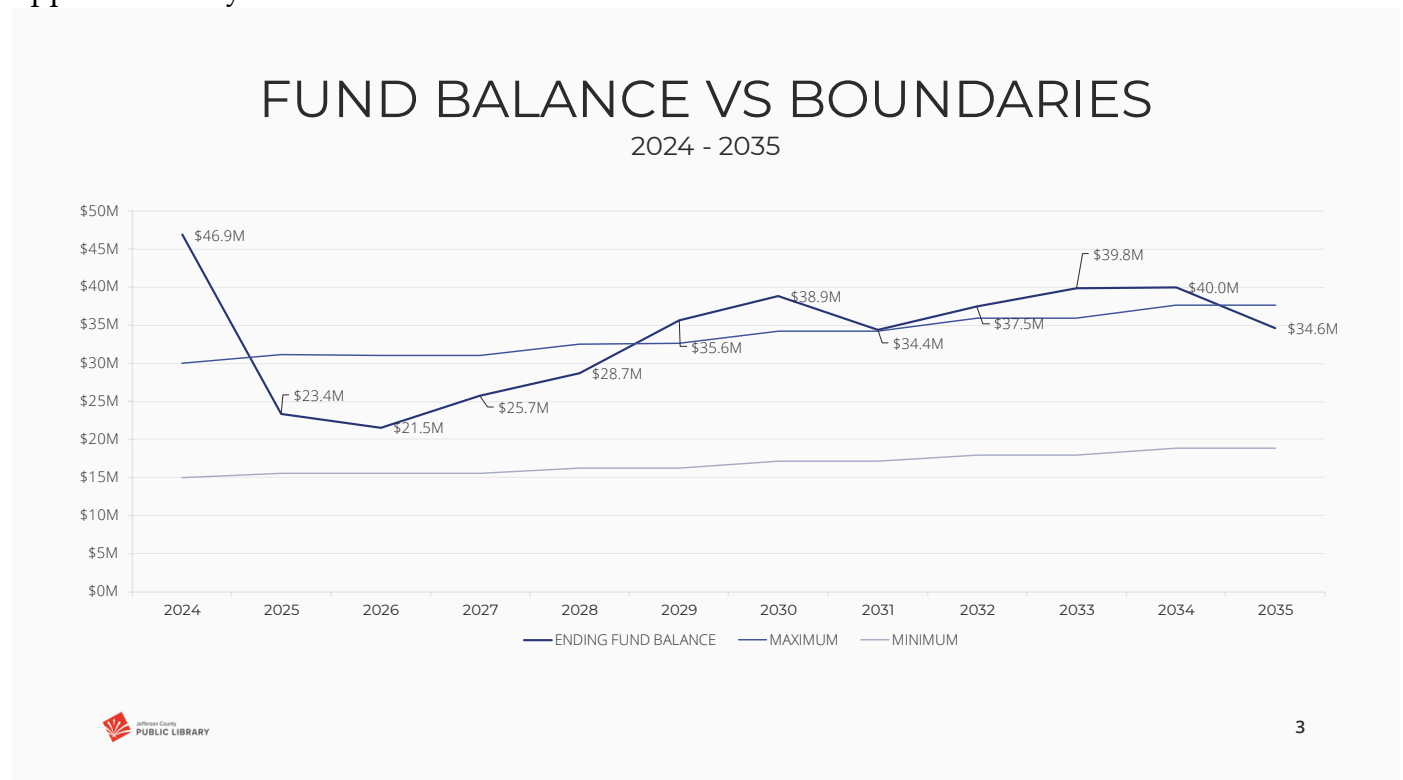
Revenue: Investment income increased \$1.8 million. The Library takes a conservative approach on investment income and based the budget on a lower amount. Property tax increased by \$2.0 million for a net increase to 2025 revenue of \$3.8 million.

Expenditures: Increase to salaries and benefits of \$118,000 and interdepartmental charges of \$18,000 for a net increase to 2025 expenditures of \$136,000.

There were no changes within the 2025 capital budget. It is important to note that ongoing rising construction costs were not built into the 2025 budget and the increase in revenue may help offset those rising costs. Investment income is a forecast, not a guaranteed amount and the Library does not treat it as a realized amount.

### Fund Balance vs Boundaries Over Time – 2025 – 2035

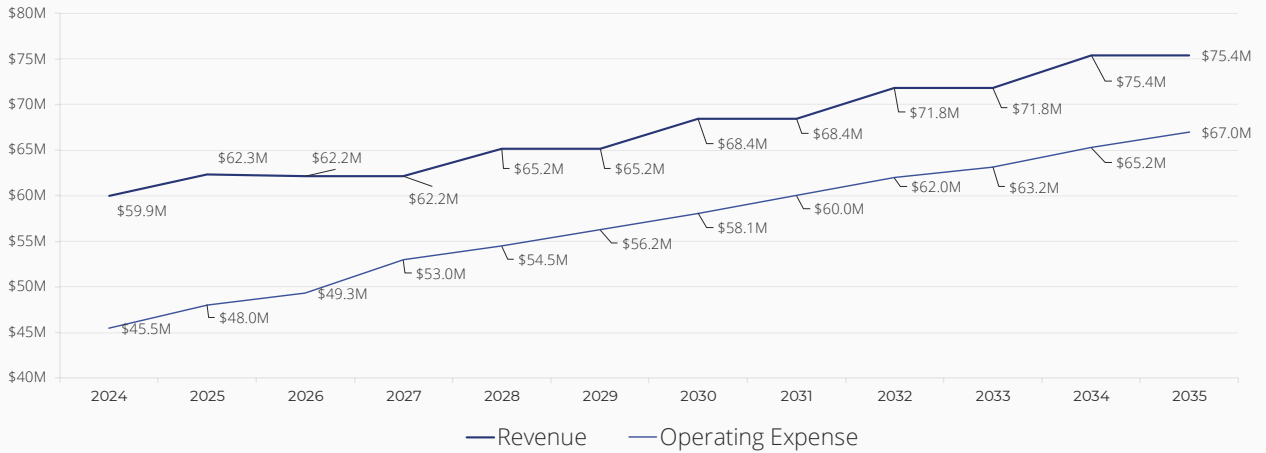
The chart below shows the projected ending fund balance, minimum boundary and upper boundary.



### Revenue vs Operating

The chart below shows revenue stays consistent with operating growth.

## Revenue vs Operating 2024 - 2035



In response to a question, the Board was advised that the fluctuations in the fund balance are primarily the result of capital project and construction expenditures.

The Chair noted that since the time the Board approved the budget for submittal earlier this year, the fund balance did come close to the minimum requirement and this projection gives the Library a little breathing room. There is always uncertainty around property tax revenue. The Chair noted that in the past she did ask the question about the budgeting approach to investment income and the answer is that you can't spend unrealized income.

The Chair noted that in December the Board will be asked to adopt the 2025 budget and authorize the Executive Director to implement the spending plan. The Board was advised that if there are any questions in the meantime, to please reach out to her or the Executive Director.

### **Facilities & Construction**

#### **A. Arvada Library Redesign General Contractor**

Steve Chestnut, Director of Facilities and Construction Projects provided information on the contract for the Arvada Library redesign general contractor. JCPL is requesting authorization to enter into contract for the general contractor for the Arvada Library redesign project. The guaranteed maximum price (GMP) can't happen until further down the road when the Library knows what the design will look like. The general contractor is being brought on to participate in the delivery model and help JCPL, the designer and

contractors, and participate in preconstruction. The Library issued a Request for Proposal (RFP) for the Construction Management/General Contractor (CMGC) services and six firms responded. The Library interviewed three firms, ranked the responses and completed background and reference checks. The Library is recommending the Board authorize the contract with FlintCo, LLC for preconstruction development design.

In response to questions, the Board was advised that:

- The Library has not worked with FlintCo before.
- The preconstruction part of the contract the Board is being asked to authorize is approximately \$18,000. The Library will come back to the Board with the Guaranteed Maximum Price (GMP).

The Chair noted that getting a general contractor on board now helps the Library get tighter with the GMP.

**MOTION:** Emelda Walker moved 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. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

### **Public Services**

- A. New Collection Development Policy 4.10
- B. New Reconsideration of Library Resources Policy 4.10.1
- C. Monitoring Report 2.9: Materials Selection

Julianne Rist, Director of Public Services and Lizzie Gall, Assistant Director of Public Services for Resources and Programs, presented information on the new policies. Kurt Behn, County Attorney's Office, was also present to answer questions.

