

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

February 20, 2025



Story Quilts - A Celebration



Valentine's Yarn Monsters



AARP Tax Help



Pasos Verdes



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	<p>Thursday, February 20, 2025 – 5:30 pm – HYBRID MEETING</p> <ul style="list-style-type: none"> • <u>ONLINE MEETING VIA ZOOM</u> • <u>IN-PERSON MEETING AT LAKEWOOD LIBRARY MEETING ROOM</u>
1.	<p>Call to order & attendance (4.5.8)</p> <p>A. Verbal roll call – Each Trustee announces their presence by stating their name.</p>
2.	<p>Pledge of Allegiance</p>
3. Agenda Action	<p>Approve Agenda</p> <p>Chair: Call for motion and second</p>
4. Public Comment	<p>Public Comment</p> <p>The Board values public participation. Those who would like to address the Library Board can do so virtually, in-person, or online. The opportunity to address the Library Board does not include a question-and-answer session or response. Additionally, the Library Board does not respond to anonymous questions or comments. Comments will be acknowledged in the minutes of the meeting.</p> <p>If you choose to make a Public Comment virtually or in-person during a Board meeting, your name will be called in the order it was received, first for virtual guests then for in-person guests.</p> <p>To address the Library Board of Trustees during Public Comment:</p> <ol style="list-style-type: none"> 1. <u>In-person</u>: Must sign in on the form provided at the door. 2. <u>Virtually during the public comment portion of the meeting</u>: Send a chat message to the meeting host with name and the comment topic 3. <u>Online public comment form</u>: The online form is available at 5:30 pm the Thursday prior to the scheduled Library Board meeting and closes at 1:00 pm the day prior to the scheduled Library Board meeting. 4. People who dial in will not be able to provide public comment during the meeting. 5. Those who failed to sign up or submit the online form, or arrived late, may, at the discretion of the Chair, be allowed to address the Library Board. 6. The Chair has authority to maintain the decorum of the meeting. Conduct or comments that are disruptive to the meeting or its participants are prohibited. <p>For more information on public comment policy please refer to Board Governance Policy 4.3.7: Board Governance Policy Manual (jeffcolibrary.org)</p>
5. CONSENT AGENDA Action	<p>Approval of Consent Agenda</p> <p>Chair: Call for motion and second</p> <p>A. Approve Minutes of January 9, 2025 Study Session</p> <p>B. Approve Minutes of January 16, 2025 Board Meeting</p>
6. Foundation	<p>Foundation Update</p>

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

<p>7. Operational Updates Action as Needed</p>	<p><u>Executive Director</u> A. Executive Director Report B. Capital Building Projects Update C. Joan Atwater Naming Agreement Chair: Call for motion and second D. 2024 Year End Fundraising Report and 2025 Plan Guest: Bridget Beatty Consulting, LLC</p> <p><u>Strategy & Operations</u> A. 2024 End of Year Report</p> <p><u>Libraries & Inclusion</u> A. Conifer Library Design Update Guests: Eppstein Uhen Architects, Inc</p> <p><u>Strategy & Operations</u> A. Notice to Proceed Request for Conifer Library Tenant Improvements Chair: Call for motion and second B. Contingency request Budget Transfer Chair: Call for motion and second C. LED Lighting Contract Chair: Call for motion and second</p> <p><u>Finance and Budget</u> A. Financial Report (January 2025) B. Carryforward Request for Fiscal Year 2025 Budget Amendment Chair: Call for motion and second</p> <p><u>Technology & Digital Innovation</u> A. Xcite Standley Lake Library Audiovisuals Contract Chair: Call for motion and second</p>
<p>8. Action as Needed</p>	<p>Items Removed From Consent Agenda (4.3.4): The Board may address and/or vote on any items that were removed from the Consent Agenda</p>
<p>9. Emerging Issues Action as Needed</p>	
<p>10. Ends Action as Needed</p>	<p>Ends: No items.</p>
<p>11. Board Governance Action as Needed</p>	<p>Board Governance: A. Nominating Committee report to the Board: Proposed Slate of Officers B. Bylaws Committee status update C. Library Board of Trustees Review Policy Governance Monitoring Reports 2.0 to 2.4. Adoption will be on the consent agenda for the March 20, 2025 Board meeting unless otherwise instructed by the Board D. Board adopts Governing Policies</p>

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

	<ul style="list-style-type: none"> ○ 4.10 Collection Development Chair: Call for motion and second ○ 4.10.1 Reconsideration of Library Resources Chair: Call for motion and second
<p>12. Suggest Agenda Items Action as Needed</p>	<p>BOARD SCHEDULE – NEXT MEETINGS – Location of meetings of the Library Board of Trustees are being determined in cooperation with guidelines from Jefferson County. Information on meeting location will be posted at least one week prior to the scheduled meeting date. <u>2025 Board Meeting Schedule</u></p> <ul style="list-style-type: none"> • March 13, 2025 –Study Session Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • March 20, 2025 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • April 10, 2025 –Study Session Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • April 17, 2025 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • May 8, 2025 –Study Session Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • May 15, 2025 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
<p>13. Discussion</p>	<p>Board Questions or Comments Related to Items on the Meeting Agenda</p>
<p>14. Discussion</p>	<p>Evaluate Board Meeting (4.1.9)</p>
<p>15. Information</p>	<p>Announcements/General Information Sharing</p> <ul style="list-style-type: none"> • Report of the Chair – Correspondence, Other • Other Announcements
<p>16. EXECUTIVE SESSION WITH ADJOURNMENT OF REGULAR MEETING</p>	<p>EXECUTIVE SESSION: Call for Motion and Second 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"> • Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators. <p>(2) <u>Urban Renewal Authority</u>. Guest: Kurt Behn, County Attorney’s Office Statutory citation authorizing an executive session for this topic is:</p> <ul style="list-style-type: none"> • Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators. • 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.

CONSENT AGENDA

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



TO: Library Board of Trustees

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

DATE: February 20, 2025

RE: Consent Agenda for the February 20, 2025 Board Meeting

- A. Approve Minutes of January 9, 2025 Study Session
- B. Approve Minutes of January 16, 2025 Board Meeting

**Jefferson County Public Library Board of Trustees
Study Session
January 9, 2025- 5:30pm
Hybrid Meeting held online via ZOOM
and in-person in the Lakewood Library meeting room.**

TOPICS:

Board Governance - Strategy

- Board Reviews Global Ends Statements 1.0-1.4
- Strategic Planning Framework & Process
- 2025 Annual Plan: Strategic Priorities, Initiatives, Programs & Projects
- 2026+ Strategic Planning

Board Governance

- Board Reviews Draft Sunshine Resolution LB-01-16-25

Contracts & Agreements

- Baker & Taylor Boundless Contract Renewal
- Midwest Tape Hoopla Amendment to Extend and Renew Contract
- 2025 Operating Agreement for Digital Literacy Training Partner Site, Jefferson County Public School

Call to Order

Kim Johnson, Chair, called the Study Session to order at 5:30 p.m.

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

Trustees not present: Pam Anderson, Charles Jones

Guests present: Greg Bellomo, GPS, Inc.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities and Construction; Bernadette Berger, Director of Technology and Innovation; Matt Griffin, Director of Business Strategy and Finance; Lisa Smith, Director of People and Culture; Elise Penington, Director of Communications & Engagement (Virtual), Amy Bentz, Assistant Director of Library Design Projects and Planning; Jessica Paulsen, Assistant Director of Public Services for Customer Experience; Kelci Rude, Administrative Coordinator Supervisor; Katie

O'Loughlin, Administrative Coordinator Supervisor; and Ryan Turch, Technology and Innovation Operations Supervisor.

Executive Director Announcement:

The Executive Director informed the Board that our Location & Extent (L&E) was approved last night. There are/were some additional requirements, but they are not related to L&E. The Board Chair signed the closing document for 11100 Bradford Rd, for our new South County Library, this morning.

