

# BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

January 16, 2025



**Paws for Reading**



**Prom Swap Donations**



**Conifer Creation Station**



**Community Fiber Arts**



Jefferson County  
**PUBLIC LIBRARY**

## **APPROVAL OF AGENDA**

# BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	<b>Thursday, January 16, 2025 – 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 Action	<b>Approve Agenda</b> Chair: Call for motion and second
4. 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> <li>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.</li> <li>4. People who dial in will not be able to provide public comment during the meeting.</li> <li>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.</li> <li>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.</li> </ol> For more information on public comment policy please refer to Board Governance Policy 4.3.7: <a href="https://jeffcolibrary.org/board-governance-policy-manual">Board Governance Policy Manual (jeffcolibrary.org)</a>
5. CONSENT AGENDA Action	<b>Approval of Consent Agenda</b> Chair: Call for motion and second <ol style="list-style-type: none"> <li>A. Approve December 12, 2024 Board Meeting Minutes</li> <li>B. Adopt the Sunshine Resolution LB-01-16-25-01</li> <li>C. Approve Baker &amp; Taylor Boundless Contract Renewal</li> </ol>

# BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

	<p>D. Approve Midwest Tape Hoopla Amendment to Extend and Renew Contract</p> <p>E. Approve 2025 Operating Agreement for Digital Literacy Training Partner Site, Jefferson County Public School</p>
6. Foundation	Foundation Update
7. Operational Updates <b>Action</b> as Needed	<p><b><u>Executive Director</u></b></p> <p>A. Executive Director Report</p> <p>B. Capital Building Projects Update</p> <p>C. Laura L. Coffey Naming Agreement <b>Call for Motion and Second</b></p> <p>D. Judith &amp; Mark Cook Naming Agreement <b>Call for Motion and Second</b></p> <p>E. Conifer Area Council Naming Agreement <b>Call for Motion and Second</b></p> <p><b><u>Facilities &amp; Construction</u></b></p> <p>A. Bradford Road Improvement Agreement</p> <p><b><u>Public Services</u></b></p> <p>A. Adopt the Pine Library Resolution LB-01-16-25-02 <b>Call for Motion and Second</b></p> <p><b><u>Business Strategy &amp; Finance</u></b></p> <p><b><u>Finance and Budget</u></b></p> <p>A. Financial Report (November &amp; December 2024)</p> <p><b><u>Business Strategy</u></b></p> <p>A. 2025 Annual Plan: Strategic Priorities, Initiatives, Programs &amp; Projects</p> <ul style="list-style-type: none"> <li>• Global Ends 1.0-1.4 – <b>Board Consensus</b></li> <li>• 2025 Annual Strategic Plan – <b>Board Consensus</b></li> </ul>
8. <b>Action</b> as Needed	Items Removed From Consent Agenda (4.3.4): The Board may address and/or vote on any items that were removed from the Consent Agenda
9. Emerging Issues <b>Action</b> as Needed	
10. Ends <b>Action</b> as Needed	<b>Ends:</b> No items.
11. Board Governance <b>Action</b> as Needed	<p><b><u>Board Governance:</u></b></p> <p><b><u>Chair Appointments:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Action Item:</b> Chair appoints committee to review Board Bylaws (4.4.2D)</li> <li>• <b>Action Item:</b> Chair appoints nominating committee for Board officers (4.4.2D)</li> <li>• <b>Action Item:</b> Chair appoints Trustee representative to Foundation Board</li> </ul> <p><b><u>Adopted 2025 Governance Process Calendar</u></b></p> <p><b>Informational:</b> 2025 Governance Process Calendar as adopted at the December 12, 2024 Library Board meeting.</p>

# BOARD MEETING AGENDA

## Jefferson County Public Library Board of Trustees

12. Suggest Agenda Items <b>Action</b> as Needed	<p>BOARD SCHEDULE – NEXT MEETINGS –</p> <p>Location of meetings of the Library Board of Trustees are being determined in cooperation with guidelines from Jefferson County. Information on meeting location will be posted at least one week prior to the scheduled meeting date.</p> <p><u>2025 Board Meeting Schedule</u></p> <ul style="list-style-type: none"><li>• February 13, 2025 –Study Session Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room</li><li>• February 20, 2025 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room</li><li>• March 13, 2025 –Study Session Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room</li><li>• March 20, 2025 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room</li></ul>
13. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
14. Discussion	Evaluate Board Meeting (4.1.9)
15. Information	<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>
16. EXECUTIVE SESSION WITH ADJOURNMENT OF REGULAR MEETING	<p>EXECUTIVE SESSION:</p> <p><b>Call for Motion and Second</b> to adjourn the regular meeting of the Library Board of Trustees and reconvene in executive session AND adjourn the regular Board meeting at the conclusion of the Executive Session.</p> <p>(1) <u>Collective Bargaining</u>. Statutory citation authorizing an executive session for this topic is:</p> <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>

## **CONSENT AGENDA**

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

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



TO: Library Board of Trustees

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

DATE: January 9, 2025

RE: Consent Agenda for the January 16, 2025 Board Meeting

- A. Library Board of Trustees adopt the Minutes of the December 12, 2024 Board Meeting
- B. Library Board of Trustees adopt the Sunshine Resolution LB-01-16-25-01
- C. Library Board of Trustees authorize the Executive Director to proceed with the Baker & Taylor Boundless Contract Renewal
- D. Library Board of Trustees authorize the Executive Director to proceed with the Midwest Tape Hoopla Amendment to Extend and Renew Contract
- E. Library Board of Trustees authorize the Executive Director to proceed with the 2025 Operating Agreement for Digital Literacy Training Partner Site, Jefferson County Public School

**Minutes of the Regular Meeting of the  
JEFFERSON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
December 12, 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 December 12, 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; Katie O’Loughlin, Administrative Coordinator Supervisor; Brad Green, Technology and Innovation Systems and Security Manager; 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.

**EXECUTIVE SESSION:**

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



**MOTION:** Jill Fellman moved to adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session regarding the South County Library Property. Statutory citations authorizing an executive session for this topic are:

- Pursuant to 24-6-402(4)(a) Concerning the purchase, acquisition, lease, transfer or sale of Property.
- Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators
- Pursuant to 24-6-402(4)(b) Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions.

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

The Chair announced a 5 minute break to allow the Board and staff time to leave the existing ZOOM meeting and then join the Executive Session.

The Chair called the Executive Session to order at 5:36 pm with the following Trustees present, Jill Fellman, Stanley Harsha, Charles Jones, Renny Fagan and Emelda Walker. Also present were Donna Walker, Executive Director; Kurt Behn, County Attorney's Office; Julianne Rist, Director of Public Services; Matt Griffin, Director of Business Strategy and Finance; Lisa Smith, Director of People and Culture; Elise Penington, Director of Communications and Engagement; Bernadette Berger, Director of Technology and Innovation Steve Chestnut, Director of Facilities and Construction Projects; and Amber Fisher, Executive Assistant, Office of the Executive Director.

It is noted that the session was recorded and that the recording will be retained for the required 90 days.

#### **CALL FOR ADJOURNMENT OF EXECUTIVE SESSION AND TO RECONVENE REGULAR BOARD MEETING**

**MOTION:** At 5:58 pm Charles Jones moved to adjourn the Executive Session and reconvene the regular meeting of the Library Board. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

At 6:07 p.m. the Chair reconvened the regular meeting with the following Trustees present: Jill Fellman, Stanley Harsha, Charles Jones, Renny Fagan and Emelda Walker.

The Chair provided the following Executive Session Summary:

#### **EXECUTIVE SESSION SUMMARY:**

The Library Board of Trustees met in Executive Session regarding the South County Library Property concerning the purchase, acquisition, lease, transfer or sale of Property,

discussion of strategy and instructions to negotiators, and legal advice on specific legal questions. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

### **PUBLIC COMMENT**

The Board values public participation. Those who would like to address the Library Board can do so virtually, in-person, or online. The opportunity to address the Library Board does not include a question and answer session or response. Additionally, the Library Board does not respond to anonymous questions or comments. Comments will be acknowledged in the minutes of the meeting. The Chair provided additional information on how to participate in public comment.

The Chair advised the Board that no online public comments were received. Christine Catramados, Jill Hinn, Anna Sparlin, Katie Connolly, Sammi Johnson and Annette Guillaume addressed the Board and provided public comment regarding disparity in page salaries, surplus library funds, library director raise, 9.9% wage increase for pages, Edgewater minimum wage, JCPL negotiator, temporary status, benefits, sick and vacation leave, page responsibilities, living wage, turnover, service model, opportunities for growth, and radically welcoming values.

There were no further public comments, and the Chair closed the public comment portion of the meeting at 6:32 pm.

### **APPROVAL OF CONSENT AGENDA**

The Chair asked the Trustees if any of the items should be removed from the consent agenda. There were no requests for items to be removed.

#### Items on the December 12, 2024 Consent Agenda:

- 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

**MOTION:** Jill Fellman 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 Board's information packet. Kirstin Kraig of Whale's Tale Books was among the winners receiving a \$500 holiday bonus from author James Patterson who has awarded bonuses to independent bookstore employees since 2015.

## EXECUTIVE DIRECTOR REPORT

### A. Executive Director Report

The Executive Director advised the Board that this week JCPL leadership attended a Strategic planning workshop for 2026 and beyond to mine the insights, issues and opportunities from over 8,000 survey responses. The workshop was led by Matt Griffin, Director of Business Strategy and Finance, and the strategic planning consultant. The Library will bring information to the Board in January for engagement.