### New Colorado Law Passed in 2024

Colorado Revised Statute (CRS) 24-90-122:

"Public Libraries – Standard for acquisition, retention, display, utilization, reconsideration of library resources, employee protection definitions"

In broad terms this new law created definitions, requires Board authorization of collection development polices and reconsideration polices, sets standards for the acquisitions, retention, display and reconsideration of library resources, and use of library facilities. The statute prohibits retaliation against employees.

### CRS 24-90-122 Definitions

The law defines a library resource in a much wider way. Including things that one might think of as services. Per the statute a resource is not only the traditional items such the

physical and digital materials, it also includes programs and exhibits and the standards refer to public meeting spaces.

### Library Resource

Materials, 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.

It does not redefine what a public library is but refers to the already existing definition of a public library and it is not being changed or modified.

### Public Library

Uses 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.

- Operated and maintained for the free use of the public residing within its legal service area;
- Operated and maintained in whole or in part with money derived from local taxation; and
- Open to the public a minimum number of hours per week in accordance with rules established by the state library.

### CRS 24-90-122 Board Requirements

The Library has not previously brought the existing collection development policy before the Board to adopt. One of the major changes for JCPL is the new requirements that the Board establish written policies. This language which comes directly from the statutes shows why the Library is bringing this to the Board to adopt. The statute states the Board of Trustees shall establish written policies. The Library worked with the County Attorney's office to ensure that the policies comply with this new statute.

- 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 comply with the statutes standard for these written policies.
- Requires that a board of trustees of a public library that has established a policy for the reconsideration of library resources that complies with the requirements of standards and that reconsiders library resources in accordance with that policy shall make its reconsideration policy available to the public on its website.

JCPL has had reconsideration of library materials as part of the collection development policy for many years. The statute also requires that if a library wants to offer this to their community, they also need an established policy to ensure that any reconsideration of library resources also follows the standards set in the statutes and requires that the policies are posted on the website, a practice that JCPL already follows.

JCPL's philosophy reflects many of the standards listed in the statutes.

### CRS 24-90-122 Standards

There are 9 standards that broadly cover:

- Full range of resources
- Opportunity for variety of perspectives & experiences
- Not exclude or discriminate
- Removing resources prevents others from enjoying & learning

Information on some of the standards and requirements in the statute was shared with the Board.

- 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;
- Each library resource is provided for the interest, information, and enlightenment of the community and should present diverse points of view in the collection as a whole;
- 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;
- A public library shall not proscribe or prohibit the circulation or procurement of a library resource because of partisan or doctrinal disapproval of the library resource;
- It is the responsibility of a public library to challenge censorship in the fulfillment of its responsibility to provide information and enlightenment;
- A public library shall consider the perspectives of marginalized groups
- For a public library that provides facilities to the public, the library shall make the facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use; and
- A public library shall prohibit discrimination based on age, background, political or religious views, origin, disability, race, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, or ancestry in the selection, retention, display, use, or reconsideration of library resources and public meeting spaces.
- 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... A public library that has not established a policy for the reconsideration of library resources or that has a policy for the reconsideration of library resources that does not comply with the requirement... may not remove a library resource from its permanent collection.

- Provisions do not apply to routine collection maintenance and deaccession in accordance with a public library's established collection development and maintenance policy.
- The board of trustees of a public library that has established a policy for the reconsideration of library resources that complies with the requirements and that reconsiders library resources in accordance with that policy shall make its reconsideration policy available to the public on its website.
- To make a request for reconsideration of a library resource, the individual making the request must reside in the legal service area for the library in which the request is made.
- A public library shall not reconsider the same library resource more than once every two years; except that a public library's established policy for the reconsideration of a library resource may specify a period longer than two years during which the public library will not reconsider the same library resource.
- Once a final determination has been made for a library resource that is the subject of a request for reconsideration, the board of trustees shall make the determination and how it comports with the provisions available to the public.
- A public library shall not remove, discontinue, or restrict a library resource as the result of a request for reconsideration until the determination regarding the library resource has been made available to the public
- A written request for reconsideration of a library resource is not a library user record and a written request for reconsideration of a library resource is an open record under the "Colorado Open Records Act".

#### CRS 24-90-122 Prohibits Retaliation

The statute offers some protection from retaliation. An individual who is a librarian, media specialist, other employee, contractor, or volunteer at a public library shall not be subject to termination, demotion, discipline, or retaliation 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 or for making displays, acquisitions, or programming decisions that the librarian, media specialist, other employee, contractor, or volunteer believes, in good faith, are in accordance with the standards.

#### JCPL Policies – What Stayed the Same

JCPL started from a strong place to respond to the statute. The existing JCPL Collection Development Policy already included many of the elements needed for compliance with the new law. When the new law was enacted JCPL was in the middle of a project regarding the collection development policy. The philosophy of the law and JCPL's philosophy on the standards are very similar. Through the project work, JCPL learned that its existing policy was also aligned with industry standards and trends.

Existing JCPL policy, and the revised policy continue the philosophy that:

- Collection meets community interests & needs



- Collection reflects the community
- Must be a resident of Jefferson County to file a reconsideration
- Public has right to access range of ideas and experiences
- Public Library shall not discriminate in selecting or keeping resources

### What Changed

Request for user record may be discoverable through a CORA request. JCPL has not had a limit on reconsideration requests before, but the practice is emerging as a best practice in the industry. JCPL has averaged under two reconsideration requests per year over the last five years. The Library feels this limit of four will meet community needs and JCPL will readdress if needed.

- Two policies instead of one
- Request for Reconsideration is NOT protected as a user record
- JCPL will pilot a limit of four reconsideration requests per person per year

### Conclusion

JPCL already had a Collection Development Policy.

- Philosophy and principles are not changing
- Modified practices and added clarity to comply with CRS 24-90-122

Asking the Board to adopt two new polices:

- Collection Development Policy 4.10
- Reconsideration of Resources Policy 4.10.1

The new policies will trigger an update to Policy 2.9 Materials Selection and associated monitoring reports 2.9.1 and 2.9.4

The Executive Director advised the Board that information on the policies is being presented with an opportunity for the Board to ask questions. Kurt Behn, County Attorney's Office is also in attendance to respond to questions.

In response to questions, the Board was advised that:

- There is no deadline for adoption of the new policies. The issue is that the statute is currently effective, so the Library reconsideration policy is not effective until adopted by the Board. It currently exists but could not be used to remove material until adopted by the Board. JCPL is not out of compliance but has an ineffective collection development policy.

There was discussion regarding the Collection Development Policy and possibly incorporating more of the specific criteria from the statute which is clear and strongly worded to support the rationale for decisions made for the collection. The Executive Director advised the Board that the Library will consider the Board's conversation and bring the policies back to the Board for further discussion in January.

## **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**

The Chair noted that the 2025 Board governance process calendar was provided in the information packet for review and the Board will adopt the calendar in December. The Board was advised to let the Chair know if there are any questions.

## **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

- December 12, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

### 2025 Board Meeting Schedule

- 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

## **ANNOUNCEMENTS/GENERAL INFORMATION SHARING**

### **EXECUTIVE SESSION:**

At 6:39 pm, the Chair called for a motion to adjourn the regular meeting, reconvene in Executive Session regarding Collective Bargaining and the South County Library property and adjourn the regular board meeting at the conclusion of the Executive Session.

**MOTION:** Jill Fellman moved to adjourn the Regular meeting of the Library Board of Trustees, reconvene in Executive Session AND adjourn the regular Board meeting at

the conclusion of the Executive Session. Statutory citations authorizing an executive session are:

1) Collective Bargaining.

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

2) South County Library Property.

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

Seconded by Emelda Walker, the motion passed by unanimous vote of all Trustees present.

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

The Chair called the Executive Session to order at 6:49 pm with the following Trustees present, Renny Fagan, Jill Fellman, Charles Jones, Emelda Walker and Stanley Harsha. Also present were 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; Matt Griffin, Director of Business Strategy and Finance; Lisa Smith, Director of People and Culture; 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 8:00 pm Kim Johnson 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 (1) Collective Bargaining pursuant to 24-6-402(4) (e)(I) for discussion of strategy and instructions to negotiators and (2) South County Library Property pursuant to 24-6-402(4)(a) Concerning the purchase, acquisition, lease, transfer or sale of Property and Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.