Board Governance - Strategy

The Executive Director advised the Board that the next three topics are part of the method the Board uses to engage in JCPL's strategic planning process. The Board will review the ends statements, strategic planning framework and process, the 2025 annual plan and provide input. Once the Library hears inputs from the Board, any adjustments to the plan will be made and next week the Board will be asked if the Library can move forward with the annual plan.

Board Reviews Global Ends Statements 1.0-1.4

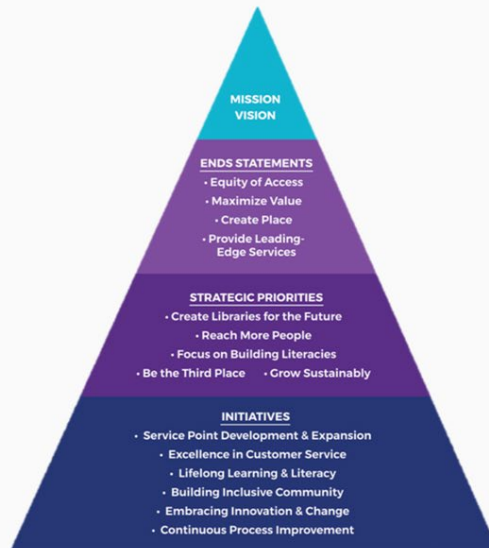
The Global Ends Statements were developed with extensive Board, staff and public input. The Library recommends maintaining the ends statements for this year as the final year of the 2020-2025 plan.

The Board did not recommend any changes to the Ends. The Chair advised the Board that they would be asked for a consensus on these at the next meeting.

Strategic Planning Framework & Process

Matt Griffin, Director of Business Strategy and Finance addressed the Board and provided information on the Library's strategic planning framework and process. The Board was informed that the Executive Director will ask for consensus on the plan at the 1/16/2025 regular Board meeting. The Board has an opportunity to ask questions tonight on programs/projects/deliverables.

2020 – 2025 Strategic Plan



This is in place through end of 2025. Our initiatives are at the bottom of the pyramid; in the project management world we refer to those as portfolios. By organizing under these portfolios, we ensure every effort is tied to a specific initiative and therefore the Mission, Vision, Values.

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

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.

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
Service Point Development & Expansion	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.
Excellence in Customer Service	JCPL demonstrates a deep understanding of individual, community, and organizational needs in the way we serve each other and our residents.
Lifelong Learning & Literacy	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.
Building Inclusive Community	Equitable and inclusive practices are embedded in policy, decision-making and partnership development.
Embracing Innovation & Change	Modernization of JCPL is achieved through proactive pursuit of positive change by exploring new technologies, structures, approaches, and systems.
Continuous Process Improvement	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.

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

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

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

In response to questions, the Board was informed that:

- The difference between the Northwest and South County fundraising goals are related to our fundraising consultant's analysis of where we have funding opportunities. They are recommending focusing on Northwest. The challenges for South County funding are related to both timeline and opportunity.
- The Library will provide a copy of the PowerPoint shown in the meeting to the Board.

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

In response to questions, the Board was informed that:

- Each capital project has a communication plan that is part of the larger project plan. Those are not called out here.
- The Board receives updates on the communication and community outreach through the Executive Director reports that are provided as part of the Board packets.
- The Executive Director will consider how we can inform the Board about our public communications around projects and progress.

Portfolio: Service Point Development & Expansion
Program: Tenant Finish
Project: **Conifer Library**
Deliverables:

- Finalize construction documents with guaranteed maximum price (GMP)
- Conclude intergovernmental agreement (IGA) with Conifer High School
- Open new Conifer Library

In response to questions, the Board was advised that:

- Naming opportunities solicitation was not included here as so much of that work is current work that is ongoing.
- There are three naming agreements that we are asking for approval on at the 1/16/2025 meeting.
- The Executive Director confirmed that Naming Opportunities Solicitation can be added back as a deliverable.

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

In response to questions, the Board was informed that:

- Trustees will see progress on the Radically Welcoming User Experience program over the course of the year.

Portfolio: Lifelong Learning & Literacy

Program: Creative Technologies

Project: **Creative Tech Mobile**

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

In response to questions, the Board was informed that:

- One of the things we do is to look at the objectives of the initiatives. Building Inclusive Community is around inclusive practices in decision making and policy. We would probably ask to leave these projects where they are instead of shifting them to another portfolio.
- The Compensation Analysis consists of benchmarking against nationwide markets and against specific library positions. We have a third-party company doing this work. We are now in the final piece of this where the company will look at their analysis and at County's analysis and see where there are gaps. Then, we will analyze where we are and how we can adjust. It will then go to the union, which also propels what happens with non-union employees.
- The compensation analysis also included other governments and Denver Metro Libraries for comparison.

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

Bernadette Berger addressed the Board. In response to questions, the Board was advised that:

- We have completed strategy development sessions over the last year. We are working with an outside consultant to guide us along this journey. We want to move with County because we operate with them, and we want to go along with them. It is evolving rapidly. We'll understand more of the work under this as we build out our strategy.
- We anticipate there will be several aspects to this work that will focus on both staff and patrons.

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:

- 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

In response to questions, the Board was informed that:

- We are not yet sure what month we will complete the 2026+ strategic planning. We will make progress on it over the next few months. It is an iterative process. We will be in a good spot by the time we bring the budget to the Board to review, in about the first half of the year.
- Trustees will see when we are making progress towards a deliverable in the Executive Director report.
- Projects and programs may seem to be an appropriate fit under several portfolios. Our process is to identify a single best match portfolio for where these should live.
- It is a project management best principle to only list programs/projects once, rather than having them under several portfolios.
- If there's something that Trustees want to come to an agenda, they should work with the Chair. The Chair confirmed that Trustees are welcome to provide suggestions or requests for agenda items.
- The Chair confirmed that the goal for Trustees is to provide recommendations for what they'll see in the budget. Not getting into Operations, but saying "This is where we hope Operations go"
- The Chair confirmed that the Executive Director will look for a consensus next week. If you have questions over the week, please share those with the Chair so the Executive Director and her team can come with answers and information next week

2026+ Strategic Planning:

Matt Griffin addressed the Board and introduced the 2026+ Strategic Planning topic.

JCPL is going to begin the process of 2026 and beyond strategic planning. We use plus because we don't know the duration of this next plan. Greg Bellomo from GPS is with us tonight. He is guiding us through this session and the whole process. Trustee role is to review Mission, Vision, Values and End Statements (broad goals). The internal team will review, and revise based on your input tonight and bring something fresh to the next session.

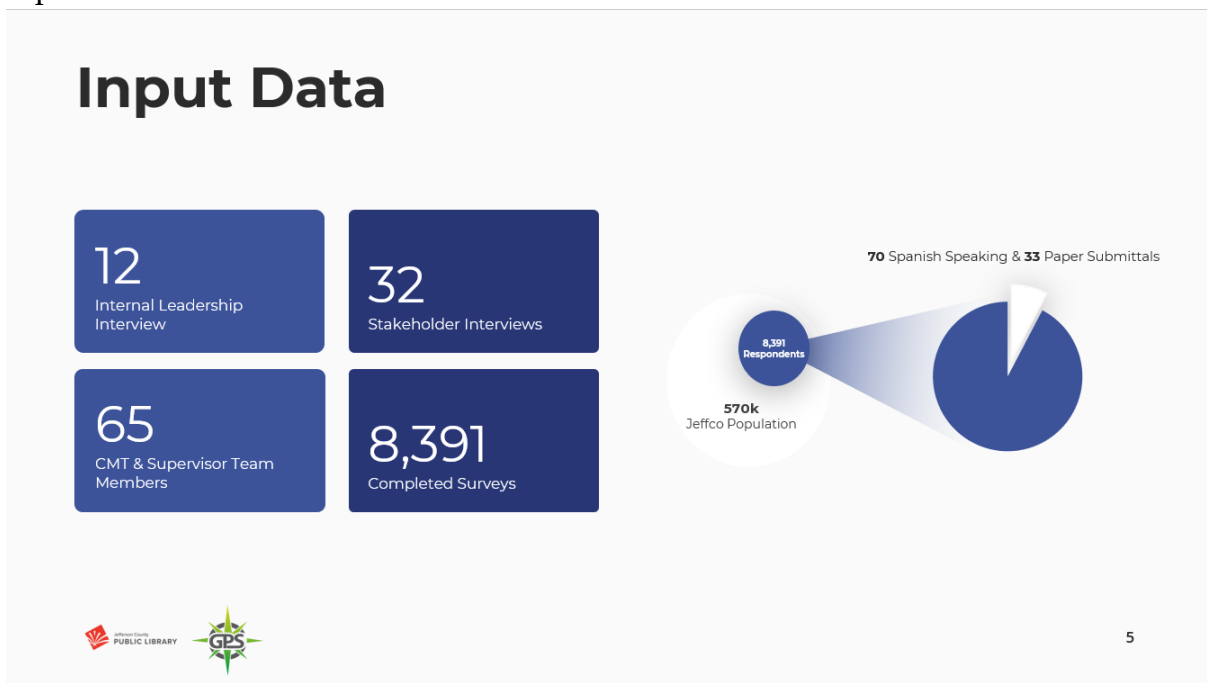
Greg Bellomo explained that GPS's role is facilitative; it is not to advise. He will be