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

### B. Capital Building Projects Update

- **South County Library:** JCPL appreciates our partners at County for their engagement with this project, the location and extent process and additional traffic study. The South County Advisory Council has paused in December but will meet on January 6<sup>th</sup> and have a celebration of their work. JCPL staff is doing the first walk through tomorrow to see what the Library might want to keep that was left behind.
- **Northwest Jeffco Library:** The community engagement report will be presented tonight. JCPL's fundraising consultant is meeting with U.S. representative Brittany Pettersen next week to inquire about opportunities for congressionally directed spending for this project.
- **Arvada Library Redesign:** JCPL held a redesign charette with stakeholders, and is making progress on the conceptual design
- **Conifer Library:** The Library is waiting to hear about the El Pomar grant, their board decides today. Conifer has completed Design Development. Next steps are a review of Construction Documents and asking for pricing from the General Contractor. The landlord has approved the design. The Conifer Holiday parade had the theme of Storytime and library staff were asked to be judges for parade floats. There was a nice article in the *Canyon Courier* about the parade.

### C. Gardner Family Foundation Naming Agreement

The Executive Director acknowledged that this is a special agreement for JCPL. The Executive Director met with the donor, a new member on the Foundation board, who was very eager to put money into something JCPL couldn't afford, the Evergreen Library outdoor reading space. The \$50,000 donation will cover 1/3 of the \$150,000 cost. The additional funds will come from some of the remaining funds in the construction budget. JCPL plans to begin construction in the spring.

**MOTION:** Charles Jones moved that the Library Board of Trustees approve the Donation and Name Recognition Agreement between the James J. and Joan A. Gardner Family Foundation, the Jefferson County Library Foundation, Inc., and the

Jefferson County Public Library. Seconded by Renny Fagan the motion passed by unanimous vote of all Trustees present.

## **EXECUTIVE TEAM OPERATIONAL UPDATES**

### **Business Strategy & Finance**

The Chair advised the Board that JCPL has paid off the debt that has been held for 20 years. JCPL is now a debt free organization.

#### Finance and Budget

A. 2025 Budget Adoption. Library Board adoption of Final recommended 2025 budget and authorize the Executive Director to implement the spending plan.

Matt Griffin, Director of Business Strategy and Finance advised the Board that there were no new updates since the presentation of the 2025 budget last month.

The Chair noted that she did not receive any questions from the Board about the 2025 budget.

**MOTION:** Stanley Harsha moved that the Library Board of Trustees adopt the 2025 budget and authorize the Executive Director to implement the spending plan contained therein. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

#### Business Strategy

A. South County Library Property

- Purchase and Sale Agreement (PSA) Amendment

Matt Griffin, Director of Business Strategy and Finance, provided information on the Purchase and Sale Agreement (PSA) amendment. Three areas of the amendment were highlighted, a reduction in total purchase price, a waiver of further inspection, and closing within 20 days of successful location and extent.

**MOTION:** Charles Jones moved that the Library Board of Trustees authorize the Executive Director to sign the Amendment to the Purchase and Sale Agreement between JCA Bradford LLC and the Jefferson County Public Library for the South Jefferson County Library property located at 11100 Bradford Road, Littleton, as described in the Agreement and subject to the terms and conditions contained therein. Seconded by Jill Fellman, the motion passed by unanimous vote of all Trustees present.

- Resolution authorizing Chair to sign Closing Documents

Matt Griffin, Director of Business Strategy and Finance advised the Board that this resolution is a requirement from the title company to authorize the chair to sign closing documents on behalf of the Board.

**MOTION:** Jill Fellman moved that the Library Board of Trustees adopt Resolution LB-12-12-24 approving and ratifying the Amendment to the Purchase and Sale Agreement, and authorizing 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. Seconded by Renny Fagan the motion passed by unanimous vote of all Trustees present.

## **Communications and Engagement**

### **A. Northwest Jeffco Library Community Engagement Report**

Guests: Anderson Hallas and Radian

Elise Penington, Director of Communications and Engagement, addressed the Board and introduced the topic. The Library is excited to bring the results of the Northwest Jeffco Library community engagement. JCPL partnered with Anderson Hallas and Radian for this project. Anderson Hallas and Radian have experienced architects, engagement professionals, and designers who worked on the community engagement efforts. In addition, Elise expressed appreciation to JCPL staff across the organization who were involved in making the engagement a success.

Elise Penington introduced presenters from Anderson Hallas, Wells Squier, Principal and Rebecca Silver, Senior Project Manager; and from Radian, Dee Dee DeVuyst, Executive Director. There were additional representatives from Anderson Hallas and Radian attending the meeting.

Some highlights of the information presented on the Northwest Jeffco Library Community Engagement report included:

### **Key Community Engagement Goals**

- 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.

### Overall Key Themes - 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 – Programming and 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



- Community Stakeholder Interviews
- Community Survey
- Staff Survey
- 5 Community Events
  - ◆ Sticker Votes
  - ◆ Written Feedback
  - ◆ Interviews
  - ◆ Focus Group
  - ◆ Collaging
  - ◆ Mad Libs

## Community Survey Results

- 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

## Staff Survey Results

Three survey questions: 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

## 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 Results

<b>Building Design</b> <ul style="list-style-type: none"><li>▪ Natural materials</li><li>▪ Fit with environment</li><li>▪ Abundant natural light</li><li>▪ Accessible</li></ul>	<b>Outdoors</b> <ul style="list-style-type: none"><li>▪ Play space</li><li>▪ Shaded areas</li><li>▪ Flexible seating</li><li>▪ Engage with nature</li><li>▪ Outdoor classroom</li><li>▪ Shelter from wind</li></ul>	<b>Family</b> <ul style="list-style-type: none"><li>▪ Homeschool tutoring space</li><li>▪ Parent lounge near kids area</li><li>▪ Programming for all ages</li><li>▪ Family friendly</li></ul>
<b>Children</b> <ul style="list-style-type: none"><li>▪ Colorful</li><li>▪ Fun/comfortable seating</li><li>▪ Interactive play space</li><li>▪ Enclosed area</li><li>▪ Outdoor access</li></ul>	<b>Adults</b> <ul style="list-style-type: none"><li>▪ Variety of class options</li><li>▪ Sit/stand workstations</li><li>▪ Flexible/comfortable seating</li><li>▪ Quiet room</li></ul>	<b>Teens</b> <ul style="list-style-type: none"><li>▪ Colorful</li><li>▪ Fun/comfortable seating</li><li>▪ Enclosed area</li><li>▪ Study space</li><li>▪ Gaming/hang out area</li></ul>

<b>Technology</b> <ul style="list-style-type: none"> <li>▪ Flexible workstations</li> <li>▪ Work from home and collaboration spaces</li> <li>▪ Makers space</li> <li>▪ 3D printing</li> </ul>		
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Board comments included:

- Natural elements and colorful – appreciate the examples, it helps puts in context on how it could possibly work – wind and natural light
- Balance of colorful and muted and challenge in design
- Library of things is fascinating
- Makers space –some school library spaces are being transformed into makers spaces
- Tremendous community feedback

In response to questions, the Board was advised that:

- Radian as an organization is focused on language justice and access. All engagement materials were available in English and Spanish and ASL services were offered as an option at all outreach events.
- Staff engaged with elementary and middle schools. At Three Creeks K-8 students engaged in a long 5-week project where they researched what they want their library to look like. Additionally, staff attended all back to school nights and reached many parents.
- There was a lot of discussion about sustainability. Anderson Hallas constantly engages in sustainability conversations as an expectation and mandate to take advantage of every opportunity to achieve the greatest degree of sustainability. The Northwest Jeffco Library is an amazing opportunity for sustainability to achieve as much as we can with use of materials and thoughtful site design.

The Board expressed appreciation to Anderson Hallas and Radian for their community engagement work.

## **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 meeting calendar was provided in the information packet and invitations have been sent to the Board.

### **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.

#### 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 7:29 pm, 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:** Jill Fellman 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 topics is:

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

Seconded by Charles Jones, the motion passed by unanimous vote of all Trustees present.

The Chair announced a 5 minute break to allow the Board and staff time to clear the room, leave the existing ZOOM meeting and then join the Executive Session.

The Chair called the Executive Session to order at 7:36 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; Matt Griffin, Director of Business Strategy

and Finance; Lisa Smith, Director of People and Culture; 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 8:22 pm Jill Fellman moved to adjourn the Executive Session.

Seconded by Charles Jones 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 those discussions, and this summary is provided as required by Colorado Statute.

Stanley Harsha, Secretary

**ADOPTED 01-16-25**

BEFORE THE BOARD OF TRUSTEES  
OF THE JEFFERSON COUNTY PUBLIC LIBRARY

RESOLUTION NO.: **LB 01-16-25-01**

**WHEREAS**, effective June 1, 1991, the Board of Trustees of the Jefferson County Public Library is subject to the provisions of Senate Bill 91-33 (the "Colorado Sunshine Act");  
and

**WHEREAS**, HB19-1087 was approved by the Governor on April 25, 2019 with an effective date of August 2, 2019. A local public body shall be deemed to have given full and timely notice of a public meeting if the local public body posts the notice, with specific agenda information if available no less than twenty-four hours prior to the holding of the meeting on a public website of the local public body.  
and

**WHEREAS**, the public place in which such notice will be posted must be designated annually.

**WHEREAS**, the notice must include specific agenda information where possible.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Jefferson County Public Library hereby designates the public website [jeffcolibrary.org](http://jeffcolibrary.org) as the location where notice and agenda information for public meetings of the Board of Trustees of the Jefferson County Public Library will be posted.