The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

Stanley Harsha, Secretary

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

Month	Governance Process	Monitoring & Ends	Board Action
<b>January</b>	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"> <li>Trustees review Global Ends Statements 1.0 - 1.4</li> <li>Review of 2025 Strategic Priorities</li> </ul>	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
<b>February</b>	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"> <li>Trustees complete mandated County training (4.1 and 4.8.1A)</li> <li>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).</li> </ul>	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"> <li>Review of Final 2024 Strategic Plan Achievements</li> </ul>	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"> <li>Supplemental Budget Amendment for Carryforward</li> <li>Budget Supplemental Information</li> </ul>
<b>March</b>	Executive Director Evaluation Process: Chair and Vice Chair give informal feedback to Executive Director.		Trustees elect Board officers
<b>April</b>			
<b>May</b>	Trustees enlist external audit, as needed Trustees set Governance Budget for next year (4.8.2)		
<b>June</b>	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.
<b>July</b>	Executive Director Evaluation Process: Chair and EXD initiate packet for feedback		
<b>August</b>	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"> <li>2025 Strategic Plan Mid-year Update</li> </ul>	Trustees adopt Governance Policies 2.5 through 2.9
<b>September</b>	Trustees review Executive Director’s performance and compensation (4.3.6) – Executive Session		
<b>October</b>	Executive Director Evaluation Process: Evaluate process with Board and Executive Director.		
<b>November</b>	Trustees review 2026 governance process calendar		
<b>December</b>	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

**ADMINISTRATION**

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



Jefferson County  
**PUBLIC LIBRARY**

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

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities and Construction

DATE: December 12, 2024

RE: 2025-2026 Courier Services Contract- STAT Courier Service, Inc

**History of Contract: STAT Courier Service, Inc. Intra- Library Courier**

Stat Courier Services provides courier services at all library locations. The Board authorized the Executive Director to enter a contract with Stat Courier in October 2023 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.

**Total Cost:**

The base cost for the initial one-year term is \$455,578.61. This is approximately 9% higher than the annual contract cost for the year 2024-2025. The new contract cost reflects increased services for book returns, holds lockers, and express services. JCPL has reviewed the pricing and believes it to be a fair increase based on market prices.

**Next Actions:**

I would like to ask the Library Board of Trustees to authorize the Library Executive Director to enter into a one-year contract renewal with STAT Courier Service, Inc., in the base amount of \$455,578.61.

## **Foundation Update**



# DECEMBER 2024

## Executive Director Report

by Jo Schantz, MNM, CFRE, GPC

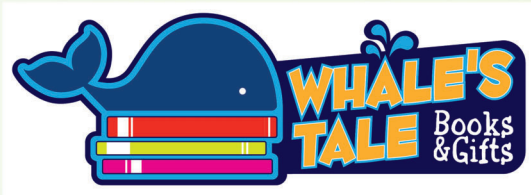
### NEWS FROM OUR TWO WHALE'S TALE BOOKSTORES

JCLF is pleased to announce that -- as of November 30 -- our two used bookstores together have grossed nearly \$191,000 in total sales so far this year! This includes total sales in November of more than \$22,000 combined for the two stores.

We are also glad to point out that our Belmar storefront is NOW OPEN SIX DAYS A WEEK, from Tuesday through Sunday, thanks to the efforts of many dedicated volunteers who help staff the bookstore during those days.

Typically, our Colorado Mills storefront (Whale's Tale Books & Gifts) is open Sunday through Friday from noon to 6 pm, and Saturdays from 11 am to 6 pm. At Belmar, our Whale's Tale Two Books & Gifts shop is open from 11 am to 6 pm Tuesday through Sunday.

Please check our website for December holiday hours: [www.jeffclf.org](http://www.jeffclf.org) or call 303.403.5075 for more information.



### VOLUNTEER WITH US!

We always need volunteers to assist us at both of our bookstore locations. If you would like to sign up as a regular weekly volunteer, please contact JCLF's Volunteer & Events Coordinator Megan Fessenden at 303.403.5073 or [megan@jeffclf.org](mailto:megan@jeffclf.org).

Please also consider helping out at our semi-annual Whale of a Used Book Sales held at the Jeffco Fairgrounds. Our spring 2025 sale is slated for May 28 through June 1. Online signup will be available on our JCLF website by May 1 of next year. We welcome individuals and corporate groups to assist us at these events. Tasks include cashiering, table tidying, set-up/clean-up, and greeting our book-loving customers.

### COMMUNITY CONNECTIONS

- Nov. 28-29 -- JCLF closed for Thanksgiving holiday
- Dec. 2 – lunch meeting with Frederick Fish Foundation president
- Dec. 3 – regular meeting of Lakewood Foothills Rotary Club at the Den @ Fox Hollow Golf Course
- Dec. 3 – holiday reception at the Old Schoolhouse in Arvada hosted by High Point Financial Group
- Dec. 5 – holiday social for PEO (Philanthropic Education Organization) members at Ralston Creek Church in Arvada
- Dec. 10 – holiday luncheon for Wheat Ridge Business Association at the Vista at Applewood Golf Course
- Dec. 10 – holiday social for Lakewood Foothills Rotary Club
- Dec. 11 – breakfast meeting with Rebecca Olchawa, Executive Director, Philanthropic Services, Wells Fargo Wealth & Investment Management
- Dec. 12 – holiday luncheon for Applewood Business Association at Rolling Hills Country Club
- Dec. 12 – evening holiday reception for CSU Extension Advisory Board members at Lookout Mountain Nature Center

### OFFICE/WAREHOUSE CLOSURES FOR WINTER HOLIDAYS

Our office/warehouse complex in Wheat Ridge will be closed from Monday, Dec. 23, 2024, through Wednesday, January 1, 2025. We will reopen for business on Thursday, January 2, 2025. Happy holidays!

[WWW.JEFFCLF.ORG](http://WWW.JEFFCLF.ORG)



## **Executive Director Report**



# DECEMBER 2024 EXECUTIVE DIRECTOR REPORT

## 2024 Annual Plan Progress in December

### Portfolio: Service Point Development & Expansion

#### Program: New Construction

##### Project: South County Library

- Continue Location & Extent activities; hearing scheduled for Jan 8th
- Amend Purchase and Sale Agreement
- Continue community support development
- Continue political will development

##### Project: Northwest Jeffco Library

- Deliver community engagement report
- Begin design visioning
- Continue community support development

#### Program: Building Redesign

##### Project: Arvada Library

- Hold stakeholder design charrette
- Begin schematic design
- Continue search for alternative services location

##### Project: Evergreen Library

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

#### Program: Building Opportunities

##### Project: Conifer Opportunity

- Review design pricing
- Begin construction documents
- Obtain landlord approval
- Continue naming opportunity solicitation
- Inform community of progress

### Portfolio: Excellence in Customer Service

#### Program: Create a Radically Welcoming JCPL – Public

##### Project: New Collection Development Policy

- Create process for trustee participation in policy review and development
- 

## Portfolio: Lifelong Learning & Literacy

### Program: Advance Digital Equity & Inclusion

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

- Finalize 2025 training schedule with partners

### Program: Advance Community Literacy

#### Project: Imagination Library

- First mailing to Edgewater zip codes
- Assess deployment

## Portfolio: Building Inclusive Community

### Program: Digital Accessibility (NEW)

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

## Portfolio: Embracing Innovation & Change

### Program: Fundraising Development

- Contract with consultant for 2025 Fundraising Plan
- Draft RFP for Long-range fundraising plan

## SERVICE HIGHLIGHTS:



**Electric Vehicle charging stations** installed and operational at the Lakewood Library. This community amenity was grant-funded by Xcel Energy and Charge Ahead Colorado



## **2025 Conferences: ADVOCACY AND ENGAGEMENT OPPORTUNITY FOR TRUSTEES**

### **CALCON 2025 Colorado Association of Libraries Annual Conference**

September at Beaver Run Breckenridge, dates TBD

### **American Library Association 2025 Annual Conference –**

June 26-30, Philadelphia, Pennsylvania


### **Urban Libraries Council Annual Leadership Forum –**

October 22-24, Cincinnati, Ohio

## **JCPL PROFESSIONAL ENGAGEMENT:**

Karen Walker (K&F Librarian), Paola Vilaxa (ED manager) and Rocio Vasquez-Flores (DEI Sr Coordinator) attending the Feria conference in Mexico.