leading the Trustees through an exercise tonight, and Trustees will engage progressively, beginning with broadest goals today.

In general, strategic planning is a four-step process: Organize- inform strategy- find out what people have to tell you- disciplined process of creating that into a framework. We're just on the cusp there of informing and moving into a synthesized framework.



Input Data:



GPS interviewed Directors Team (12), 32 community partners, 65 members of the Supervisory team (CMT), 8391 respondents who completed the survey (10 min survey). 1.5% of Jeffco population- mostly English speaking and they were taken online. 70 in Spanish. This is not representative of Spanish population, but bilingual speakers may take a survey in English. GPS does plan to come back around and look for confirmation on those inputs with staff and community.

Survey insights:



- Programs: whenever someone wants to go somewhere new, they think of the library as pathfinders for them. No shortage of ideas around different learning opportunities.
- Facilities & Construction: validates builds and refreshes. Many respondents said they want more hours and/or something closer to them. The express location, lockers, offsite services and spaces are well appreciated. The Library is on the right track with those
- Community Vision: We had 10-yr vision questions- both open and closed questions, 54% said they envision the library as a place for lifelong learning.
- English speaking respondents said the most valuable thing they wanted more of was physical materials. Spanish speakers said copying/computers/internet – this does require continued dialogue.
- The survey also had an open-ended question on what could be changed. 10% of all responses were positives – perfect/don't change a thing/like things the way they

are

In response to questions the Board was informed that:

- Staff responses were limited to leadership; this did not go out to all staff. Leadership staff responses did not show wide discrepancies from the public survey responses, but staff have a different focus than patrons.
- Some survey respondents (fewer than 90) were non patrons. The quality of the information wasn't that helpful to get at a broader question of why those folks aren't coming to a library or using the library.
- JCPL completes an annual trends exercise to help us answer the question of "What else is out there? What are you seeing that's next?"
- We complete this exercise with leadership staff and then with the Board. The focus is on general culture and looks at many fields, not just libraries.
- Approximately 60% of respondents answered the open-ended question on the survey about what they wanted to see changed at the library. 9-10% of those answers said the library was perfect as is. The other respondents indicated they wanted more hours, libraries closer to them, etc.
- The demographic questions on the survey were location, age, and library user type.
- There were some divergences across age groups. Older more frequent library users like physical materials and spaces and spoke about a need for easier digital access. Younger users wanted hang-out spaces- 14 mentions of coffee shops. Desire for technology was flatter across age groups. JCPL's data team did build a utility which will allow library leaders to really pinpoint data to get at those differences. Ex: What did older infrequent users say about this thing vs older frequent users?

Exercise Instructions:

During this exercise we will look at our current Mission and Vision, and we'll use a couple of questions to refine feedback.

Thought Starter Questions

Mission

Does our current mission still capture the core purpose of our organization?
What aspects of our mission feel most aligned with the community's needs as reflected in the survey?
Is there anything in the mission that feels outdated or missing?

Vision

Does our vision reflect the organization's long-term aspirations, considering the feedback we've received?
Are there emerging opportunities or challenges that our vision should address?
What would success look like in the next 5-10 years, and does our vision align with that?

Broad Goals

Which of our broad goals seem most aligned with the community input?
Are there goals that need to be adjusted or refined to reflect evolving priorities and community feedback?
What areas should we prioritize in our strategic planning to have the greatest impact?



8

Current Mission, Vision, Broad Goals

Mission

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

Vision

Jefferson County Public Library will be the essential destination where all generations connect, discover, and create.

Broad Goals

- Equity of Access
- Maximize Value
- Create Place
- Provide Leading-Edge Services



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Trustees provided the below feedback:

Mission:

- Some trustees felt the Mission was good as is.

- One trustee noted that the aspect that feels most aligned to community needs is *helps to build... equal access*.
- One trustee noted that equitable seems more accurate than equal- same concept but a nuance.
- One trustee questioned if we need to add partnerships, related to this idea of more partnerships in the survey.
- One trustee recommended updating this language to 'providing information, experiences, and opportunities' .
- Chair noted that there are things people are saying that are missing from mission- would want to ask if they are missing, or if they are captured in Vision and Goals. They should have different longevities.
- One trustee stated that they were looking to see the impact- What in here is the impact the library has on a struggling patron for economic/social? What is the practical impact on taxpayers- how much investment and return are we seeing- and do people of all strata see that?

Vision:

- One trustee noted that they feel we are missing 'learn' - all generations **learn** connect create.
- One trustee noted that the word 'generations' does not speak to them. This language feels possibly outdated, and doesn't show inclusivity of infant to adults.
- One trustee noted that the vision needs to look ahead strategically.
- One trustee noted that the vision statement for an organization can also answer the question of 'so what?' or 'to what end?'. The vision statement explains the point of the work, and recommended looking at Habitat for Humanity's statement as an example.

Broad Goals:

- One trustee noted that equity of access and providing leading edge services stood out and felt like they will continue to remain relevant.
- The Chair noted that what didn't come through from the survey respondents is maximizing value. They think that it still needs to be a goal even though it didn't come through in survey. From a Board perspective, that is their job.
- One Trustee wanted to look at the language in providing leading edge services- breaking that into concept of radically welcoming and everywhere-ness of service.
- The Chair noted that Create Place always stands out to them. We continue to need opportunities to discuss and be with other people. They know that the Library creates place in many ways, but they feel that we need to lean into that
- Fellow trustees affirmed that the Library's role as a civic forum is very important.

We are seeing increased polarization and divisions, and we are situated as a place to bring people together in a non-judgmental way. You know that the person sitting near you may think differently than you, and that is ok. They want JCPL to encourage that and let people seek understanding with one another.

Board Governance

- Board Reviews Draft Sunshine Resolution LB-01-16-25

The Board did not have any questions regarding the proposed Sunshine Resolution. The Chair advised the Board that this item will go on the consent agenda for next week's meeting.

Contracts & Agreements

- Baker & Taylor Boundless Contract Renewal
- Midwest Tape Hoopla Amendment to Extend and Renew Contract
- 2025 Operating Agreement for Digital Literacy Training Partner Site, Jefferson County Public School

The Board did not have any questions regarding the three contract renewals. The Chair advised the Board that these items will go on the consent agenda for next week's meeting.

ADJOURNMENT The Study Session was adjourned at 7:13 p.m.

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

January 16, 2025

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 January 16, 2025. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m.

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

Staff present: Donna Walker, Executive Director; Julianne Rist, Library Planning & Policy Senior Advisor; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Chief Technology & Digital Innovation Officer; Matt Griffin, Chief Strategy & Operating Officer; Lisa Smith, Chief People & Culture Officer; Amy Bentz, Assistant Director of Library Design Projects and Planning; Padma Polepeddi, Assistant Director of Public Services for Community Outreach; Jessica Paulsen, Assistant Director of Public Services for Customer Experience; Katie O’Loughlin, Administrative Coordinator Supervisor; Ryan Turch, Technology and Innovation Operations Supervisor

There were additional Library staff members attending the meeting.