Date: January 16, 2025

This item will be placed on the consent agenda for the January 16, 2025 Library Board meeting unless otherwise instructed by the Board.

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



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

TO: Donna Walker, Executive Director

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

DATE: January 9, 2025

RE: Baker & Taylor, Boundless Contract, Second Renewal

**History of Contract:**

In 2023, the Board of Trustees approved an amendment to the 2017 Baker & Taylor Axis 360 contract allowing JCPL to continue contracting with Baker & Taylor for the e-book/audiobook platform for four additional one-year terms. In September of that year the Axis 360 platform was rebranded as Boundless, but the contract name remains unchanged. Boundless allows us to integrate with Jeffco Schools through their unique Community Shares software to increase access to our JCPL digital materials. Due to this unique integration, we would like to continue with Boundless as a sole source vendor. The renewed contract period would be March 1, 2025 through February 28, 2026. This will be the second of four potential renewals.

**Total Cost:**

The not-to-exceed amount for this twelve-month contract is \$1,700,000 which is for both platform fees and materials.

**Budget:**

This expenditure is within the approved 2025 budget.

**Next Actions:**

We request that the Library Board of Trustees authorize the Executive Director to sign a one-year contract renewal with Baker & Taylor for Boundless as an e-book and audiobooks materials vendor. **This item will be placed on the consent agenda for the January 16, 2025 board meeting unless otherwise instructed by the Board.**

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



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

TO: Donna Walker, Executive Director

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

DATE: January 9, 2025

RE: Midwest Tape Hoopla Amendment to Extend and Renew

**History of Agreement:**

Since 2015 Jefferson County Public Library has subscribed to Hoopla from Midwest Tape. Hoopla is a streaming platform for e-books, audiobooks, music, TV series, movies and comics. The platform is very popular with JCPL patrons and has over one million titles available. Our Hoopla subscription runs from January to December. We would like to renew the subscription with Hoopla as a sole source product due to its extensive and varied catalog of available materials for which there is no close competitor in the market. We are satisfied with the performance of this vendor.

Hoopla was last brought to the Board in January 2023 as a 2-year agreement which will expire in March 2025. We recommend signing an amendment to the 2023 agreement for an initial one-year term from 2025-2026. This amendment will also allow us to renew the agreement for five additional one-year terms.

**Total Cost:**

The not to exceed amount for the upcoming 12 months is \$504,000.

**Budget:**

This expenditure is within the approved 2025 budget.

**Next Actions:**

We recommend that the Library Board of Trustees grant authorization for the Executive Director to proceed with the extension and renewal of the agreement with Midwest Tape for the Hoopla streaming platform. **This item will be placed on the consent agenda for the January 16, 2025 board meeting unless otherwise instructed by the Board**

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



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

TO: Donna Walker, Executive Director

FROM: Bernadette Berger, Director of Technology & Innovation

DATE: January 9, 2025

RE: 2025 First Renewal of the IGA Amendment for Digital Literacy Partner Site, Jeffco Public Schools

**Background**

Under a 2024 operating agreement, the Library and Jeffco Public Schools jointly offered the Library's Digital Literacy program, targeting first-time computer users and Spanish speakers. This program aims to ensure that all individuals and communities, particularly the most disadvantaged, have access to information and communication technologies. The one-year agreement expired in December 2024, and both the Library and Jeffco Public Schools seek to amend the agreement to extend operations for another year. This is a first renewal of the amendment.

**Current Status:**

The Library will continue to provide digital literacy courses to Jeffco Public Schools families under an amendment to the original agreement.

**Next Actions:**

We are asking that the Board of Trustees authorize the Executive Director to sign the one-year IGA amendment with Jeffco Public Schools to act as a community partner site for our digital literacy training program. There is no cost associated with this first renewal of the amendment. **This item will be placed on the consent agenda for the January 16, 2025, board meeting unless otherwise instructed by the Board**

## Foundation Update



■ JANUARY 2025

## JCLF Executive Director Report

By Jo Schantz, MNM, CFRE, GPC

### WHALE'S TALE TWO IS MOVING!

As of February 15, our newest used bookstore -- Whale's Tale Two Books & Gifts -- will have a new address! We are moving the store to a location at 363 S. Teller Street in the Belmar Shopping Center.

We will continue to have top-quality used books, CDs, DVDs and vinyl records, plus a whole boatload of new items, including jewelry, scarves, puzzles, games, tote bags, scented candles, greeting cards, journals and more!

Whale's Tale two continues to be a successful business and fundraising venture for JCLF. In December alone, the small operation generated more than \$11,000 in gross sales. For the year 2024 (and after being in business for slightly more than one year), Whale's Tale Two brought in over \$81,000, even though the storefront was only open five days per week. Now that we have more volunteers to staff the store, we have been able to open up six days per week -- Tuesdays through Sundays.

### Library Giving Day

It's getting to be that time of year again! JCLF will celebrate Library Giving Day on Tuesday, April 1, 2025. Last year, this day-long, on-line giving campaign generated more than \$7,500 in donations -- funds that helped us in providing fundraising support and advocacy for our Jefferson County Public Library (JCPL). Library Giving Day started as an idea generated by the Seattle Public Library Foundation. The concept was to create a national day of giving that public libraries would rally around and that the public would embrace.

### Conifer Library Naming Rights Are On A Roll!

For the past several months, JCLF has been promoting naming rights at the new location for Conifer Library. I'm pleased to report that currently, four out of the six naming opportunities have been claimed by local supporters! These rights include\*:

Judith and Mark Cook Family Foundation -- \$10,000 for the Community Room  
Laura Coffey -- \$5,000 for the Children's Area  
Conifer Council -- \$3,000 for the Study Room  
Stan Harsha and family -- \$3,000 for the Conifer Community Art Walls

This still leaves two naming opportunities where other donors can show their support with a plaque placed in their honor -- the Teen Area at \$3,000 and the Technology Access at \$5,000. Other supporters can also have their names placed on Conifer Library's permanent donor sign if they contribute between \$100 and \$999.

For more information on naming rights and donations, please contact Jo Schantz at 303.403.5077.

\* All naming rights must first be voted on and approved by JCPL Trustees





■ JANUARY 2025

## JCLF Executive Director Report

### Community Connections & Outreach

- December 13 – all-staff and Board member visit to the Denver Museum of Dolls, Toys and Miniatures, followed by our holiday luncheon at 240 Union Creative Grille in Lakewood
- December 23-January 2 – Office/warehouse closure for the holidays
- January 2 – meeting to discuss Conifer Library naming opportunities with Stan Harsha, Marilyn Saltzman and Punky Kiefer
- January 2 – meeting to discuss grant opportunity with Colorado Women for the Arts
- January 7 – Lakewood Foothills Rotary Club luncheon meeting
- January 8 – breakfast meeting with Sara Kelly, Jeffco Schools Foundation
- January 8 – remote meeting with Warren Tech representatives to further discuss creation of an inventory system for our two bookstores
- January 9 – Applewood Business Assn. luncheon at Rolling Hills Country Club
- January 14 – Wheat Ridge Business Assn. breakfast meeting
- January 14 -- Lakewood Foothills Rotary Club luncheon meeting
- January 15 – CSU Extension in Jeffco Advisory Board meeting
- January 16 – Board of Directors meeting for Golden Pantry & Thrift
- January 16 – PEO meeting and luncheon

### SAVE THE DATE FOR OUR FRIENDS ANNUAL MEETING

Friday, April 11, is the date for this year's Friends Annual Meeting, and the time is 11:30 a.m. to 1:30 p.m. at the Wheat Ridge Rec Center in Wheat Ridge. Our featured speaker is acclaimed Colorado author Melissa Payne.

Melissa is the bestselling author of four novels, including *A Light in the Forest* and *The Night of Many Endings*. Her stories feature small mountain towns with characters searching for redemption, love, and second chances. They have been three-time Colorado Book Award finalists and Colorado Authors League 2019 and 2023 winners for mainstream fiction.



Melissa lives in the foothills of the Rocky Mountains with her husband and three children, a friendly mutt, a very loud cat, and the occasional bear.

### SPRING 2025 WHALE OF A USED BOOK SALE!

Our first big used book sale of 2025 will be held Thursday through Sunday, May 29 through June 1, at the Jefferson County Fairgrounds. Please check our website for specific sales times and volunteer opportunities!

**Operational Updates**  
**Executive Director Report**



# JANUARY 2025 EXECUTIVE DIRECTOR REPORT

## 2025 Annual Plan Progress in January

### Portfolio: Service Point Development & Expansion

#### **Program: New Construction**

##### **Project: South County Library**

- Obtain location and extent waiver
- Close on purchase
- Implement communications plan
- Finalize intergovernmental agreement

##### **Project: South County Express Library**

- Present options to Advisory Council

##### **Project: Northwest Jeffco Library**

- Finalize Program of Service
- Initiate design development
- Continue community support development

#### **Program: Building Redesign**

##### **Project: Arvada Library**

- Begin schematic design
- Finalize decision on alternative services location


#### **Program: Tenant Finish**

##### **Project: Conifer Opportunity**

- Review design pricing
- Continue naming opportunity solicitation

### 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
- Finalize RFP for Long-range fundraising plan

### SERVICE HIGHLIGHTS:

**COLORADO HEBREW CHORALE** Take time to remember the Holocaust on International Holocaust Remembrance Day this month. Recognizing those lost and victimized, the Colorado Hebrew Chorale will feature music of the Holocaust and readings from Estelle Nadel's memoir *The Girl Who Sang*.