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

- Attend Arvada Library Redesign **Stakeholder Charrette** for conceptual design
  - Meeting with **Jeffco Planning & Zoning**
  - Attend **Jeffco EDC** Holiday Party
  - Attend **Board of County Commissioners and Municipalities** Quarterly Breakfast
  - Attend **Front Range Public Libraries Director** meeting
  - Attend **CAL Legislative Committee** Meeting
  - Attend **Jeffco Connections** Board meeting
  - Attend **Jefferson County Library Foundation** Holiday Party
  - Meet with Joe Kerby, **Jefferson County Manager**
  - Attend meeting of the **Personnel Board** of the **Jefferson County Elected/Appointed Officials**
  - Meet with Jo Schantz, executive director, **Jefferson County Library Foundation (JCLF)**
- 

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

This Donation and Name Recognition Agreement (“Agreement”), dated for reference purposes only October 15, 2024, is between The James J. and Joan A. Gardner Family Foundation (the “Donor”), the **Jefferson County Library Foundation, Inc.**, a Colorado non-profit corporation (the “Library Foundation”), and the **Jefferson County Public Library** (the “Library”). The Donor, Library Foundation, and Library are collectively referred to herein as the “parties”, and hereby agree as follows:

**RECITALS**

- A. The Donor desires to make a donation in the amount of \$50,000 (the “Donation”) in support of the outdoor reading deck at Evergreen Library (the “Project”); and
- B. The Library Foundation and the Library are proud to recognize the Donation by providing name recognition rights to the Donor at the Project, as more fully set forth herein.

**AGREEMENT**

NOW, THEREFORE, the parties hereto agree as follows:

- 1. The Donor pledges to make a Donation to the Library Foundation of \$ 50,000, payable in one lump sum on or before October 31, 2024, to aid funding of the Project, the receipt of which is hereby acknowledged by the Library Foundation and the Library.
- 2. Donation payments are to be payable to the Jefferson County Library Foundation, Inc., and mailed or hand delivered to the following address:

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

5. This Agreement is governed by Jefferson County Library's Guidelines for Naming and Name Recognition, which are incorporated herein. By entering into this Agreement, the Donor agrees to all of the terms and conditions contained therein, including the following:
  - a. Signage. The sign recognizing the donation will be placed in an appropriate location, and its design shall be consistent with the Library's image and building design requirements. The wording of the sign shall be mutually agreed upon by the Donor and the Executive Director of the Library.
  - b. Duration. These name recognition rights will last through November 14, 2034. Donor shall have a right of renewal at the end of the naming period to extend the naming rights for an additional donation and an additional period to be mutually determined by the parties. The Donor may at any time, in its sole discretion, terminate the recognition upon written notice to the Library Foundation and/or the Library. Upon termination, such recognition or naming will be removed within 90 days of receipt of such notice.
  - c. Approvals.
    - (i) All naming acknowledgements will be approved by the Library Board of Trustees.
    - (ii) A re-approval process with input by the Donor shall be necessary in the following situations:
      - (a) Major renovation of the space;
      - (b) Sale, destruction, removal or abandonment of the facility; or
      - (c) A change in the name, business focus or viability of the Donor entity.
  - d. Standards of Conduct. Should the Donor violate acceptable standards of integrity and civic leadership, the Library, in its sole discretion, may elect to remove the Donor's name from the Library.
6. No items recognizing the Donation will be ordered until the full amount of the Donation has been received by the Library Foundation.
7. The Donation shall be nonrefundable unless the Library Board of Trustees does not approve the acknowledgement or the Library or Library Foundation are unable to fulfill their obligations due to some unforeseen circumstances.
8. If, in the opinion of the Library Board of Trustees or the Executive Director of the Library, all or part of the Donation cannot, in the future, be applied usefully to the purposes provided in this Agreement, it may be used for any related purpose which, in the opinion of the Executive Director of the Library will most nearly accomplish the wishes of the Donor as expressed herein. In furtherance of the forgoing, the Executive Director of the Library Foundation shall consult with the Donor should the Project no longer be feasible or achievable to determine a mutually acceptable new purpose for the Donation.
9. No donations will be refunded for any reason unless the Library or Library Foundation is unable to fulfill its obligations due to unforeseen circumstances.

## 10. Miscellaneous Provisions.

- a. Tax Consequences. Donor, and not the Library Foundation nor the Library, is solely responsible for determining the tax consequences to Donor of the within transaction including, without limitation, any monetary value assigned to the naming right. No tax receipt will be provided for the Donation. Each of the Library Foundation and the Library represents and warrants that: (i) it is a tax-exempt organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”), and a tax-exempt charitable organization, or a tax-exempt governmental entity, respectively (ii) it has full power and authority to execute and deliver this Agreement and perform its obligations hereunder, and (iii) the execution and delivery of this Agreement does not, and consummation of the transactions contemplated herein will not, violate any of the provisions of its organizational documents, any agreements pursuant to which it or its property is bound, or, to its knowledge, any applicable laws. Each of the Library Foundation and the Library further represents and warrants that the Donor is not receiving any goods or services in exchange for the Donation.
- b. Publicity. For purposes of publicizing the Donation and the progress of the Project, the Library Foundation and the Library reserve the right to photograph, publicize and create content around the naming recognition and the Donation. With the prior written consent of the Donor, Library may use the names, likenesses, and images of the Donor and its trustees in photographic, audiovisual, digital or any other form of medium and to use, reproduce, distribute, exhibit, and publish the media materials in any manner and in whole or in part, including in brochures, website postings, informational and marketing materials, and reports and publications describing the Project’s development and organizational activities (collectively, “Materials”). In obtaining any such required consent for the use of Materials containing Donor intellectual property, Library shall provide the Donor with reasonable advance copies/specimens/examples of Materials for Donor review and approval.
- c. Venue and Governing Law. Venue for any and all legal actions regarding this Agreement shall lie in the District Court in and for the County of Jefferson, State of Colorado, and this transaction shall be governed by the laws of the State of Colorado.
- d. Invalid Provisions. If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, such provisions shall be fully severable; this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement; and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement. Furthermore, in lieu of such illegal, invalid or unenforceable provision, there shall be added automatically as a part of this Agreement a legal, valid, and enforceable provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible.
- e. Amendments to Agreement. This written Agreement constitutes the entire Agreement of the parties. No representations, promises, terms, conditions or obligations regarding the

subject matter of this Agreement, other than those expressly set forth herein, shall be of any force and effect. No modification, change or alteration of this Agreement shall be of any force or effect, unless in writing, signed by both parties.

- f. Further Acts. The parties agree to perform or cause to be performed such further acts as may be reasonably necessary to consummate the transaction contemplated hereby.
- g. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and all of which counterparts together shall constitute but one and the same instrument.
- h. No Presumption Regarding Drafter. The parties acknowledge that they have each been advised by counsel in the drafting of this Agreement, and accordingly hereby agree neither party shall be deemed to be the drafter of this Agreement, and therefore no presumption for or against the drafter shall be applicable in interpreting or enforcing this Agreement.

*[SIGNATURES FOLLOW ON NEXT PAGE]*



**IN WITNESS WHEREOF**, the parties have executed this agreement this \_\_\_\_\_ day of  
November, 2024.

**Donor:**

**The James J. and Joan A. Gardner Family Foundation**

Katie Haag  
By: Katie Haag, Executive Director  
Date: 11-15-2024

APPROVED AS TO FORM:

KDR

Assistant Deputy County Attorney

*[SIGNATURES CONTINUED NEXT PAGE]*

**Jefferson County Library Foundation**

*Jo Schantz*

By: Jo Schantz, Executive Director

Date: Nov. 27, 2024

**Jefferson County Public Library**

By: Donna Walker, Executive Director

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

## **Operational Updates**

### **Business Strategy and Finance**

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



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

To: Donna Walker, Executive Director  
From: Matt Griffin, Director of Business Strategy & Finance  
Re: Finance Monthly Report and 2025 Budget  
Date: December 12, 2024

### **Budget to Actual Tables**

The Budget to Actual Tables for November and December 2024 will be presented at the January 2025 board meeting because the board meeting is scheduled early in the month, and the financials will not yet be finalized.

We also acknowledge that the final debt repayment of \$616,421 for the Arvada Library has been completed, fully settling the debt.

#### **A. 2025 Budget Adoption**

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

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.

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



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

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.

**Action Item:**

We request that the Library Board of Trustees adopt the 2025 budget and authorize the Executive Director to implement the spending plan contained therein.