APPROVAL OF AGENDA

MOTION: Stanley Harsha moved that the Library Board of Trustees approve the agenda as presented. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

PUBLIC COMMENT

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

Christine Catramados, Kerry Auld, Lainie Miller, and Jill Hinn addressed the Board and provided public comment regarding including the JCPL values in the next strategic plan, including a commitment to staff in the next strategic plan, daily work that pages complete, Executive Team pay and reorganization, 2024 and 2025 job posting pay rates, staffing levels at locations, staffing level evaluations, and staffing levels related to 2026+ strategic plan.

The Chair advised the Board that no online public comments were received.

The Chair closed the public comment portion of the meeting at 5:43 pm.

APPROVAL OF CONSENT AGENDA

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

Items on the Consent Agenda

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

MOTION: Jill Fellman moved that the Library Board of Trustees approve the items on the consent agenda as presented. Seconded by Bing Walker the motion passed by unanimous vote of all Trustees present.

FOUNDATION UPDATE

Jo Schantz, Foundation Executive Director, provided an update on the activities of the Foundation. The Whales Tale 2 bookstore is moving to 363 S Teller in Belmar. There have been four areas claimed for the Conifer Naming rights. Library Giving Day is April 1 this year. The Friends annual meeting is April 11. Warren Tech is partnering with the Foundation to develop an inventory system that will facilitate seeing inventory across both stores. The Spring 2025 Whale Sale is May 29-June 1 at fairgrounds, and the Foundation is looking for volunteers.

There were no questions, Trustee Fellman stated she was pleased to see the Foundation working with Warren Tech. Trustee Fellman also shared that the Friends Annual event provides a great opportunity to listen to local authors.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director advised the Board that the County is activating its extreme weather response for overnight sheltering. The library works in concert with the County. We are information brokers in this process; we help connect patrons with the resources that can help in their situation. We do provide a limited number of small secondary items such as mittens or bus passes if someone is in dire need.

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

B. Capital Projects Updates

- **South County Library:** The South County Advisory Council met in early January. They toured the Bradford building and had a celebration of their work. Fourteen of the sixteen members want to continue to meet and provide support on the project. During that meeting they also provided feedback on Express services. Rene Yaws, our South County manager, is creating community engagement activities with our vendor, and we also have our community open house dates scheduled for February 22 and March 1. The Board is welcome to attend those, and we will also be working on a photo opportunity for the Board at the new building.

The Chair welcomed staff and attendees to join the Board in a toast celebrating the 9 years of work on the South County Library. The Chair expressed thanks to the Board, Library staff, and citizens for getting us to this point.

- **Conifer:** We did get the El Pomar grant, we received \$25,000 for Conifer. That is a contribution towards Capital. Contributions with naming are very important for this grant. We have our design pricing underway, and we will bring that to the Board when it's ready.
- **Northwest:** The design team will begin their work tomorrow; we have completed our program of service. This is new work for us as it is a ground up build.
- **Arvada:** We are making good progress with our search and plans for an alternative service location during the redesign construction. Julianne Rist and Donna Walker will be meeting with the city planner around a potential easement, and we will see if it can help expand space at that location.

C. Laura L. Coffey Naming Agreement

The Executive Director shared that the donor was a previous story time attendee when their children were young, and they are a longtime supporter of the library. This donation is \$5,000 for the Children's Area.

MOTION: Pam Anderson moved that the Library Board of Trustees approve the Donation and Name Recognition Agreement between Laura L. Coffey, the Jefferson County Library Foundation, Inc., and the Jefferson County Public Library. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

D. Judith & Mark Cook Naming Agreement

The Executive Director shared that the donors are new Conifer area residents who want to support the library in their new community. The Executive Director confirmed that we are not sure how they found out about the naming opportunity. This donation is \$10,000 for the Community Room.

MOTION: Stanley Harsha moved that the Library Board of Trustees approve the Donation and Name Recognition Agreement between Judith & Mark Cook, the Jefferson County Library Foundation, Inc., and the Jefferson County Public Library. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

E. Conifer Area Council Naming Agreement

The Executive Director shared that the Conifer Area Council had been advocating for a different type of Conifer Library for some time, and they have been great partners to the Library in this process. This donation is \$5,000 for a Study Room.

MOTION: Jill Fellman moved that the Library Board of Trustees approve the Donation and Name Recognition Agreement between the Conifer Area Council, the Jefferson County Library Foundation, Inc., and the Jefferson County Public Library. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

OPERATIONAL UPDATES

Business Strategy & Finance

Finance and Budget – Monthly Financials

A. Financial Report (November & December)

Matt Griffin, Chief Strategy & Operating Officer, addressed the Board and provided information on the November 2024 and December 2024 monthly financials. He noted that the December Table 1 shows the YTD end of December, but it doesn't mean things have stopped moving. We will continue to see adjustments in both directions over the next few months across line items. The total revenue exceeded budget by 4.4 million. This was primarily driven by property tax. We would not describe that as an overcollection, our forecast happens early. The investment income also exceeded estimates, and those will also be adjusted here. We monitor these into next year and we will keep an eye on material changes. In December Table 2, our total operating expenses ended under by 3.1 million. This was primarily driven by the Library books and materials line item. We were 1.4 million under in that. Our Northwest opening day collection was budgeted for 1.26 million, and that was not spent due to project timelines. This will be moved and budgeted in the appropriate year. The total salaries and benefits ended 2% below forecast. Final Table shows our Grants/funds/donation and this shows \$140,000 under budget. We will collect that in the next few months and accrue it to 2024. We will see changes over the next several months, there are no concerns from us about these items.

In response to a question, the Board was informed that the variance in expenditures in Table 1 is the result of the intricacies of having a single year budget tied in with a multi-year project. There was no true underspend, it is budgeted for in case it is needed and then we carry over the unspent dollars into the year when we believe we will need those funds.

In response to a question, the Board was informed that Erate will be reflected later based on when we receive it. It will be accrued to 2024.

In response to a question, the Board was informed that the electric vehicle charging stations do carry an expense for patrons, depending on how long someone uses them for. Our charging policy is posted on our website. Patrons get a certain amount of free charging and then there is an expense associated with continued charging. The Library has the ability to adjust the fee policy.

B. 2025 Annual Plan: Strategic Priorities, Initiatives, Programs & Projects

Global Ends 1.0-1.4

The Chair noted that she had not received any questions or comments from the Board on the Global Ends. The Chair asked for consensus from the Board in support of the current Global Ends Statements. The Board indicated consensus.

2025 Annual Strategic Plan

Matt Griffin, Chief Strategy & Operating Officer, addressed the Board and provided information on revisions from the previous week.

- There was a change within the creation of a South County program. This was based on the scope for South County and Express Library South. There were no changes to the deliverables, just how they are grouped together and managed together.
- The second change based on feedback was the addition of the deliverable for finalizing grant and naming solicitation for Conifer
- The third change was the Express Library South name change

The Chair informed the Board that they were being asked for consensus on the 2025 annual strategic plan reflecting these changes.

The Executive Director reminded the Board that this is the organization's performance plan for the year. The consensus is the thumbs up from the Board so that she can implement this plan. It does not mean that this cannot change- the Board can ask for more or we can bring something else forward, but this sets us on a path.

The Board indicated consensus.

Public Services

Pine Library Resolution

Jessica Paulsen, Assistant Director of Public Services for Customer Experience, introduced the topic.

The relationship with Pine goes back to the late 1970s. We help with their Wi-Fi and internet costs, as well as providing materials and an annual gift. Our Mountain Libraries manager regularly goes to their board meetings and attends events. This is a great way to support a community on the edge of the county. The \$2,000 2025 annual gift covers insurance costs for the year.