**MLK DAY WITH ACTIVE MINDS** Celebrate Dr. Martin Luther King, Jr.'s life and accomplishments with Active Minds Mondays! Take a look at his life and legacy, tracing his rise to Nobel Prize winner and leader of the civil rights movement.

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

#### American Library Association 2025 Annual Conference

June 26-30, Philadelphia, Pennsylvania

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

September at Beaver Run Breckenridge, dates TBD


#### Urban Libraries Council Annual Leadership Forum


October 22-24, Cincinnati, Ohio

### JCPL PROFESSIONAL ENGAGEMENT:

**Rocio Vasquez-Flores**, DEI Spanish Services Coordinator, will be attending the Educating Children of Color (ECOC) Summit

### HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, JANUARY 2025

- Attend **South County Library Advisory Council** meeting
  - Meeting with **County** re: planning for retained revenue
- 

- 
- Meeting with **County** re: The Bend development Urban Renewal Authority
  - Meeting with **Lincoln Property Company** re: The Bend Development Urban Renewal Authority
  - Attend **Jeffco Planning and Zoning Commission** hearing
  - Attend **Jefferson County Swearing in Ceremony**
  - Meeting with **ZIM Non-Profit Recruiters**
  - Meeting with **Jeffco Open Space**
  - Attend **CAL Legislative Committee** Meeting
  - 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)**
  - Attend **Jefferson County Library Foundation Board of Directors** meeting

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

This Donation and Name Recognition Agreement (“Agreement”), dated for reference purposes only December 30, 2024, is between Laura L. Coffey (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 \$ 5,000 (the “Donation”) in support of the Children’s Area of Conifer 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 \$ 5,000, payable in one lump sum on or before February 1, 2025, to aid funding of the Project.
- 2. Donation payments are to be payable to the Jefferson County Library Foundation, Inc., and mailed or hand delivered to the following address:

Jefferson County Library Foundation, Inc.  
10790 W 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 Laura L. Coffey (“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 Dec. 30, 2029. Donor shall have a right of renewal at the end of the naming period to extend the naming rights for an additional donation and an additional period to be mutually determined by the parties.
  - c. Approvals.
    - (i) All naming acknowledgements will be approved by the Library Board of Trustees.
    - (ii) A re-approval process with input by the Donor shall be necessary in the following situations:
      - (a) Major renovation of the space;
      - (b) Sale, destruction, removal or abandonment of the facility; or
      - (c) A change in the name, business focus or viability of the Donor entity.
  - d. Standards of Conduct. Should the Donor violate acceptable standards of integrity and civic leadership, the Library, in its sole discretion, may elect to remove the Donor's name from the Library.
6. No items recognizing the Donation will be ordered until the full amount of the Donation has been received by the Library Foundation.
7. The Donation shall be nonrefundable unless the Library Board of Trustees does not approve the acknowledgement or the Library or Library Foundation are unable to fulfill their obligations due to some unforeseen circumstances.
8. If, in the opinion of the Library Board of Trustees or the Executive Director of the Library, all or part of the Donation cannot, in the future, be applied usefully to the purposes provided in this Agreement, it may be used for any related purpose which, in the opinion of the Executive Director of the Library will most nearly accomplish the wishes of the Donor as expressed herein.
9. No donations will be refunded for any reason unless the Library or Library Foundation is unable to fulfill its obligations due to unforeseen circumstances.
10. Miscellaneous Provisions.
  - a. Tax Consequences. Donor, and not the Library Foundation nor the Library, is solely responsible for determining the tax consequences to Donor of the within transaction

including, without limitation, any monetary value assigned to the naming right. No tax receipt will be provided for the Donation.

- b. Venue and Governing Law. Venue for any and all legal actions regarding this Agreement shall lie in the District Court in and for the County of Jefferson, State of Colorado, and this transaction shall be governed by the laws of the State of Colorado.
- c. Invalid Provisions. If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, such provisions shall be fully severable; this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement; and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement. Furthermore, in lieu of such illegal, invalid or unenforceable provision, there shall be added automatically as a part of this Agreement a legal, valid, and enforceable provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible.
- d. Amendments to Agreement. This written Agreement constitutes the entire Agreement of the parties. No representations, promises, terms, conditions or obligations regarding the subject matter of this Agreement, other than those expressly set forth herein, shall be of any force and effect. No modification, change or alteration of this Agreement shall be of any force or effect, unless in writing, signed by both parties.
- e. Further Acts. The parties agree to perform or cause to be performed such further acts as may be reasonably necessary to consummate the transaction contemplated hereby.
- f. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and all of which counterparts together shall constitute but one and the same instrument.
- g. No Presumption Regarding Drafter. The parties acknowledge that they have each been advised by counsel in the drafting of this Agreement, and accordingly hereby agree neither party shall be deemed to be the drafter of this Agreement, and therefore no presumption for or against the drafter shall be applicable in interpreting or enforcing this Agreement.

*[SIGNATURES FOLLOW ON NEXT PAGE]*



IN WITNESS WHEREOF, the parties have executed this agreement this 20<sup>th</sup> day of December 2024

Donor:

By: Laura L. Coffey  
Laura L. Coffey  
(Print Donor's Name)  
Date: 12/19/2024

APPROVED AS TO FORM:

K. D. R. L.  
Deputy  
Assistant County Attorney

[SIGNATURES CONTINUED NEXT PAGE]

Jefferson County Library Foundation

[Signature]  
By: Jo Schantz, Executive Director  
Date: 12/20/24

Jefferson County Public Library

\_\_\_\_\_  
By: Donna Walker, Executive Director  
Date: \_\_\_\_\_

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

This Donation and Name Recognition Agreement ("Agreement"), dated for reference purposes only January 5, 2015, is between Judith and Mark Cook (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 \$ 10,000 (the "Donation") in support of the Conifer Library Community Meeting Room (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 \$ 10,000, payable in one lump sum on or before Jan. 31, 2015, to aid funding of the Project.
2. Donation payments are to be payable to the Jefferson County Library Foundation, Inc., and mailed or hand delivered to the following address:  
  
Jefferson County Library Foundation, Inc.  
10790 W 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 Judith and Mark Cook ("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, less 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 Jan. 31, 2015. Donor shall have a right of renewal at the end of the naming period to extend the naming rights for

an additional donation and an additional period to be mutually determined by the parties.

c. Approvals

- (i) All naming acknowledgements will be approved by the Library Board of Trustees.
- (ii) A re-approval process with input by the Donor shall be necessary in the following situations:
  - (a) Major renovation of the space;
  - (b) Sale, destruction, removal or abandonment of the facility; or
  - (c) A change in the name, business focus or viability of the Donor entity.

d. Standards of Conduct. Should the Donor violate acceptable standards of integrity and civic leadership, the Library, in its sole discretion, may elect to remove the Donor's name from the Library.

6. No items recognizing the Donation will be ordered until the full amount of the Donation has been received by the Library Foundation.

7. The Donation shall be nonrefundable unless the Library Board of Trustees does not approve the acknowledgement or the Library or Library Foundation are unable to fulfill their obligations due to some unforeseen circumstances.

8. If, in the opinion of the Library Board of Trustees or the Executive Director of the Library, all or part of the Donation cannot, in the future, be applied usefully to the purposes provided in this Agreement, it may be used for any related purpose which, in the opinion of the Executive Director of the Library will most nearly accomplish the wishes of the Donor as expressed herein.

9. No donations will be refunded for any reason unless the Library or Library Foundation is unable to fulfill its obligations due to unforeseen circumstances.

10. Miscellaneous Provisions

a. Tax Consequences. Donor, and not the Library Foundation nor the Library, is solely responsible for determining the tax consequences to Donor of the within transaction including, without limitation, any monetary value assigned to the naming right. No tax receipt will be provided for the Donation. *MRC*

b. Venue and Governing Law. Venue for any and all legal actions regarding this Agreement shall lie in the District Court in and for the County of Jefferson, State of Colorado, and this transaction shall be governed by the laws of the State of Colorado.

c. Invalid Provisions. If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, such provisions shall be fully severable; this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement; and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement. Furthermore, in lieu of such illegal, invalid or unenforceable provision, there shall be added automatically as a part of this Agreement a legal, valid, and enforceable provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible.

d. Amendments to Agreement. This written Agreement constitutes the entire Agreement of the parties. No representations, promises, terms, conditions or obligations regarding the subject matter of this Agreement, other than those expressly set forth herein, shall be of any force and effect. No modification, change or alteration of this Agreement shall be of any force or effect, unless in writing, signed by both parties.

e. Further Acts. The parties agree to perform or cause to be performed such further acts as may be reasonably necessary to consummate the transaction contemplated hereby.



f. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and all of which counterparts together shall constitute but one and the same instrument.

g. No Presumption Regarding Drafter. The parties acknowledge that they have each been advised by counsel in the drafting of this Agreement, and accordingly hereby agree neither party shall be deemed to be the drafter of this Agreement, and therefore no presumption for or against the drafter shall be applicable in interpreting or enforcing this Agreement.