**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
<b>Revenues</b>							
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%
<b>Total Revenues</b>	<b>\$ 47,681,678</b>	<b>\$ 51,376,365</b>	<b>\$ 55,238,815</b>	<b>\$ 59,938,812</b>	<b>\$ 62,349,400</b>	<b>\$ 2,410,588</b>	<b>4.0%</b>
<b>Expenditures</b>							
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%
<b>Total Expenditures</b>	<b>\$ 37,713,327</b>	<b>\$ 39,485,306</b>	<b>\$ 44,989,936</b>	<b>\$ 78,493,453</b>	<b>\$ 85,858,680</b>	<b>\$ 7,365,227</b>	<b>9.4%</b>

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
<b>Operating Expenditures</b>							
<b>Salaries &amp; Employee Benefits</b>							
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%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 20,018,220</b>	<b>\$ 20,534,511</b>	<b>\$ 22,837,059</b>	<b>\$ 25,014,562</b>	<b>\$ 27,021,025</b>	<b>\$ 2,006,463</b>	<b>8%</b>
<b>Library Collections</b>							
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%
<b>Total Library Collections</b>	<b>\$ 7,271,651</b>	<b>\$ 7,763,037</b>	<b>\$ 7,945,664</b>	<b>\$ 9,264,817</b>	<b>\$ 7,902,199</b>	<b>\$ (1,362,618)</b>	<b>-15%</b>
<b>Supplies and Other</b>							
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%
<b>Total Supplies and Other</b>	<b>\$ 7,652,895</b>	<b>\$ 8,569,719</b>	<b>\$ 9,811,640</b>	<b>\$ 11,193,807</b>	<b>\$ 13,103,250</b>	<b>\$ 1,909,443</b>	<b>17%</b>
<b>Total Operating Expenditures</b>	<b>\$ 34,942,766</b>	<b>\$ 36,867,267</b>	<b>\$ 40,594,363</b>	<b>\$ 45,473,186</b>	<b>\$ 48,026,474</b>	<b>\$ 2,553,288</b>	<b>5.6%</b>

**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
<b>Capital Expenditures</b>										
<b>Annual Replacement &amp; Maintenance</b>										
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
<b>Capital Projects</b>										
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	-	-	-	-	-	-
<b>Total Capital Expenditures</b>	<b>\$ 2,148,743</b>	<b>\$ 1,996,095</b>	<b>\$ 3,773,828</b>	<b>\$ 32,396,567</b>	<b>\$ 37,832,206</b>	<b>\$ 14,724,666</b>	<b>\$ 4,995,000</b>	<b>\$ 7,758,000</b>	<b>\$ 1,990,000</b>	



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



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

To: Donna Walker, Executive Director  
From: Matt Griffin, Director of Business Strategy & Finance  
Re: South County Library Property Purchase and Sale Agreement (PSA) Amendment  
Date: December 12, 2024

**South County Library Property Purchase and Sale Agreement (PSA) Amendment**

**History of PSA Approval:**

At the August 2024 Board meeting, the Board of Trustees authorized the Executive Director to enter into a Purchase and Sale Agreement (PSA) for the property at 11100 Bradford Rd. The agreement included a due diligence period and required completion of the Location & Extent (L&E) approval process.

**Renegotiated Terms and Revised Costs:**

During due diligence, key physical inspection findings necessitated renegotiating the PSA. The proposed amendment includes:

- A reduction in the purchase price
- Waiver of Further Due Diligence: The Library agrees to forgo additional due diligence beyond what has been completed.
- Closing Timeline: The property closing will occur within 20 days of successful L&E approval.

The Seller has verbally agreed to these revised terms.

**Action:**

We request that the Library Board of Trustees authorize the Executive Director to execute the amendment to the Purchase and Sale Agreement (PSA) for the property at 11100 Bradford Rd.

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Lakewood, CO 80215  
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[jeffcolibrary.org](http://jeffcolibrary.org)

To: Donna Walker, Executive Director  
From: Matt Griffin, Director of Business Strategy & Finance  
Re: Resolution Regarding Purchase of 11100 Bradford Rd Property  
Date: December 12, 2024

**Resolution No.: LB-12-12-24**

Please find attached Resolution No.: LB-12-12-24 concerning the purchase of land for the new South County Jeffco Library.

This resolution acknowledges the following key points:

- The execution of a Purchase and Sale Agreement between the JCA BRADFORD, LLC and the Jefferson County Public Library (JCPL) for the acquisition of the property known as 11100 Bradford Road, Littleton, CO 80127.
- The subsequent First Amendment to Purchase and Sale Agreement, which clarifies our intent to proceed to Closing after receiving approval through the Location & Extent (L&E) process.
- The requirement by Land Title Guarantee Company for a certified Resolution authorizing necessary document execution for Closing.

**Summary:**

Resolution No.: LB-12-12-24 serves as a mandatory requirement from Land Title Guarantee Company. It authorizes Kim Johnson, Chair of the Board of Trustees, to execute all Closing documents on behalf of the JCPL Board of Trustees, contingent upon a successful Location & Extent application.

**Attachment:** Resolution LB-12-12-24

BEFORE THE BOARD OF TRUSTEES  
OF THE JEFFERSON COUNTY PUBLIC LIBRARY  
RESOLUTION NO.: LB-12-12-24

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

WHEREAS, a Purchase and Sale Agreement between JCA Bradford LLC dated August 20, 2024, and JEFFERSON COUNTY PUBLIC LIBRARY (“JCPL”) was executed on August 20, 2024, for the purchase of the property located at 11100 Bradford Road, Littleton and as described in the Agreement; and

WHEREAS, in accordance with the Purchase and Sale Agreement the parties intend to proceed to Closing after receiving approval through the Location & Extent (L&E) process; and

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

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

Date: December 12, 2024

**Operational Updates**

**Communications & Engagement**

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



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

TO: Donna Walker, Executive Director

FROM: Elise Penington, Director of Communications and Engagement

DATE: December 12, 2024

RE: Northwest Jeffco Library Community Engagement Report Summary **AMENDED**

The fully funded Northwest Jeffco Library was approved by the JCPL Board of Trustees as part of its Facilities Master Plan (FMP) and is budgeted through the Library's five-year Capital Improvement Plan. One of the first major project deliverables was to engage stakeholders, library system patrons and the wider Northwest Jeffco community around the new library design, services, and amenities. JCPL retained Anderson Hallas Architects and Radian to partner with our staff on the facilitated community engagement portion of this project.

Beginning in 2022, the JCPL leadership team interviewed prominent stakeholders, including elected officials, community leaders and other influencers. Community outreach has been in full swing in 2024, with facilitated community engagement taking place in September and October. The goal of these combined efforts was to gather community and staff feedback to inform the upcoming program of service and design for the Northwest Jeffco Library. Along with attending multiple community and neighborhood events, hosting two open houses, and providing a system-wide staff survey, JCPL offered community surveys in Spanish and English, with both paper and online versions available. These efforts helped JCPL gain a comprehensive understanding of community wants and needs for this future location.

The team widely publicized opportunities for community engagement, which resulted in significant overall participation, including 35+ stakeholder interviews, 90+ open house attendees, 450+ community event attendees, 131 staff surveys responses, and 631 community survey responses. We gathered in-depth feedback regarding design possibilities for the future library's indoor and outdoor spaces, as well as desired programming and services.

Some of the common themes heard across JCPL's engagement efforts include:

- Provide flexible and accessible spaces
- Include outdoor learning and play spaces
- Design the Library to fit with the environment with abundant natural light
- Provide technology resources and makers spaces
- Offer a wide variety of classes and programming for all ages

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303.235.5275



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We are pleased to share these high-level insights into our community engagement efforts. Anderson Hallas Architects and Radian have used the information gathered to create a comprehensive Community Engagement Report Summary for the Northwest Jeffco Library that will be presented to the Board at the December 12 meeting.

As a formal project deliverable, this report is intended to capture community feedback for JCPL leadership and to engage our Library Trustees in a discussion about community engagement outcomes.

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# Northwest Jeffco Library Community Engagement Report