The Chair informed the Board that she had asked the Executive Director to research using a resolution for this instead of the previous procedure where the Board saw an annual request to approve the monetary donation. This felt like a better way of managing this since the Board already approves the budget, and the budget includes this. The Chair asked the Board for questions.

In response to questions the Board was advised that the Pine Library is a volunteer organization in the community, and not a JCPL location. It is a 501c3 organization. We do not have any other information on other types of support they may receive.

MOTION: Pam Anderson moved that the Library Board of Trustees adopt the Pine Library Resolution LB-01-16-25-02 as presented. Seconded by Bing Walker the motion passed by unanimous vote of all Trustees present.

The Chair informed the Board that the resolution stands until it doesn't, but the donation amount will be reviewed annually as part of the budget process.

Facilities & Construction Projects

Bradford Road Improvement Agreement

Steve Chestnut, Director of Facilities and Construction, addressed the Board. The Location & Extent (L&E) is completed. The next step is to enter into an improvement agreement, which would ensure that the library will contribute to traffic mitigation prior to permitting. We do have a not to exceed cost, but we are still working on the agreement. Attorneys are drafting and revising the improvement agreement, and we are asking the Board to approve this agreement.

The Chair addressed the Board and confirmed that there is no draft agreement to review at this time. The Board is being asked to approve the agreement contingent upon the financial cap and attorney review and approval. The Board does not have to act tonight, but it will help with the process if the Board is willing to give that conditional approval to the Executive Director.

In response to questions, the Board was advised that the Library and County are in conversation around the need for another traffic study and mitigation. We did have a traffic study as part of L&E, and they had a few requirements which we verbally agreed to. Now we are looking at what the traffic studies say and what level of mitigation is required. Our legal counsel feels this is low risk. The cost may be lower than the not to exceed amount.

MOTION: Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to sign the Bradford Road Improvement Agreement with Jefferson County, provided that the Library obligation in the agreement does not exceed \$120,000, and pending final review

and approval by signatory parties and legal counsel. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

No issues.

ENDS

There were no items.

BOARD GOVERNANCE

Bylaws Committee Appointments

The Chair announced the appointments of Renny Fagan and Bing Walker to serve on the committee to review the By-Laws.

Nominating Committee Appointments

The Chair announced the appointments of Pam Anderson and Jill Fellman to serve on the committee to nominate Board officers.

The nominations will be brought to the Board in February and the election will be held in March. New officers will take seats in April. The Board is electing all positions this year. The Chair serves a two-year term and the Vice Chair and Secretary each serve a one-year term.

Foundation Board Trustee Representative Appointment

The Chair announced the appointment of Renny Fagan to serve as the Trustee representative on the Foundation Board.

The Chair thanked Trustee Fellman for her work in this role.

The Chair noted that the 2025 Governance Process Calendar was adopted last month.

BOARD SCHEDULE – NEXT MEETINGS

2025 Board Meeting Schedule

- February 13, 2025 –Study Session Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- February 20, 2025 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- March 13, 2025 –Study Session Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

- March 20, 2025 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

There were no announcements.

No questions or comments or evaluations.

EXECUTIVE SESSION:

At 6:31 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: Pam Anderson moved to adjourn the regular meeting of the Library Board of Trustees, reconvene in Executive Session regarding Collective Bargaining, AND adjourn the regular Board meeting at the conclusion of the Executive Session. Statutory citation authorizing an executive session for this topic is:

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

Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

The Chair announced an eight-minute break to allow the Board and staff to clear the room, leave the existing ZOOM meeting and then join the Executive Session.

The Chair called the Executive Session to order at 6:39pm with the following Trustees present: Charles Jones, Jill Fellman, Stanley Harsha, Pam Anderson, Renny Fagan, and Emelda (Bing) Walker. Also present were Steven Spirn, Donna Walker, Executive Director; Bernadette Berger, Chief Technology & Digital Innovation Officer; Lisa Smith, Chief People & Culture Officer; Matt Griffin, Chief Strategy & Operating Officer; Elise Penington, Director of Communications and Engagement; and Katie O'Loughlin, Administrative Coordinator Supervisor.

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

MOTION: At 7:28 pm Jill Fellman moved to adjourn the Executive Session. Seconded by Stanley Harsha 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.

Secretary

Stanley Harsha

Foundation Update



JCLF Executive Director Report

February 2025

Jo Schantz, MNM, CFRE, GPC

GOOD-BYE (FOR NOW) TO WHALE'S TALE TWO

Sadly, and after 15 months in business, JCLF has decided to close the doors on our second used bookstore -- Whale's Tale Two Books & Gifts -- in Belmar Shopping Center.

Although the storefront was slowly increasing revenues month after month, and had a popular customer following in Belmar, we were suddenly and unfortunately told by management to move the operation to a less visible location within the shopping center. In addition, the relocation would cost the Foundation thousands of dollars in moving fees and renovation expenses for the new unit.

Our Board deliberated quite a while and the final verdict was to close the Belmar store and concentrate our efforts on the more profitable Whale's Tale store in Colorado Mills Mall.

The store will be closed to the public after February 9, and we will vacate the property by February 14.

We encourage those who love our little bookstores to please patronize the Colorado Mills Mall location near Dick's Sporting Goods. That store is open from noon to 6 pm Sunday through Friday and from 11 am to 6 pm on Saturdays.

**STORE CLOSING
FEBRUARY 10**

**BUY ONE
GET ONE FREE
ON ALL ITEMS**

**BOOKS CDS DVDS
PUZZLES LPS**

We're consolidating!
 Visit our **Colorado Mills
 Whale's Tale Books & Gifts**

Open noon to 6PM every day!

Only 10 minutes away!

whalebooks.org

COMMUNITY CONNECTIONS

- January 17 – Lakewood Foothills Rotary Club luncheon/meeting
- January 21 – Conifer Rotary Club presentation re: Conifer Library
- January 23 – Lunch meeting with representative from Comcast (re: sponsorships)
- January 28 – JCLF Finance Committee meeting
- January 29 – JCLF Board meeting
- January 30 – JCLF staff meeting
- January 31 – Staff/Volunteer Whale Sale meeting
- February 6 – PEO lunch meeting; meeting for Books & Brunch
- February 7 – Marketing meeting with JCPL staff
- February 10 – Monthly meeting with Donna Walker
- February 11 – Whet Ridge Business Assn. breakfast meeting
- February 13 – Applewood Business Assn. lunch meeting
- February 19 – Presentation to Conifer Area Council

JCLF Executive Director Report

Jo Schantz, MNM, CFRE, GPC

BOOKS ON FILM -- A BLAST FROM THE PRE-HISTORIC PAST!



Each year JCLF selects a cinematic version of a well-known book or a literary series and hosts a premiere featuring that film. The event has become a regular and popular fundraiser for our Foundation over the past four years.

This year, we have selected Jurassic World Rebirth as our featured film. The premiere is slated for Wednesday, July 2, at Harkins 14 Cinemas in Arvada.

Doors will open at 6 pm and the film will start at 6:40 pm, after welcome remarks and sponsor recognition. Post-film, we will offer a door prize drawing and an interactive audience discussion of the film hosted by another local nonprofit, Friends of Dinosaur Ridge.

Tickets are \$50 per person and include popcorn and a beverage, entry in the door prize drawing, private showing and seating in a reserved theater, and participation in the discussion.

Stay tuned for more details on our website and social media --- www.jeffclf.org and @jeffcofriends.



UPDATE ON CONIFER LIBRARY NAMING RIGHTS

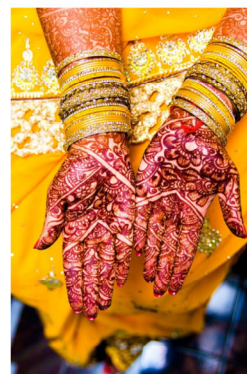
Good News! To date we have been able to secure naming rights for five of the six available naming areas at the new Conifer Library!

Our latest donor is Judith Atwater, a resident of Morrison, who chose to name the Teen Area for \$3,000. Added donations have also rolled in, ranging from \$150 to more than \$400, which means those donors will have their names placed on the permanent donor wall at the new library.