[SIGNATURES FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the parties have executed this agreement this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Donor:

By:

(Print Donor's Name)

Date: 08-JAN-2025

APPROVED AS TO FORM:

KEDRL

Assistant County Attorney

[SIGNATURES CONTINUED NEXT PAGE]

Jefferson County Library Foundation

By: A. Schantz, Executive Director

Date: 1-8-25

Jefferson County Public Library

By: Donna Walker, Executive Director

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

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

This Donation and Name Recognition Agreement ("Agreement"), dated for reference purposes only January 31, 2025, is between Conifer Area Council (Christy Seabourne, Treasurer) (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 \$ 3,000 (the "Donation") in support of the Conifer Library Study Room (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 \$ 3,000, payable in one lump sum on or before February 28, 2025, to aid funding of the Project.
- 2. Donation payments are to be payable to the Jefferson County Library Foundation, Inc., and mailed or hand delivered to the following address:  
  
Jefferson County Library Foundation, Inc.  
10790 W 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 Conifer Area Council ("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 Jan. 31, 2035. Donor shall have a right of renewal at the end of the naming period to extend the naming rights for an additional donation and an additional period to be mutually determined by the parties.
  - c. Approvals.
    - (i) All naming acknowledgements will be approved by the Library Board of Trustees.
    - (ii) A re-approval process with input by the Donor shall be necessary in the following situations:
      - (a) Major renovation of the space;
      - (b) Sale, destruction, removal or abandonment of the facility; or
      - (c) A change in the name, business focus or viability of the Donor entity.
  - d. Standards of Conduct. Should the Donor violate acceptable standards of integrity and civic leadership, the Library, in its sole discretion, may elect to remove the Donor's name from the Library.
6. No items recognizing the Donation will be ordered until the full amount of the Donation has been received by the Library Foundation.
7. The Donation shall be nonrefundable unless the Library Board of Trustees does not approve the acknowledgement or the Library or Library Foundation are unable to fulfill their obligations due to some unforeseen circumstances.
8. If, in the opinion of the Library Board of Trustees or the Executive Director of the Library, all or part of the Donation cannot, in the future, be applied usefully to the purposes provided in this Agreement, it may be used for any related purpose which, in the opinion of the Executive Director of the Library will most nearly accomplish the wishes of the Donor as expressed herein.
9. No donations will be refunded for any reason unless the Library or Library Foundation is unable to fulfill its obligations due to unforeseen circumstances.
10. Miscellaneous Provisions.
  - a. Tax Consequences. Donor, and not the Library Foundation nor the Library, is solely responsible for determining the tax consequences to Donor of the within transaction

including, without limitation, any monetary value assigned to the naming right. No tax receipt will be provided for the Donation.

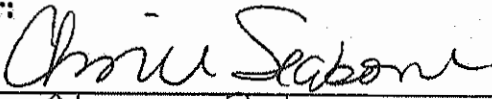
- b. Venue and Governing Law. Venue for any and all legal actions regarding this Agreement shall lie in the District Court in and for the County of Jefferson, State of Colorado, and this transaction shall be governed by the laws of the State of Colorado.
- c. Invalid Provisions. If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, such provisions shall be fully severable; this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement; and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement. Furthermore, in lieu of such illegal, invalid or unenforceable provision, there shall be added automatically as a part of this Agreement a legal, valid, and enforceable provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible.
- d. Amendments to Agreement. This written Agreement constitutes the entire Agreement of the parties. No representations, promises, terms, conditions or obligations regarding the subject matter of this Agreement, other than those expressly set forth herein, shall be of any force and effect. No modification, change or alteration of this Agreement shall be of any force or effect, unless in writing, signed by both parties.
- e. Further Acts. The parties agree to perform or cause to be performed such further acts as may be reasonably necessary to consummate the transaction contemplated hereby.
- f. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and all of which counterparts together shall constitute but one and the same instrument.
- g. No Presumption Regarding Drafter. The parties acknowledge that they have each been advised by counsel in the drafting of this Agreement, and accordingly hereby agree neither party shall be deemed to be the drafter of this Agreement, and therefore no presumption for or against the drafter shall be applicable in interpreting or enforcing this Agreement.

*[SIGNATURES FOLLOW ON NEXT PAGE]*

IN WITNESS WHEREOF, the parties have executed this agreement this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Donor:

By:



Christy Seabourne, Treasurer, Conifer Area Council

(Print Donor's Name)

Date: 1/8/2025

APPROVED AS TO FORM:



Assistant County Attorney

[SIGNATURES CONTINUED NEXT PAGE]



**Jefferson County Library Foundation**

  
By: Jo Schantz, Executive Director

Date: 1/8/25

**Jefferson County Public Library**

By: Donna Walker, Executive Director

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

**Operational Updates**  
**Facilities & Construction**

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



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

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities and Construction

DATE: January 16, 2025

RE: BRADFORD ROAD IMPROVEMENT AGREEMENT

**Background:**

On January 9<sup>th</sup>, 2025 Jefferson County Public Library officially purchased the property at 11100 Bradford Road for the purpose of creating a new library on that site. As a part of the acquisition, JCPL was required to undergo a Location and Extent (L&E) process. The Jeffco Planning & Zoning Commission approved our request for a location & extent (L&E) on January 8, 2025.

**Next Actions:**

The library's and Jeffco Planning & Zoning legal counsel are in the process of completing an Improvement Agreement between JCPL and Jefferson County related to traffic mitigation and approval of a building permit. Our intent is to provide information about this agreement for potential action by the Library Board of Trustees at the January regular meeting. Once approved by the Library Board of Trustees and the Board of County Commissioners, JCPL will be required to deposit the \$120,000 prior to obtaining a building permit for the property.

## **Operational Updates**

### **Public Services**

PROPOSED: 1/16/2025

BEFORE THE BOARD OF TRUSTEES  
OF THE JEFFERSON COUNTY PUBLIC LIBRARY  
RESOLUTION NO.: LB-01-16-25-02

WHEREAS, the Board of Trustees of the Jefferson County Public Library recognizes the Pine Library and its governing body, the North Fork Library Association, and the library services they provide to the people in this part of Jefferson County; and

WHEREAS the Board of Trustees of the Jefferson County Public Library desires to continue providing an annual gift to the North Fork Library Association to support the Pine Library's operating expenses to help pay for Pine Library's insurance; and

WHEREAS the Board of Trustees of the Jefferson County Public Library desires to continue to provide for the Pine Library's internet and Wi-Fi costs throughout the year; and

WHEREAS the Board of Trustees of the Jefferson County Public Library desires to continue to provide some weeded materials as donations; and

WHEREAS the Board of Trustees finds that support of the North Fork Library Association constitutes a public purpose because the North Fork Library Association provides library services beyond the current scope of the Jefferson County Public Library; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Jefferson County Public Library approves and adopts this resolution to continue supporting the Pine Library, including but not limited to, the annual monetary gift included in the JCPL Board of Trustees Annual Budget.

Date:

**Operational Updates**  
**Business Strategy & 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  
Date: January 16, 2025

**Budget to Actual Tables – November and December 2024**

Please see the enclosed Budget to Actual Tables for November and December 2024.

In November 2024, \$256k of Real Property Tax revenue was recorded, while December 2024 Real Property Tax revenue is yet to be recorded. In 2024, 102% of the budgeted collection was received.

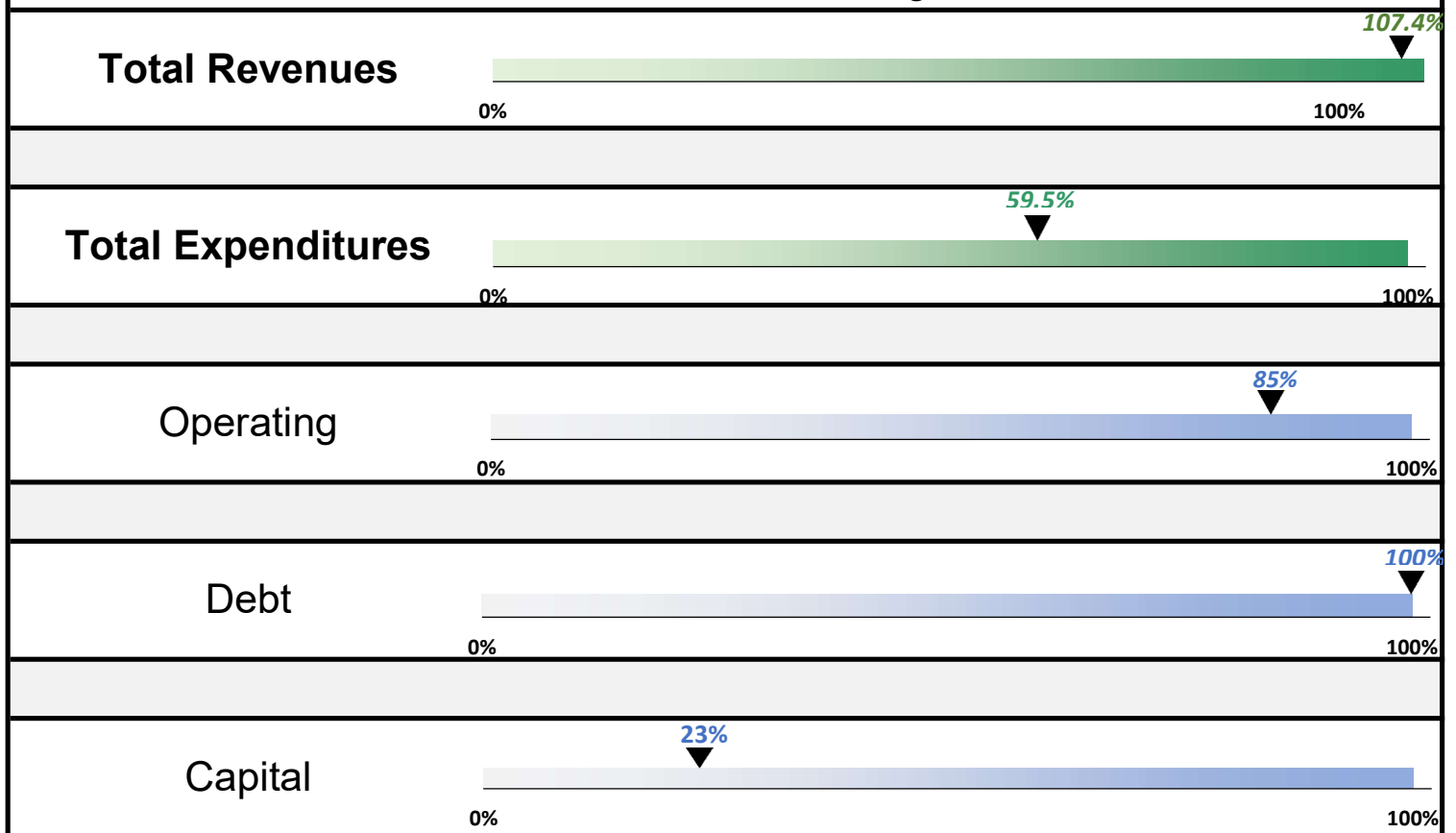
In summary, Revenue exceeded the budget by \$4.4M, primarily driven by Property Taxes surpassing budget. Operating expenses came in \$3.1M below budget, largely due to the Northwest Jeffco Opening Day Collection funds (\$1.26M) remaining unused and Services & Charges ending \$950k under budget. Capital expenditures totaled \$8.1M, aligning with expectations and contributing to a \$24M under-budget variance, consistent with the nature of multi-year projects and the annual budgeting process.