## Presenters:

**Wells Squier + Rebecca Silva**, Anderson Hallas Architects

**Dee Dee DeVuyst**, Radian

# ANDERSON HALLAS

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**Wells Squier**

Principal



**Rebecca Silva**

Senior Project  
Manager



**Logan Bond**

Project Architect



**Noël Michel**

Job Captain





**Dee Dee DeVuyst**

Executive Director



**Aleiya Evison**

Design Justice  
Project Manager



**Ann Dang**

Architecture  
Project Manager



**Ana Colón Quiñones**

Graphic Designer

# AGENDA

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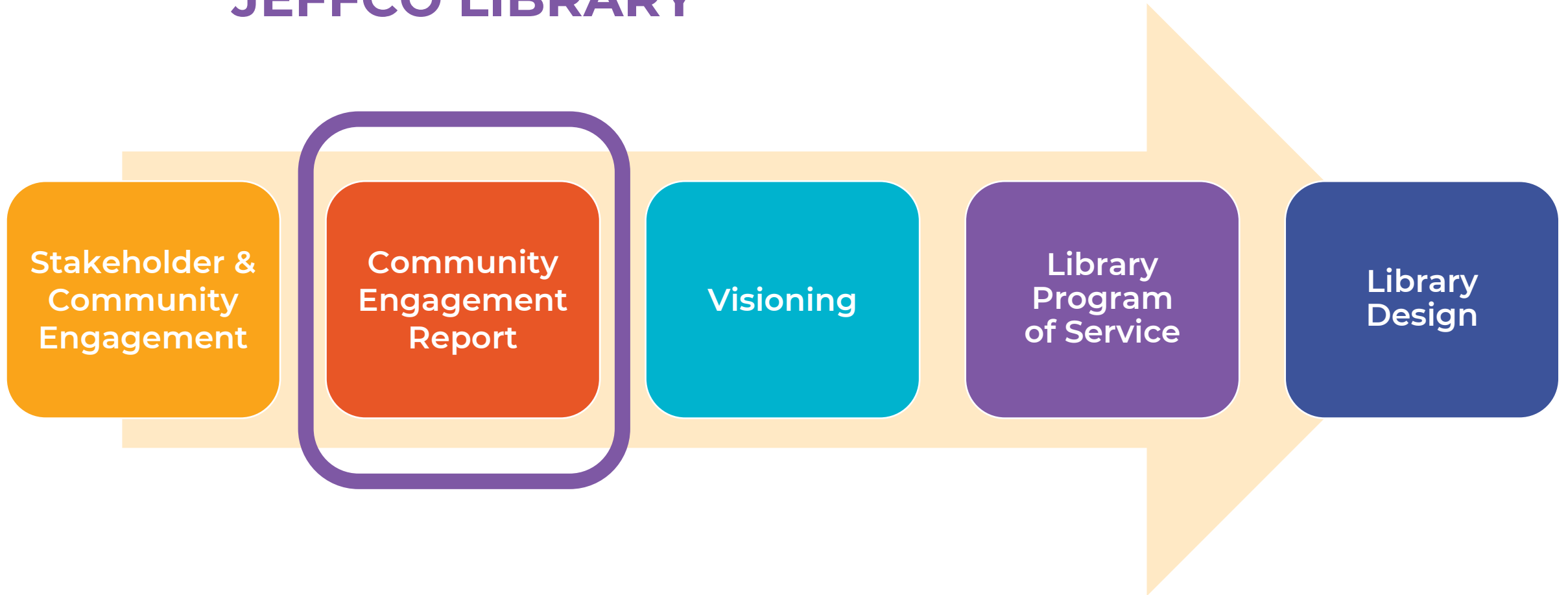
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- Project Timeline
- Community Engagement Goals
- Overall Key Themes
- Community + Staff Survey
- Community Engagement Events
- Engagement Results
- Discussion Questions

# NORTHWEST JEFFCO LIBRARY



# KEY COMMUNITY ENGAGEMENT GOALS

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- Encourage community members to share their preferences for library services and programs.
- Facilitate inclusive engagement on indoor and outdoor space design to identify preferred aesthetics and functionality.
- Gather feedback and priorities to ensure the library's design aligns with this community's unique needs and context.
- Honor this diverse, multi-generational community's perspective with an emphasis on youth and teens.



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OUTDOORS

- Play Space
- Shaded Areas
- Flexible Seating
- Engage w/ Nature
- Outdoor Classroom
- Shelter from Wind



FAMILY

- Homeschool tutoring space
- Parent lounge near kids area
- Programming for all ages
- Family-friendly



CHILDREN

- Colorful
- Fun/Comfortable Seating
- Interactive Play Space
- Enclosed Area
- Outdoor Access



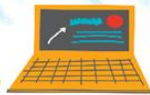
TEENS

- Colorful
- Fun/Comfortable Seating
- Enclosed Area
- Study Space
- Gaming / Hang Out Area



BUILDING  
DESIGN

- Natural Materials
- Fit with Environment
- Abundant Natural Light
- Accessible



TECHNOLOGY

- Flexible Workstations
- WFH & Collaboration Spaces
- Makers Space
- 3D Printing

NORTHWEST JEFFCO

Imagine  
WHAT  
COULD  
BE



ADULTS

- Variety of Class Options
- Sit / Stand Workstations
- Flexible/Comfortable Seating
- Quiet Room

Graphic by:  
[www.deborahdelue.com](http://www.deborahdelue.com)

# OVERALL KEY THEMES

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## Design

- **Community-Focused Design:** Accessible, welcoming, and safe spaces that cater to diverse age groups with flexible areas and dedicated spaces for kids, teens, adults, and study/work.
- **Biophilic and Natural Elements:** Incorporation of nature indoors and outdoors through biophilic design, abundant natural light, and high ceilings.
- **Comfort and Functionality:** Comfortable, versatile seating and balanced, colorful interiors that avoid overstimulation.
- **Contextual Harmony:** A design that aligns with and enhances the character of the surrounding neighborhood.

# OVERALL KEY THEMES

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## Programming & Resources

- **Enhanced Collections and Access:** Expand physical and digital collections, offer a "Library of Things," and after-hour options like express library services, 24/7 hold lockers and/or drive-through drop-offs.
- **Advanced Technology and Creative Spaces:** Include makerspaces, co-working areas, and access to advanced tech like 3D printing and VR.
- **Diverse Programming for All Ages:** Host varied programs indoors and outdoors for adults, teens, and children.
- **Flexible and Inclusive Spaces:** Dedicate areas for co-working, study, and creativity to meet diverse community needs.

# ENGAGEMENT OPPORTUNITIES

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**36** Stakeholder Interviews

**131** Staff Survey Responses

**90** Open House Participants

**450** Event Conversations

**631** Community Survey Responses

**1,338**

**Total Participants**

→ Community Stakeholder Interviews

→ Community Survey

→ Staff Survey

→ 5 Community Events

- ◆ Sticker Votes
- ◆ Written Feedback
- ◆ Interviews
- ◆ Focus Group
- ◆ Collaging
- ◆ Mad Libs



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# COMMUNITY SURVEY

631 Respondents

# COMMUNITY SURVEY RESULTS

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## Ideal physical library space

Welcoming Environment



Convenient Operating Hours



Easy to Find What I'm Looking For



Location



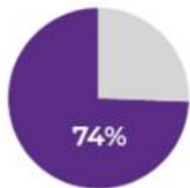
Comfortable Furniture



Natural Light



Sustainable Design



Walkable



Bike Access



Translation Services Available



Other (please specify below)



# COMMUNITY SURVEY RESULTS

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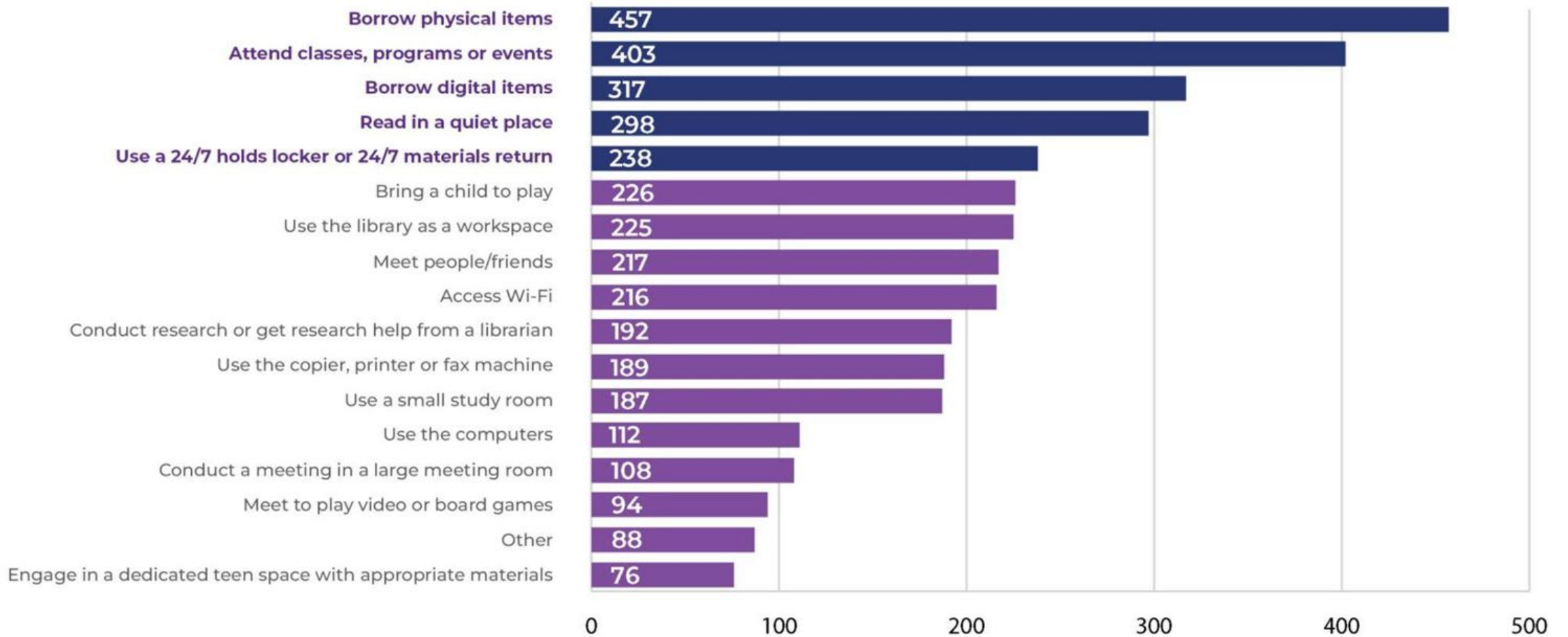


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## Programs and Services



# COMMUNITY SURVEY RESULTS

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## Additional Library Offerings

Outdoor spaces



Makerspace or creative spaces for arts and crafts



Listening spaces for audio books, music or podcasts



Community garden



Unique collections (instruments, toys, tools, games, etc.)