Our thanks go to the many Conifer area citizens and organizations that have shown their support for the new location of this well-loved branch of Jefferson County Public Library.

We are also grateful to Conifer Radio and Mark Spiroff for sponsoring a series of 60-second PSAs to help us announce all available naming opportunities.

2025 VOLUNTEER LUNCHEON



JCLF's annual Volunteer Appreciation Luncheon will be held on Friday, July 25, at the Wheat Ridge Rec Center in Wheat Ridge. Volunteers are invited to join us as we celebrate India with its taste-tantalizing food and traditional dances!

More info coming soon!

Operational Updates
Executive Director Report



FEBRUARY 2025 EXECUTIVE DIRECTOR REPORT

2025 Annual Plan Progress in February

Portfolio: Service Point Development & Expansion

Program: New Construction

Project: South County Library

- Finalize improvements agreement
- Finalize architect Scope of Work
- Survey community
- Decision to move forward with new operational project:
 - **South County Interim Services at Bradford Road**
 - Define services
 - Implement services

Project: Express Library – South

JCPL recommends removing this project from annual plan

Project: Northwest Jeffco Library

- Continue conceptual design
- Continue formal partnership development activities
- Continue community support development

Program: Building Redesign

Project: Arvada Library

- Continue schematic design
- Finalize decision on alternative services location


Program: Tenant Finish

Project: Conifer Library

- Finalize Guaranteed Maximum Price (GMP)
- Continue naming opportunity solicitation
- Prepare furnishings orders

Portfolio: Building Inclusive Community

Program: Digital Accessibility

- Publish consultant scope of work for Digital Accessibility Strategy
 - Select consultant for Digital Accessibility Strategy
- 

Portfolio: Embracing Innovation & Change

Program: Artificial Intelligence Strategy

- Begin formal engagement with consultant

Program: Fundraising Development

- Present 2024 results and 2025 plan to Board
- Solicit bids for Long-range fundraising plan

SERVICE HIGHLIGHTS:

Valentine Events at JCPL:



From crafts to stories to parties there is something fun for everyone.

2025 Conferences: ADVOCACY AND ENGAGEMENT OPPORTUNITY FOR TRUSTEES

American Library Association 2025 Annual Conference

June 26-30, Philadelphia, Pennsylvania. Registration opens February 19.

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:

Staff from our **Digital Experience team** presented at the BiblioCommons BiblioWeb Quarterly Virtual Meetup

Jenna Markl, ILL Acquisition Associate, attended the Colorado Library Consortium (CLiC) 2025 Virtual Winter Workshop

Several JCPL staff will attend Jefferson County's 3rd Annual Jeffco Leadership Summit hosted by County HR/Training

Lisa Smith, Chief People & Culture Officer, will attend the Mile High SHRM conference

HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, FEBRUARY 2025

- Meeting with Patrick Goff, **City Manager, Wheat Ridge**
 - Meeting with **City of Lakewood** re: The Bend development Urban Renewal Authority
 - Attend **CAL Legislative Committee** meeting
 - Meeting with Renny Fagan, **Library Board Trustee**
 - Meet with Joe Kerby, **Jefferson County Manager**
 - Attend **Urban Libraries Council** Director/CEO meeting
 - Attend **Jeffco Connections Board** meeting and present the **Member Spotlight on JCPL**
 - Attend **Jeffco EDC Board Kick Off** event
 - Attend meeting of the **Personnel Board** of the **Jefferson County Elected/Appointed Officials**
 - Meet with Jo Schantz, executive director, **Jefferson County Library Foundation (JCLF)**
 - Hold JCPL **All Staff Town Hall**
 - Meeting with Dan Conway, **Jeffco Chief Financial Officer**
- 

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

This Donation and Name Recognition Agreement (“Agreement”), dated for reference purposes only January 25, 2025, is between Judy Atwater (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 Teen Area (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 Feb. 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 50th 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 Judy Atwater and Wilma Wheeler (“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 Feb, 28, 2030 . 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 23rd
day of January _____, 2025 _____.

Donor:


By: Judy Atwater
Judy Atwater
(Print Donor's Name)
Date: January 23, 2025

APPROVED AS TO FORM:

Assistant County Attorney

[SIGNATURES CONTINUED NEXT PAGE]

Jefferson County Library Foundation


By: Jo Schantz, Executive Director
Date: Jan. 23, 2025

Jefferson County Public Library

By: Donna Walker, Executive Director
Date: _____

Operational Updates
Strategy & Operations



Jefferson County
PUBLIC LIBRARY

2024 END OF YEAR REPORT



Top Row: Salida Circus program, Standley Lake Trailhead opening. Second Row: Summer Challenge kick-off event, Evergreen Library grand re-opening, Mobile Earth and Space Observatory program. Bottom Row: Raise A Reader Festival, Metamorphosis Moves program.

END OF YEAR REPORT

In 2024, the JCPL team achieved significant milestones and made crucial progress in realizing the vision outlined in the 2020-2025 JCPL Strategic Plan.

The report focuses on the accomplishments and tasks undertaken by the team throughout the year, specifically from January 1 to December 31, 2024. It details the advancements made in the strategic projects outlined in the annual plan approved by the Board of Trustees. Beyond project updates, the report also evaluates success measures, quantifying how the strategic priorities align with the overarching organizational goals set by the Board of Trustees, including equity of access, maximizing value, creating place and delivering leading-edge services.

STRATEGIC PROJECT ACCOMPLISHMENTS

**Program: New Construction
Project: South County Library**

Major Deliverables

- Engage realtor to identify suitable sites (complete)
- Identify short list of sites (complete)
- Recommend site to Board of Trustees (complete)

**Program: New Construction
Project: Northwest Jeffco Library**

Major Deliverables

- Submit rezoning application (complete)
- Acquire site (complete)
- Select architect (complete)
- Community Engagement Report (complete)
- Program of Service Report (complete)
- Library Design Initiated (not started)

**Program: Fundraising
Development**

Major Deliverables

- Outsource fundraising counsel (complete)
- 2-year fundraising plan (complete)
- Codify separate fundraising portfolios for JCPL and JCLF (complete)
- Pilot foundation relations and grants program (complete)
- Fundraising evaluation (in progress)

Other Completed Accomplishments

- Initiated work to continue with consultant in 2025
- Identified multiple future projects related to this program

**Program: Building Redesign
Project: Evergreen Library**

Major Deliverables

- Complete Construction (complete)
- Move in (complete)
- Reopen to Public (complete)

**Program: Building Redesign
Project: Arvada Library**

Major Deliverables

- **Facilitated Community Engagement (Complete)**
- **Program of Service (Complete)**
- **Design Development (in progress)**
- **Identify alternative services location (in progress)**

**Program: Expand Offsite Services
Project: South County-
Express Library**

Major Deliverables

- **Secure funding for project (complete)**
- **Identify Site location (in progress)**
- **Tenant Finish (not started)**

**Program: Building Opportunities
Project: Conifer Library**

Major Deliverables

- **Acquire or lease location (complete)**
- **Program of Service (complete)**
- **Design Development (complete)**

Other Completed Accomplishments

- Engaged General Contractor
- Schematic Design
- Awarded Grant towards capital expenses

**Program: Accelerate our
Building Program
Project: Design Standard**

Major Deliverables

- **Finalize Design Standard (complete)**
- **Revise Program of Service (complete)**
- **Implement Design Standards across all JCPL locations (complete)**
- **Operationalize Design Standard (complete)**

Other Completed Accomplishments

- Shelving template
- Applied Design Standard to Evergreen Library Redesign

Program: Create a Radically Welcoming JCPL - Public Project: New Collection Development Policy

Major Deliverables

- **Research Report – Library Policy Comparative Study (complete)**
- **Revise Collection Development Policy (in progress)**
- **Revise Material Reconsideration Request (in progress)**

Program: Advance Digital Equity & Inclusion Project: Digital Literacy Collaboration (ARPA)