The Library Foundation provided funding of \$10,126 to JCPL in November and \$5,580 in December. The Library contributed \$8,909 in-kind support in November and \$8,322 in December. In 2024, the library received \$141,576 in funding and provided \$89,096 in-kind support to the Foundation, with a ratio of 1.59.

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

Revenue and Expenditure	2024 Budget	YTD Actual 11/30/2024	\$ Variance 2024 Budget	% Variance 2024 Budget
<b>Revenues</b>				
Property Taxes (net adjustments)	56,936,719	61,245,138	(4,308,419)	108%
Grants, Funds & Donations	458,474	274,067	184,407	60%
Investment Income	2,458,619	2,715,641	(257,022)	110%
Other Revenue	85,000	149,178	(64,178)	176%
<b>Total Revenues</b>	<b>\$ 59,938,812</b>	<b>\$ 64,384,024</b>	<b>\$ (4,445,212)</b>	<b>107.4%</b>
<b>Expenditures</b>				
Operating	45,473,185	38,548,490	6,924,695	85%
Financing & Debt Service	623,700	623,700	-	100%
Capital Projects	32,396,567	7,542,543	24,854,024	23%
<b>Total Expenditures</b>	<b>\$ 78,493,452</b>	<b>\$ 46,714,733</b>	<b>\$ 31,778,719</b>	<b>59.5%</b>

**% Variance 2024 Budget**





**TABLE 2**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**OPERATING EXPENDITURES**  
**BUDGET TO ACTUAL**

	2024 Budget	YTD Actual 11/30/2024	\$ Variance 2024 Budget	% Variance 2024 Budget
<b><i>Operating Expenditures</i></b>				
<b>Salaries &amp; Employee Benefits</b>				
Salaries	18,016,834	15,449,297	2,567,537	86%
Awards & Bonuses	180,000	52,890	127,110	29%
Other	6,817,727	6,924,341	(106,614)	102%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 25,014,561</b>	<b>\$ 22,426,528</b>	<b>\$ 2,588,033</b>	<b>90%</b>
<b>Library Collections</b>				
Library Books & Materials	9,049,817	6,590,313	2,459,504	73%
Library Periodicals	215,000	192,558	22,442	90%
<b>Total Library Collections</b>	<b>\$ 9,264,817</b>	<b>\$ 6,782,871</b>	<b>\$ 2,481,946</b>	<b>73%</b>
<b>Supplies and Other</b>				
Supplies	1,680,455	1,274,554	405,901	76%
Services & Charges	6,433,079	5,147,320	1,285,759	80%
Interdepartmental Direct Charges	594,052	507,442	86,610	85%
Treasurers Fees	859,569	918,677	(59,108)	107%
Interdepartmental Indirect Charges	1,626,652	1,491,098	135,554	92%
<b>Total Supplies and Other</b>	<b>\$ 11,193,807</b>	<b>\$ 9,339,091</b>	<b>\$ 1,854,716</b>	<b>83%</b>
<b>Total Operating Expenditures</b>	<b>\$ 45,473,185</b>	<b>\$ 38,548,490</b>	<b>\$ 6,924,695</b>	<b>84.8%</b>

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

	2024 Budget	YTD Actual 11/30/2024	YTD Encumbrances	YTD Total Actual + Enc	Remaining 2024 Budget	Total Project Actual + Encumbrances	Total Project Budget
<b>Capital Expenditures</b>							
<b>Annual Replacement &amp; Maintenance</b>							
ARM-01 Capital Maintenance	250,000	296,647	-	296,647	(46,647)	n/a	n/a
ARM-02 Furniture & Equipment	42,000	21,169	-	21,169	20,831	n/a	n/a
ARM-03 Computer Replacement Plan	479,200	265,402	-	265,402	213,798	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	206,245	-	206,245	88,755	n/a	n/a
<b>Capital Projects</b>							
Document Management System	45,801	71,028	-	71,028	(25,227)	185,229	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	11,272,052	227,825	-	227,825	11,044,227	301,821	30,849,540
Evergreen Library Redesign	2,913,896	2,341,281	-	2,341,281	572,615	4,633,827	5,200,048
Evergreen Library Roof Repair	1,171,000	29,460	-	29,460	1,141,540	29,460	
Columbine Library Roof Repair	533,823	294,512	-	294,512	239,311	294,512	
Northwest County Library	11,280,795	3,626,850	-	3,626,850	7,653,945	3,726,726	25,970,270
Arvada Library Redesign	800,000	66,087	-	66,087	733,913	66,087	14,895,781
Conifer Library Opportunity	2,500,400	70,912	-	70,912	2,429,488	70,912	2,500,400
Data Warehouse	125,000	-	-	-	125,000	-	125,000
South County Express Library	595,000	-	-	-	595,000	-	595,000
<b>Total Capital Expenditures</b>	<b>\$ 32,396,567</b>	<b>\$ 7,542,543</b>	<b>\$ -</b>	<b>\$ 7,542,543</b>	<b>\$ 24,854,024</b>		

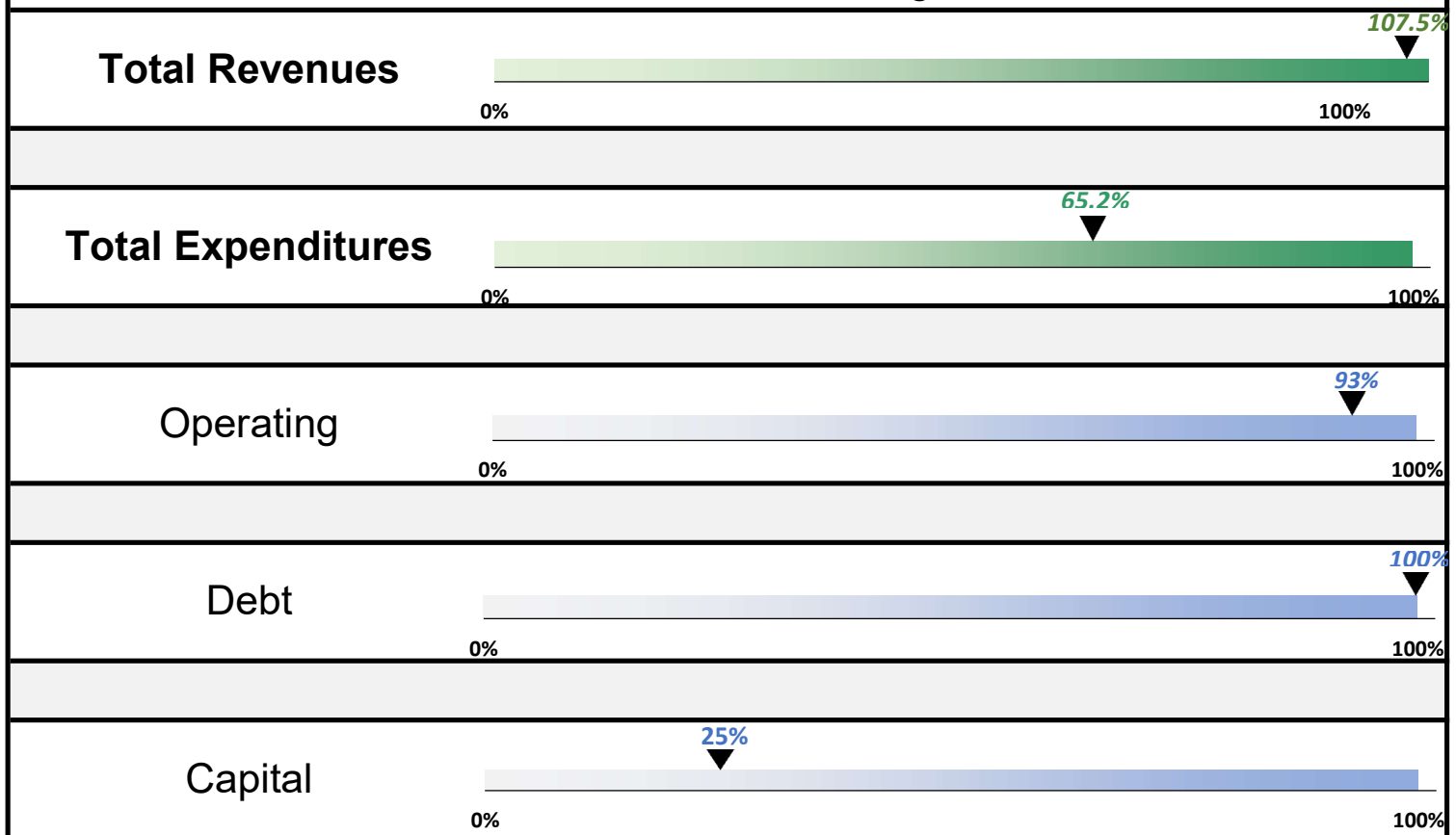
<p align="center"><b>TABLE 4</b>  <b>JEFFERSON COUNTY PUBLIC LIBRARY</b>  <b>GRANTS, FUNDS &amp; DONATIONS</b>  <b>BUDGET TO ACTUAL</b></p>
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	2021 Actual	2022 Actual	2023 Actual	2024 Budget	YTD Actual 11/30/2024	\$ Variance 2024 Budget	% Variance 2024 Budget
<b>JCPL Grants</b>							
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	-	-	-	-	-	-	
<b>Total JCPL Grants</b>	<b>\$ 226,169</b>	<b>\$ 377,554</b>	<b>\$ 156,962</b>	<b>\$ 144,996</b>	<b>6,986</b>	<b>\$ 138,010</b>	<b>5%</b>
<b>JCPL Private Donations</b>							
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)	
<b>Total Private Donations</b>	<b>\$ 6,600</b>	<b>\$ 58,382</b>	<b>\$ 7,000</b>	<b>\$ -</b>	<b>\$ 29,759</b>	<b>\$ (29,759)</b>	
<b>Other Funds Received</b>							
Payroll Funding - American Rescue Plan	-	263,556	856,591	-	-	-	
E-Rate Reimbursement	283,030	2,602	149,901	121,128	8,976	112,152	7%
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%
<b>Total Other Funds Received</b>	<b>\$ 370,628</b>	<b>\$ 366,303</b>	<b>\$ 1,189,919</b>	<b>\$ 213,478</b>	<b>\$ 101,326</b>	<b>\$ 112,152</b>	<b>47%</b>
<b>Jefferson County Library Foundation</b>	199,566	131,894	127,180	100,000	135,996	(35,996)	136%
<b>Total Jefferson County Library Foundation</b>	<b>\$ 199,566</b>	<b>\$ 131,894</b>	<b>\$ 127,180</b>	<b>\$ 100,000</b>	<b>\$ 135,996</b>	<b>\$ (35,996)</b>	<b>136%</b>
<b>Total Grants, Funds &amp; Donations</b>	<b>\$ 802,963</b>	<b>\$ 934,133</b>	<b>\$ 1,481,061</b>	<b>\$ 458,474</b>	<b>\$ 274,067</b>	<b>\$ 184,407</b>	<b>60%</b>
<b>Other Funds Received Outside of Library Fund</b>							
Digital Equity - American Rescue Plan	-	-	3,482	840,745	538,410	302,335	64%