Co-working space



Digital media studio for creating podcasts



Other (Please specify below)



Gaming room for multiplayer video games



 Interested  
 Not Interested

# COMMUNITY SURVEY RESULTS

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→ Visitors envision the library as welcoming, supportive, safe, peaceful, community-oriented, convenient, and comfortable.

## → **Additional Feedback**

- ◆ Drive-through book return / express library
- ◆ Neurodivergent / accessible design
- ◆ Dedicated coworking desks
- ◆ Larger selection of popular books
- ◆ Main concerns: Safety, parking and accessibility

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# STAFF SURVEY

131 Respondents

# 3 QUESTIONS

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## Recommendations, library features, and a WOW factor:

- Makerspace & new technology
- Indoor/outdoor areas and programming
- "Library of things"
- Sustainability / natural light
- Meeting room / study spaces
- Social / gathering / transition spaces
- Unique & dedicated program space for kids and teens
- Staff workspace, storage, break areas and bathrooms

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# COMMUNITY ENGAGEMENT EVENTS

**September 14, 2024** | Candelas Festival

**September 21, 2024** | Leyden Rock Fall Fest

~450 Event Attendees

**October 9, 2024** | Community Open House

**October 12, 2024** | Coffee + Conversation

~90 Open House Participants





# ENGAGEMENT ACTIVITIES

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## INTERIOR LOOK + FEEL

## ASPECTO Y SENSACIÓN DEL INTERIOR

INSTRUCTIONS: Vote by placing a sticker on each of your top 3 choices.

INSTRUCCIONES: Vota colocando una calcomanía en cada una de tus 3 opciones favoritas.

				OTHER:	



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## EXTERIOR LOOK + FEEL

## ASPECTO Y SENSACIÓN DEL EXTERIOR

INSTRUCTIONS: Vote by placing a sticker on each of your top 3 choices for each category. (6 total)

INSTRUCCIONES: Vota colocando una calcomanía en cada una de tus 3 opciones favoritas por cada categoría. (6 en total)

OUTDOOR SPACES/ÁREAS AL AIRE LIBRE			EXTERIOR BUILDING STYLE/FACHADA DEL EDIFICIO		
		OTHER:			OTHER:



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# ENGAGEMENT ACTIVITIES

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## LIBRARY PROGRAMMING/ AMENITIES AMENIDADES DE LA BIBLIOTECA



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INSTRUCTIONS: Vote by placing a sticker on each of your top 5 choices.

INSTRUCCIONES: Vota colocando una calcomanía en cada una de tus 3 opciones favoritas.



COMPUTERS • WI-FI • PRINTING  
COMPUTADORAS • WI-FI • IMPRESIÓN



PROGRAMS/CLASSES  
PROGRAMAS/CLASES



MEETING/STUDY SPACES  
ESPACIOS PARA REUNIONES/ESTUDIO



AGE-BASED AREAS (CHILDREN'S AREA/TEEN AREA)  
ÁREAS BASADAS EN EDADES (ÁREA PARA NIÑOS/ÁREA PARA ADOLESCENTES)



JOB OPPORTUNITIES/HOUSING/SNAP/TRANSPORTATION/SOCIAL WORK (RESOURCE NAVIGATION)  
OPORTUNIDADES DE EMPLEO/VIVIENDA/SNAP/TRANSPORTE/TRABAJO SOCIAL (NAVEGACIÓN DE RECURSOS)



SOCIAL/GATHERING/TRANSITIONAL SPACES  
ESPACIOS SOCIALES/DE REUNION/TRANSICIONALES



READING ROOM/QUIET AREAS  
SALA DE LECTURA/ÁREAS TRANQUILAS



MAKERSPACES OR CREATIVE SPACES  
ESPACIOS DE CREACIÓN O CREATIVOS



OUTDOOR SPACES  
ESPACIOS AL AIRE LIBRE



ADULT SPACES (SHARED WORK SPACES)  
ESPACIOS PARA ADULTOS (ESPACIOS DE TRABAJO COMPARTIDOS)



COMMUNITY ART/EXHIBITION SPACES  
ARTE COMUNITARIO/ESPACIOS DE EXHIBICIÓN



SUSTAINABILITY  
SOSTENIBILIDAD

English

1 I would love to check out experience passes,  
musical instruments, and art supplies at the library.

**Examples**

- Experience passes (museums, botanical gardens, etc)
- Physical materials (books, movies, DVDs, magazines, etc.)
- What else?
- Digital/virtual materials (movies, books, magazines, etc)
- What else?

2 My favorite things to do at the library  
are volunteer, study/work, and take classes/attend programs.

**Examples**

- Read, storytime, use the computers or printers, meet friends, take a class, attend a program, work remotely, volunteer, create crafts
- Things they would like to do (classes, events, resources..)

3 I would love for my library to include  
makerspace + active spaces, art display, and community garden + trails.

**Examples**

- Outdoor spaces, learning spaces, active spaces, trail connections etc.

4 My ideal library is cozy + welcoming,  
a community-space, safe + accessible.

# ENGAGEMENT ACTIVITIES

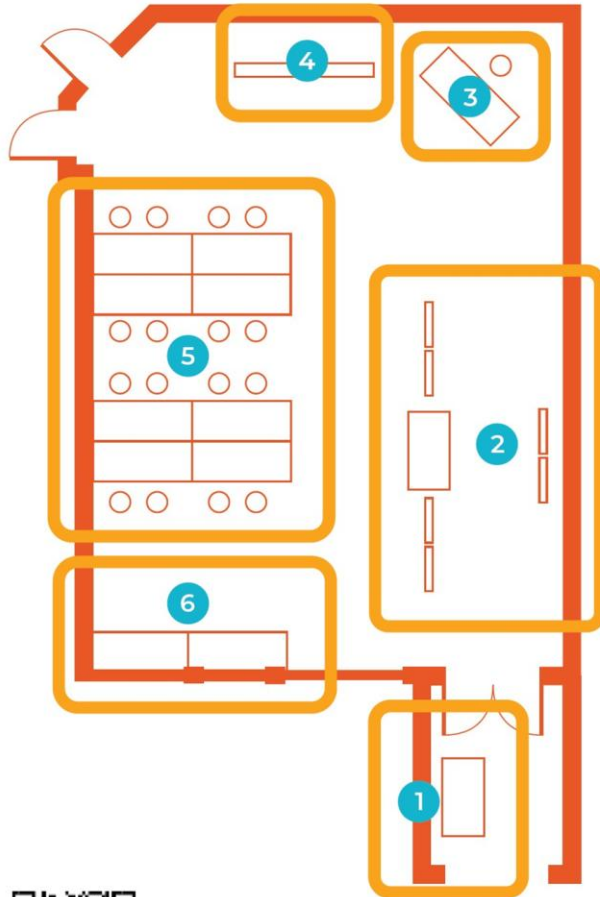
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**1 Welcome Desk**  
Have any questions?  
Check out the welcome  
desk to learn more about  
the project.

**2 Sticky Note Zone**  
Make comments on what  
you like or dislike of  
different library features.

**3 Graphic Note Taker**  
We will have a person  
taking visual notes.

**4 Library Slideshow**  
Slideshow of different  
libraries around the world!

**5 Collage Making Zone**  
Create your very own  
dream library at the  
Collage-Making Zone.

**6 Snack Table**  
Water and snacks will be  
available throughout the  
time of the event.



## Scan for Survey

Physical surveys can be dropped off at the welcome table during the workshop or at the Standley Lake Library's reception desk through Oct. 31st.