Major Deliverables

1. **Complete phases 1-3**
 - **Order equipment (complete)**
 - **Conduct school and community training (complete)**
 - **Produce reporting (complete)**
 - **Evaluation plan (complete)**
 - **Conduct and present evaluation (complete)**
2. **Final accounting and reporting requirement (in progress)**

Other Completed Accomplishments

- Created new community partnerships
- 385 new JCPL library card holders
- Project received awards and national recognition
- 402 internet-enabled laptops distributed

Program: Digital Accessibility (NEW)

Major Deliverables

- **Project Charter (completed)**
- **Training and awareness (completed)**
- **Digital accessibility remediation plan (draft completed)**
- **Staff and patron digital accessibility guidelines (in progress)**
- **Governance and guidance (in progress)**

Other Completed Accomplishments

- Digital accessibility introductory training for staff
- Created and published required quarterly reports
- Created and implemented required patron and staff inquiry process
- Created and published JCPL Digital Accessibility Statement and updated web page

Program: Expand Offsite Services Project: 4th Hold Pickup Location

Major Deliverables

- **Complete installation of offsite holds lockers (complete)**

**Program: Create a Radically Welcoming JCPL - Staff
Project: Talent Pipeline Development**

Major Deliverables

- DEI training to JCPL leadership teams (complete)
- Deliver JCPL Leadership Academy (complete)
- Create a Leadership Book Club (complete)
- Leadership Lunch and Learn (complete)
- Conduct a talent pipeline assessment with the Directors Team (complete)

**Program: Artificial Intelligence Strategy
Project: Artificial Intelligence Policy**

Major Deliverables

- Develop AI staff and patron policies and guidelines (in progress)
- Feasibility study for implementing AI solutions (in progress)
- AI pilot program (in progress)

Other Completed Accomplishments

- Promoted AI education and training for staff
- AI visioning session with Executive Team
- Joined Government AI Coalition

**Program: Advance Community Literacy
Project: Imagination Library**

Major Deliverables

- Determine the fiscal agent (complete)
- Identify zip codes and supportive organizations (complete)
- Strategy for long-term organizations (complete)
- Recommend JCPL involvement and resources (complete)
- Initiate the pilot program (complete)

Other Completed Accomplishments

- First set of books mailed

**Program: Create a Radically Welcoming JCPL - Staff
Project: All Staff Compensation Strategy**

Major Deliverables

- Compensation philosophy and policy for JCPL (complete)
- Complete the compensation analysis (in progress)
- Apply findings to the 2025 salary budget (complete)

Other Completed Accomplishments

- Phase 1 study for non-union jobs complete

This report highlights the many strategic project accomplishments achieved in 2024. However, the achievements above do not tell the whole story. Day in and day out, JCPL provides patrons with services through an engaging website, physical and digital collection, appealing programs for all ages, 11 library locations, Library To You services and outreach services to kids, families, teens, adults and diverse populations.

Below are just a few of the other 2024 accomplishments JCPL’s caring and capable staff are particularly proud of. These efforts, and many more, enhanced the lives of Jefferson County residents by providing them with even more opportunities to connect, discover and create.



LIBRARY OPERATIONAL MEASURES

Each year, JCPL reviews the alignment of our strategic priorities and initiatives with the overarching goals established by the Board of Trustees. We also assess the success metrics for the day-to-day resources and services we provide the community. Our year-end evaluation of success metrics provides insight into how our operational services and resources advance JCPL’s mission, vision and values, as well as their impact on the Jefferson County community. This review contrasts our 2024 Library operations with those of the two prior years.

2024 was a successful year for JCPL. Strong growth in several of our success measures continued recent trends of steady improvement and stabilizing operations following the COVID-19 pandemic.

2024 SUCCESS MEASURES

In 2024, patron activity and library use continued to approach and, in some cases, exceed pre-pandemic levels.

- Total collection use passes 10 million**
 In 2024, total collection use exceeded 10 million circulations and use of materials across all formats, marking a historic milestone for the Library. Total collection use includes physical and digital materials being checked out and renewed, as well as information accessed through our databases. The growth is due to a 10% increase in circulation of e-materials compared to 2023 and a 5.8% increase in the use of databases, continuing a trend of growing demand for digital materials and resources. The use of physical materials has been relatively stable since 2022. Physical materials are still the Library’s largest collection, representing a large portion of total collection use.
- Programming continues strong growth with record-setting event**
 JCPL had over 220,000 program attendees in 2024, a 10% increase in program attendance compared to 2023, further building on the strong growth during that year. In the month of April, we partnered with Jefferson County Public Schools to offer “An Evening with Jacqueline Woodson,” which became JCPL’s most-attended event on record, with over 20,000 attendees including both in-person and live online audiences.
- Market penetration, driven by more household activity**
 Market penetration rose by 4.3%. This rise is significant in the context that market penetration has been stable since JCPL established the current definition in 2022 and driven by a 4.5% rise in the number of active households. The number of active households increased through consistent outreach, marketing and signups. In addition, the library’s Net Promoter Score reached 85 in 2024 which is a 3.7% growth from 2023. These increases tell us that users are experiencing higher satisfaction with the resources and services we provide the community.
- Visits to the library continue to rise**
 Visits rose 6% in 2024 compared to 2023. This use of physical library locations continues a pattern of steady growth in visits we have seen since re-opening our library locations after COVID-19 closures. Our community has shared its interest in the Library as a ‘third place’ and the increase in visits demonstrates that JCPL is meeting that need.

Library Benchmark Measures ¹				
	2022	2023	2024	% change 2023 to 2024
Total collection use	9,593,816	9,977,109	10,146,319	1.7%
Circulation (physical materials)	6,624,616	6,585,874	6,467,737	-1.8%
Circulation (e-materials)	1,887,986	2,119,889	2,334,069	10.1%
Database use	1,081,214	1,271,346	1,344,513	5.8%
Program attendance	143,155	203,471	223,968	10.1%
Visits	1,725,351	1,840,473	1,951,596	6.0%
Active households	91,068	91,233	95,159	4.5%
Active cardholders	132,171	139,689	136,032	-2.6%
Market penetration	36.29%	37.84%	39.46%	4.3%
Net Promoter Score	84	82	85	3.7%

¹ - The Evergreen Library operated from a temporary location until April 13.

PROJECT OUTCOME

Project Outcome is a survey tool that helps us gauge the impact of our services and programs on key outcomes such as knowledge, confidence, application of new skills and awareness of resources. These outcomes are measured across various community engagement areas, including Early Childhood Literacy, Civic/Community Engagement and Education/Lifelong Learning. Patrons were surveyed following Signature Events to gather this valuable feedback.

In 2024, we saw several improvements over 2023. For example, 87% of survey respondents who attended An Evening with Jacqueline Woodson reported that they learned something helpful. The Library Summer Challenge motivated participants to read more, with over 87% learning something new and three-quarters wanting to use the library more often. Of the 1000 Books Before Kindergarten program finishers, 85% reported feeling more confident about helping their children learn. Additionally, the Raise a Reader program received overwhelmingly positive feedback for its variety and quality of activities.

AUTHOR EVENT: AN EVENING WITH JACQUELINE WOODSON

Objective: Measure a program that provides the opportunity to gain and impart new knowledge and skills and engage in lifelong learning.

Thanks to the Metropolitan Football Stadium District funds awarded by the County Commissioners and our partnership with Jeffco Schools, we achieved a record turnout at our April author event! Nearly 900 people attended the event, held at Jefferson High School, with a day-time presentation for students and an evening session for the community. The event was also streamed to 20,000 students in classrooms and libraries across Jefferson County.

Survey results (n=58) were positive: 87% of respondents learned something helpful, and 84% plan to use what they learned. The program received an average rating of 4.35 out of 5 on a Likert scale, a slight increase from 4.2 in 2023. Patrons were thrilled to see the Library team up with Jeffco Public Schools to feature a nationally recognized author who appeals to readers of all ages.