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

Revenue and Expenditure	2024 Budget	YTD Actual 12/31/2024	\$ Variance 2024 Budget	% Variance 2024 Budget
<b>Revenues</b>				
Property Taxes (net adjustments)	56,936,719	61,247,504	(4,310,785)	108%
Grants, Funds & Donations	458,474	279,347	179,127	61%
Investment Income	2,458,619	2,715,890	(257,271)	110%
Other Revenue	85,000	163,691	(78,691)	193%
<b>Total Revenues</b>	<b>\$ 59,938,812</b>	<b>\$ 64,406,432</b>	<b>\$ (4,467,620)</b>	<b>107.5%</b>
<b>Expenditures</b>				
Operating	45,473,185	42,343,340	3,129,845	93%
Financing & Debt Service	623,700	623,700	-	100%
Capital Projects	32,396,567	8,179,440	24,217,127	25%
<b>Total Expenditures</b>	<b>\$ 78,493,452</b>	<b>\$ 51,146,480</b>	<b>\$ 27,346,972</b>	<b>65.2%</b>

**% Variance 2024 Budget**



**TABLE 2**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**OPERATING EXPENDITURES**  
**BUDGET TO ACTUAL**

	2024 Budget	YTD Actual 12/31/2024	\$ Variance 2024 Budget	% Variance 2024 Budget
<b>Operating Expenditures</b>				
<b>Salaries &amp; Employee Benefits</b>				
Salaries	18,016,834	16,757,285	1,259,549	93%
Awards & Bonuses	180,000	213,090	(33,090)	118%
Other	6,817,727	7,544,451	(726,724)	111%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 25,014,561</b>	<b>\$ 24,514,826</b>	<b>\$ 499,735</b>	<b>98%</b>
<b>Library Collections</b>				
Library Books & Materials	9,049,817	7,577,886	1,471,931	84%
Library Periodicals	215,000	206,146	8,854	96%
<b>Total Library Collections</b>	<b>\$ 9,264,817</b>	<b>\$ 7,784,032</b>	<b>\$ 1,480,785</b>	<b>84%</b>
<b>Supplies and Other</b>				
Supplies	1,680,455	1,456,470	223,985	87%
Services & Charges	6,433,079	5,481,420	951,659	85%
Interdepartmental Direct Charges	594,052	561,227	32,825	94%
Treasurers Fees	859,569	918,713	(59,144)	107%
Interdepartmental Indirect Charges	1,626,652	1,626,652	-	100%
<b>Total Supplies and Other</b>	<b>\$ 11,193,807</b>	<b>\$ 10,044,482</b>	<b>\$ 1,149,325</b>	<b>90%</b>
<b>Total Operating Expenditures</b>	<b>\$ 45,473,185</b>	<b>\$ 42,343,340</b>	<b>\$ 3,129,845</b>	<b>93.1%</b>

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

	2024 Budget	YTD Actual 12/31/2024	YTD Encumbrances	YTD Total Actual + Enc	Remaining 2024 Budget	Total Project Actual + Encumbrances	Total Project Budget
<b>Capital Expenditures</b>							
<b>Annual Replacement &amp; Maintenance</b>							
ARM-01 Capital Maintenance	250,000	296,647	-	296,647	(46,647)	n/a	n/a
ARM-02 Furniture & Equipment	42,000	21,169	-	21,169	20,831	n/a	n/a
ARM-03 Computer Replacement Plan	479,200	373,057	-	373,057	106,143	n/a	n/a
ARM-04 Book Sorter Replacement	40,000	13,356	-	13,356	26,644	n/a	n/a
ARM-05 IT Infrastructure Replacement	295,000	216,916	-	216,916	78,084	n/a	n/a
<b>Capital Projects</b>							
Document Management System	45,801	84,776	-	84,776	(38,975)	198,977	160,000
Location Holds Lockers	52,600	62,329	-	62,329	(9,729)	244,824	205,000
Halo Vape Sensors	-	-	-	-	-	8,059	74,250
South County Library	11,272,052	227,825	-	227,825	11,044,227	301,821	30,849,540
Evergreen Library Redesign	2,913,896	2,341,281	-	2,341,281	572,615	4,633,827	5,200,048
Evergreen Library Roof Repair	1,171,000	29,460	-	29,460	1,141,540	29,460	
Columbine Library Roof Repair	533,823	670,708	-	670,708	(136,885)	670,708	
Northwest County Library	11,280,795	3,626,850	-	3,626,850	7,653,945	3,726,726	25,970,270
Arvada Library Redesign	800,000	84,181	-	84,181	715,819	84,181	14,895,781
Conifer Library Opportunity	2,500,400	130,885	-	130,885	2,369,515	130,885	2,500,400
Data Warehouse	125,000	-	-	-	125,000	-	125,000
South County Express Library	595,000	-	-	-	595,000	-	595,000
<b>Total Capital Expenditures</b>	<b>\$ 32,396,567</b>	<b>\$ 8,179,440</b>	<b>\$ -</b>	<b>\$ 8,179,440</b>	<b>\$ 24,217,127</b>		

<p align="center"><b>TABLE 4</b>  <b>JEFFERSON COUNTY PUBLIC LIBRARY</b>  <b>GRANTS, FUNDS &amp; DONATIONS</b>  <b>BUDGET TO ACTUAL</b></p>
---

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	YTD Actual 12/31/2024	\$ Variance 2024 Budget	% Variance 2024 Budget
<b>JCPL Grants</b>							
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	-	-	-	-	-	-	
<b>Total JCPL Grants</b>	<b>\$ 226,169</b>	<b>\$ 377,554</b>	<b>\$ 156,962</b>	<b>\$ 144,996</b>	<b>6,986</b>	<b>\$ 138,010</b>	<b>5%</b>
<b>JCPL Private Donations</b>							
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)	
<b>Total Private Donations</b>	<b>\$ 6,600</b>	<b>\$ 58,382</b>	<b>\$ 7,000</b>	<b>\$ -</b>	<b>\$ 29,759</b>	<b>\$ (29,759)</b>	
<b>Other Funds Received</b>							
Payroll Funding - American Rescue Plan	-	263,556	856,591	-	-	-	
E-Rate Reimbursement	283,030	2,602	149,901	121,128	8,676	112,452	7%
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%
<b>Total Other Funds Received</b>	<b>\$ 370,628</b>	<b>\$ 366,303</b>	<b>\$ 1,189,919</b>	<b>\$ 213,478</b>	<b>\$ 101,026</b>	<b>\$ 112,452</b>	<b>47%</b>
<b>Jefferson County Library Foundation</b>							
	199,566	131,894	127,180	100,000	141,576	(41,576)	142%
<b>Total Jefferson County Library Foundation</b>	<b>\$ 199,566</b>	<b>\$ 131,894</b>	<b>\$ 127,180</b>	<b>\$ 100,000</b>	<b>\$ 141,576</b>	<b>\$ (41,576)</b>	<b>142%</b>
<b>Total Grants, Funds &amp; Donations</b>	<b>\$ 802,963</b>	<b>\$ 934,133</b>	<b>\$ 1,481,061</b>	<b>\$ 458,474</b>	<b>\$ 279,347</b>	<b>\$ 179,127</b>	<b>61%</b>
<b>Other Funds Received Outside of Library Fund</b>							
Digital Equity - American Rescue Plan	-	-	3,482	840,745	620,611	220,134	74%

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

TO: Library Board of Trustees

FROM: Donna Walker, Executive Director

RE: Review Global Ends Statements 1.0-1.4

DATE: January 9, 2025

At the beginning of each calendar year the Board reviews their Global Ends Statements - the long-term, broad organizational goals that set direction for the Library - per their governance calendar. This review is a critical step in the strategic planning process.