# STICKY NOTE ZONE

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## 10 BOARDS:

- Outdoor Space
- Building Design
- Teen Space
- Children's Space
- Adult Space
- Technology

# COLLAGE MAKING ZONE

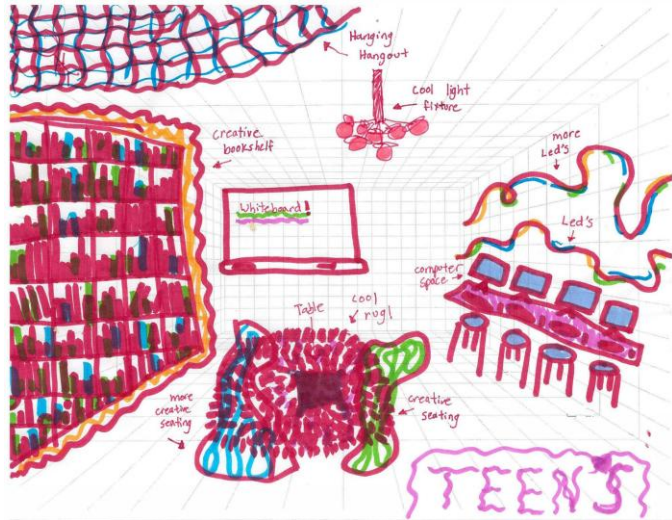
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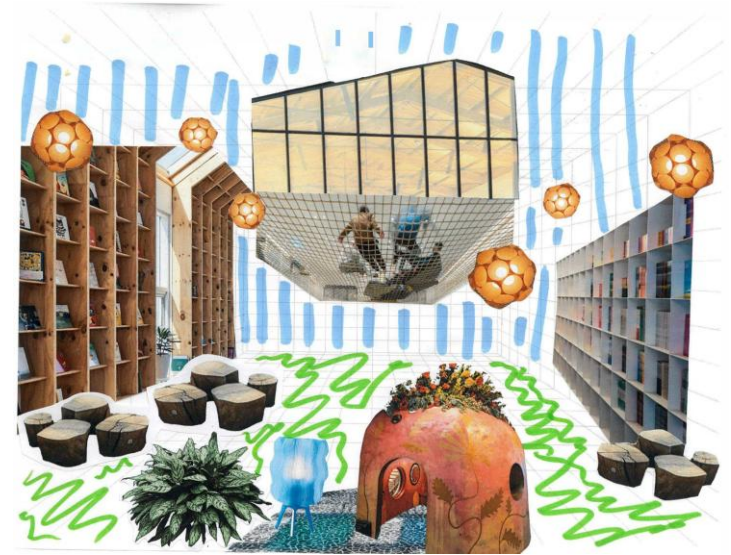
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nature inside/outside  
mess timber / biophilic design



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# ENGAGEMENT RESULTS



- Natural Materials
- Fit with Environment
- Abundant Natural Light
- Accessible





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- Play Space
- Shaded Areas
- Flexible Seating
- Engage w/ Nature
- Outdoor Classroom
- Shelter from Wind



- Homeschool tutoring space
- Parent lounge near kids area
- Programming for all ages
- Family-friendly



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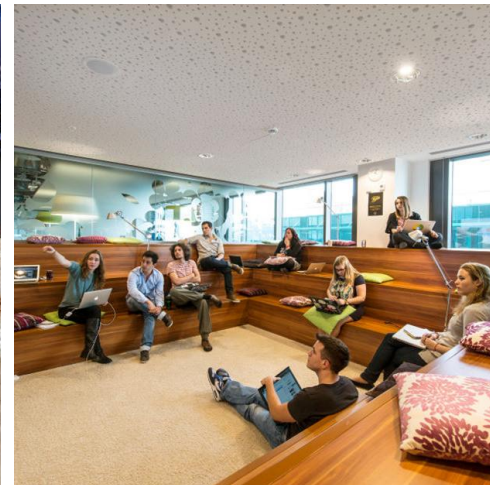


- Colorful
- Fun/Comfortable Seating
- Interactive Play Space
- Enclosed Area
- Outdoor Access

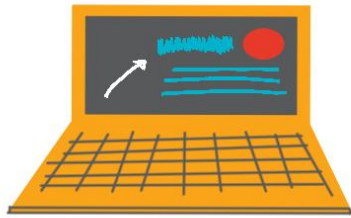


- Variety of Class Options
- Sit / Stand Workstations
- Flexible/Comfortable Seating
- Quiet Room



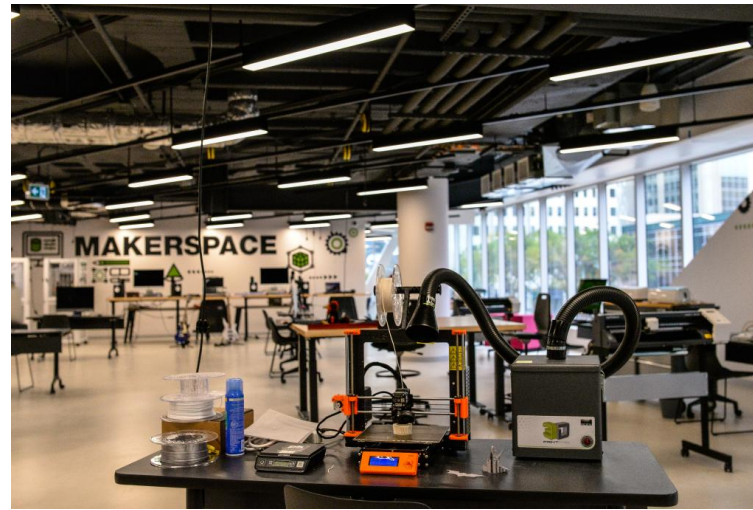


- Colorful
- Fun/Comfortable Seating
- Enclosed Area
- Study Space
- Gaming / Hang Out Area



## TECHNOLOGY

- Flexible Workstations
- WFH & Collaboration Spaces
- Makers Space
- 3D Printing



# DISCUSSION

- What did you find exciting from the feedback received from the community or staff?
- Do you see any gaps in the feedback or information shared?
- Do you have additional thoughts or other elements you'd like to see in the library?

## **Board Governance**



**JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES**

**ADOPTED (06-20-24) 2025 BOARD MEETING SCHEDULE**

Schedule and format are subject to change. Information on virtual participation as well as in-person meeting location will be posted at least one week prior to the scheduled meeting date.

<b><u>LIBRARY BOARD STUDY SESSIONS</u></b>	
<b>5:30 PM</b>	
<u>Date</u>	<u>Location</u>
January 9	Lakewood Library Meeting Room
February 13	Lakewood Library Meeting Room
<b>March 13(a)</b>	Lakewood Library Meeting Room
April 10	Lakewood Library Meeting Room
May 8	Lakewood Library Meeting Room
June 12	Lakewood Library Meeting Room
July 10	Lakewood Library Meeting Room
August 14	Lakewood Library Meeting Room
September 11	Lakewood Library Meeting Room
October 9	Lakewood Library Meeting Room
November 13	Lakewood Library Meeting Room

<b><u>LIBRARY BOARD MEETINGS</u></b>	
<b>5:30 PM</b>	
<u>Date</u>	<u>Location</u>
January 16	Lakewood Library Meeting Room
February 20	Lakewood Library Meeting Room
March 20	Lakewood Library Meeting Room
April 17	Lakewood Library Meeting Room
May 15	Lakewood Library Meeting Room
<b>June 18 (b)</b>	Lakewood Library Meeting Room
July 17	Lakewood Library Meeting Room
August 21	Lakewood Library Meeting Room
September 18	Lakewood Library Meeting Room
October 16	Lakewood Library Meeting Room
November 20	Lakewood Library Meeting Room
December 11	Board Meeting Lakewood Library Meeting Room

<sup>(a)</sup>**Purim (work should be avoided)**

<sup>(b)</sup>**Due to the Juneteenth Holiday the meeting is scheduled for Wednesday, June 18**

<b>Arvada</b> Library - 7525 West 57 <sup>th</sup> Avenue, Arvada	<b>Belmar</b> Library - 555 S. Allison Parkway, Lakewood
<b>Columbine</b> Library - 7706 West Bowles Avenue, Littleton	<b>Edgewater</b> Library - 1800 Harlan Street, Edgewater (Note: Edgewater Library does not have a meeting room. A meeting may be scheduled in the Edgewater Civic Center if a room is available for a Board meeting).
<b>Evergreen</b> Library - 5000 Highway 73, Evergreen	<b>Golden</b> Library - 1019 10 <sup>th</sup> Street, Golden
<b>Lakewood</b> Library - 10200 W. 20 <sup>th</sup> Avenue, Lakewood	<b>Standley Lake</b> - 8485 Kipling Street, Arvada