The Library recommends that the current Board Ends stand as is for the 2025 annual plan. These Ends are the foundation of our 2020-2025 Strategic Plan and continue to provide vision and guidance for our priorities, initiatives and projects.

These Ends are:

**POLICY TYPE: ENDS**

**POLICY 1.0**

**POLICY TITLE: *ENDS POLICIES***

---

**Global Ends Statements:**

**The Jefferson County Public Library helps to build an educated and vibrant community by providing equal access to information and opportunities.**

1. All Jefferson County residents have equal opportunity to access information, resources, ideas and technology, and they are supported in using these resources.
2. All Jefferson County residents have safe, convenient, and radically welcoming places to go to access information and resources and participate in community life.
3. Jefferson County Public Library adds value to the community by providing leading-edge services that advance our common goals.
4. JCPL maximizes return on shared investment by delivering services of the greatest possible value to Jefferson County residents through effective and efficient use of our resources.



To: Donna Walker, Executive Director

From: Matt Griffin, Director of Business Strategy & Finance

Re: 2025 Annual Plan: Strategic Priorities, Initiatives, Programs & Projects

Date: January 16, 2025

Heading into 2025, the Library believes that the five strategic priorities set in the 2020-2025 Strategic Plan continue to hold true.

These **priorities** are to:

### **CREATE LIBRARIES FOR THE FUTURE**

Jefferson County Public Library will create libraries for the future throughout the county via expansion, redesign and construction.

### **REACH MORE PEOPLE**

Jefferson County Public Library will reach more people through strategic partnerships, alternative services, customer experience, inclusion efforts, and community engagement and outreach.

### **FOCUS ON BUILDING LITERACIES**

Jefferson County Public Library will focus on building literacies through patron-interest-focused materials selection, creative technologies, digital literacy services, school and workforce readiness, adulting programs, small business support and financial literacy initiatives.

### **BE THE THIRD PLACE**

Jefferson County Public Library will facilitate civil civic conversation, develop collaborative community discovery spaces, and serve as the place to be for out-of-school time and not-to-miss events.

### **GROW SUSTAINABLY**

Jefferson County Public Library will manage financial resources to meet our planned capital and service build-out within our current mill levy rate of 4.5 and account for a variety of economic conditions.

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

Similarly, library leadership reviewed and validated our strategic initiatives, high-level actions that set the direction for JCPL's strategic projects, and further the strategic priorities to reach the ends statements.

These **initiatives** are:

INITIATIVE	OBJECTIVE
<b>Service Point Development &amp; Expansion</b>	JCPL has more convenient and accessible service points throughout our community. Service points are designed to meet the social, technological, economic and sustainability challenges and opportunities of the future.
<b>Excellence in Customer Service</b>	JCPL demonstrates a deep understanding of individual, community, and organizational needs in the way we serve each other and our residents.
<b>Lifelong Learning &amp; Literacy</b>	Literacy programs and services address specific learning and literacy development needs. Opportunities for all ages, backgrounds, and abilities are met with effective and inclusive technologies and approaches.
<b>Building Inclusive Community</b>	Equitable and inclusive practices are embedded in policy, decision-making and partnership development.
<b>Embracing Innovation &amp; Change</b>	Modernization of JCPL is achieved through proactive pursuit of positive change by exploring new technologies, structures, approaches, and systems.
<b>Continuous Process Improvement</b>	Systems are improved in order to maximize organizational effectiveness, advance services, and increase efficiency.

Building on the project management framework introduced last year, we continue to use the program-based structure that organizes related projects into cohesive programs. These programs align with broader portfolios named after our key initiatives, directly connecting each project to its strategic impact.

This approach remains integral to how we manage and prioritize efforts across JCPL, keeping a clear focus on the initiatives outlined in our 2020-2025 Strategic Plan.

Outlined below are the projects that form the 2025 JCPL Annual Plan, along with their anticipated deliverables for the year.

Since the January 2025 Study Session, three key updates have been made and are detailed below:

### **1. Creation of the South County Program**

- Given the scope and complexities of South County, establishing a program is a more effective approach to manage both the full library build and interim services. This decision aligns with project management best practices.

### **2. Addition of a Deliverable for Conifer**

- In response to Board input, a new deliverable has been added: "Finalize grant and naming opportunities solicitation."

### **3. Renaming of the South County Express Library**

- The South County Express Library has been renamed to "Express Library – South" to enhance clarity.

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Portfolio: Service Point Development & Expansion  
Program: South County  
Project: **South County Library**  
Deliverables:

- Finalize Program of Service
- Complete Design Development phase
- Develop recommendations for interim uses
- Investigate partnership opportunities
- Initiate naming opportunities solicitation

Portfolio: Service Point Development & Expansion  
Program: South County  
Project: **Express Library - South**  
Deliverables:

- Finalize site location
- Define services
- Complete design
- Initiate construction

## ADMINISTRATION

10200 W. 20th Ave.  
Lakewood, CO 80215  
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Portfolio: Service Point Development & Expansion

Program: New Construction

Project: **Northwest Jeffco Library**

Deliverables:

- Finalize Program of Service
- Complete Design Development phase
- Investigate partnership opportunities
- Initiate grant & naming opportunities solicitation

Portfolio: Service Point Development & Expansion

Program: Building Redesign

Project: **Arvada Library**

Deliverables:

- Finalize Design Development
- Complete construction drawings with guaranteed maximum price (GMP)
- Implement alternative service options
- Begin construction
- Initiate naming opportunities solicitation

Portfolio: Service Point Development & Expansion

Program: Tenant Finish

Project: **Conifer Library**

Deliverables:

1. Finalize construction documents with guaranteed maximum price (GMP)
2. Conclude intergovernmental agreement (IGA) with Conifer High School
3. Finalize grant & naming opportunities solicitation
4. Open new Conifer Library

Portfolio: Excellence in Customer Service

Program: **A Radically Welcoming User Experience**

Deliverables:

- Develop standardized new patron onboarding process
- Implement new patron onboarding plan
- Identify tools for personalized patron experience
- Implement tools for personalized patron experience

Portfolio: Lifelong Learning & Literacy

Program: Creative Technologies

Project: **Creative Tech Mobile**

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**Deliverables:**

- Finalize mobile lab design
- Create mobile STEM curriculum
- Investigate partnership opportunities

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

- Complete compensation analysis
- Integrate findings into Collective Bargaining Agreement (CBA)
- Integrate findings into 2026 budget

Portfolio: Building Inclusive Community  
Program: **Digital Accessibility**  
Deliverables:

- Create JCPL-specific digital accessibility guidelines
- Meet 2025 digital accessibility requirements across platforms

Portfolio: Embracing Innovation & Change  
Program: Artificial Intelligence (AI) Strategy  
Project: **AI Strategy Development**  
Deliverables:

- Finalize AI Strategy
- Initiate strategy implementation

Portfolio: Embracing Innovation & Change  
Program: **Fundraising Development**  
Deliverables:

- Complete 2024-2025 Fundraising Plan
- Develop a 3-5 year fundraising plan
- Create a fundraising plan for 2026

Portfolio: Continuous Process Improvement  
Program: Collective Bargaining  
Project: **Collective Bargaining Agreement**  
Deliverables:

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- Integrate economic impacts into 2026 budget
- Finalize CBA
- Obtain BOT approval of CBA
- Obtain BCC approval of CBA

Portfolio: Continuous Process Improvement

Program: JCPL Long Term Plan

Project: **2026+ Strategic Plan**

Deliverables:

- Refined Mission, Vision, and Broad Goals framework
- Finalize 2026+ strategic plan

**BUDGET AND STRATEGIC PLANNING CALENDAR**

Month	Output
January	Review Ends Statements Consensus on 2025 Strategic Priorities, Initiatives, Projects
February	Review of Final 2024 Strategic Plan Achievements
March	Direction on 2020-2025 Strategic Plan, year six
May	Direction on 2026 Budget Direction on 5 Year CIP and 10 Year Financial Forecast
June	Authorize submission of 2026 Budget
August – September	Review 2026 Budget Highlights with Board of County Commissioners
November	Review 2026 Budget
December	Authorize 2026 Spending Plan

## **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"><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
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"><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>
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"><li>2025 Strategic Plan Mid-year Update</li></ul>	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 2026 budget and authorize the Executive Director to implement the spending plan
	Trustees adopt the annual budget (4.2.5.A)		
	End Trustees planning cycle (4.3.1)		

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