Jacqueline Woodson Spring Author Event Mission Moments

“Thank you for putting this together. My students really enjoyed the book of hers we read ahead of time. We loved Woodson’s engagement and the panel questions, and it was nice to have this event sponsored outside of what our school budgets can afford! Thank you for providing the opportunity!”
Jeffco Public Schools Teacher

“I so appreciate all the work that went into event. The communication was amazing. Thank you for all the prep work and communication up to the event. It was very appreciated.”

“We loved the way that she described her writing process! That was our favorite part. Thank you for putting this cool opportunity together.”

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



LIBRARY SUMMER CHALLENGE

Objective: Measure programs and services that provide continuous reading opportunities for adults, caregivers, teens, and children as part of encouraging lifelong learning.

The Library Summer Challenge brought learning and literacy to the Jefferson County community in a fun and engaging way! Participants shared that they were motivated to read more and enjoyed the chance to participate in family activities. Over 87% of respondents (n=337) reported learning something new from their reading or experiences, and three-quarters said they read more and wanted to visit the library more often because of the challenge.

In 2024, the program received an average rating of 4.1 out of 5 on a Likert scale, a slight increase from 4 out of 5 in 2023. Many respondents were happy to receive the prize book at the start of the program, rather than as a midway or finisher prize.

Library Summer Challenge Mission Moments

"I've always loved to read, but as a busy mom of 3, I don't always have much time for it. However, being involved in the reading program and setting goals for myself gave me the motivation to make more time for it this summer!"

"Just having a "challenge" made me want to read more. My brain saw reading as a way to have fun while also pursuing an end goal vs beforehand where I had nothing to motivate me outside of my desire to read. Now that the challenge is over, I still have continued reading daily (as the habit was solidified over 3 months), but I am more excited about when the next reading challenge will be. Thank you."

"I love the teen volunteer program (my twelve-year-old has really enjoyed volunteering for the first time!) and my family and I loved those kids and teen (my children are 7 and 12 years old) were able to choose a book as a starter prize this time. It really motivated my seven-year-old to kick off her summer reading!"

"I get a little teary thinking of how books and SC impacts the kids and families we connect with during outreach- some of these kids and families cannot make it to a library or are not aware of all the library has to offer. One little girl told me her mom couldn't take her to the library because she is sick and her dad works all the time. She loved getting a book and coming to listen to stories during my visits. The kids got to author and illustrate their very own mini books too- they really got into it, from Creepy Cheeto and Creepy Scissors stories to books about fairies and about their teachers and more- super fun!"- JCPL volunteer at Jeffco READS

"It was fun to challenge myself to read and complete activities. Most adults just read without making it a "big deal" - participating in the challenge brought back some of the playfulness to reading. It made me feel like a kid again 😊"



1000 BOOKS BEFORE KINDERGARTEN

Objective: Measure programs aimed to improve early literacy and learning skills to prepare children ages 0-5 for school readiness.

The 1000 Books Before Kindergarten program is a wonderful ongoing initiative that supports families with young children (ages 0-5) in introducing the joy of reading. We measure the program's impact at the mid-point and conclusion through participant surveys. In the 2024 Project Outcome survey, participants reported spending more quality time with their children and gaining a better understanding of the importance of reading together.

In 2024, the program received an average rating of 4.2 out of 5 on a Likert scale at the mid-way point (n=55), which is a slight decrease from 4.6 in 2023. Despite this, most respondents shared very positive feedback about the program. Over 85% of program finishers (n=82) reported learning something valuable to share with their children and feeling more confident in helping their children learn.

Participant Comments:

"Programs like this encourage my child to read more. I love how much she is enjoying tracking her reading. Also, she's developing so quickly"

"I think the library is amazing and I've recently renewed my library card and checked out books for the first time in many years. The staff were all so knowledgeable and kind, that has made me want to come back and look at more books."

"I think the library does so much to aid in the enjoyment of reading for kids and adults. I enjoy all the community gatherings and activities. Just keep doing what you're doing. Thanks!"

RAISE A READER

Objective: Measure programs and services aimed to improve early literacy and learning skills to prepare children ages 0-5 for school readiness.

Raise a Reader is a fantastic program designed to help caregivers and families equip children with essential literacy skills, setting them up for success in reading and school. By engaging in early childhood literacy activities, children ages 0-5 develop critical thinking, vocabulary, language, problem-solving, social, physical, and creative skills that are crucial for their future.

In 2024, more than 1,700 people attended Raise a Reader, and 72 participants responded to our survey. The program received an average rating of 4.2 out of 5 on a Likert scale. Although the 2023 response rate wasn't statistically significant for comparison, participants in 2024 shared overwhelmingly positive feedback with our staff, both directly and through the survey. They praised the variety and quality of activities and the overall experience.



Participant Comments:

“The event was truly amazing! It was beyond my expectations, especially for a free event. There were so many activities for my two year old!”

“We only made it to the festival at the museum, but it was wonderful! The train theme with the ending at the museum was a nice idea. The event was a lot of fun. My two- and four-year-olds loved it. The included train ride was amazing, face painting, bubbles, dancing, snacks, train tables were all top hits. The spread-out event was nice for crowd spacing. We are big readers in our house already, but a fun event inspired by reading was best to see. Thanks for hosting! We would love to attend again.”

“I appreciated that the event was free, there were free snacks and food vendors and many activities for children. I really appreciate that there was a sensory location too.”

“The venue was fun, as was the characters wandering around. She enjoyed the sing-along, but always does at the library too. She enjoyed the train ride and seeing inside the other trains.”

“I love this family event! The interactive activities, the food trucks that added to the party atmosphere, the smiling faces of Library Staff, and of course the trains. My family looks forward to this event!”

CONCLUSION

JCPL staff are dedicated to surpassing expectations and realizing the library's vision of being the essential destination where all generations can connect, discover, and create. We fulfill the library's mission through the 2020-2025 Strategic Plan and our ongoing operations, serving the Jefferson County community with dedication and passion.

FEEDBACK FROM LIBRARY PATRONS

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

*“I think all of the programs the Jeffco Library system offers are wonderful! Thanks for all of the services you provide. I have really enjoyed the creative tech lab at the Belmar Library where you can create laser wood cutting and other tech-based art. Please continue to offer this. I would be willing to pay for the supplies I use to keep this service available”
- Patron on Makerspace Studios*



The library is the heart of every community it is in. It offers something to everyone and enriches and strengthens individuals as well as communities. I love how the library and it's programs are for everyone!

I brag to everyone that we have the best library system in the country. Please continue to provide DVDs as not all of us have the ability to stream, watch online, etc. I check out movies as well as documentaries to which I would not normally find access. For instance, I just returned from the Grand Canyon and am anxious to reserve DVDs on that topic. I also enjoy movies and TV shows on DVD.

A patron who has been meeting with Book a Librarian staff every couple of weeks has shared her struggle to remember things that used to be easy for her before an accident left her with a brain injury. She told staff the study room where they meet feels to her "like a safe space where she can learn things.

"Thank you so much for all of the recommendations...I'm excited to hopefully read and watch the things you suggested. And kudos for finding things meteorologically related! You thought of things that haven't crossed my mind yet but make total sense when you wrote it out for me." – Just for You! - Patron

A patron experiencing homelessness called JCPL call center and walked through a bus schedule that would get them to the Belmar Library. They were assured that when they arrive at the library, they can utilize the public computers to complete disability forms

JCPL librarian helped a woman book a study room for a job interview and she was very appreciative that we also had laptops she could use otherwise she wouldn't be able to interview for jobs.

"I moved from Denver, and I was really hoping Jeffco Libraries were good, but you're more than good!"



Operational Updates
Libraries & Inclusion

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



jeffcolibrary.org

TO: Donna Walker, Executive Director
 FROM: Julianne Rist, Library Planning & Policy Senior Advisor
 DATE: February 20, 2025
 RE: Conifer Library Design Update

Project Purpose: The Conifer Opportunity project’s purpose is to evaluate, plan and implement library services for the Conifer area. This project will ensure that JCPL services meet the needs of the Conifer community by providing equal access to information and opportunities, and being the essential destination where all generations connect, discover, and create.

History: The Conifer High School and JCPL have partnered since 1996 to provide library services to the public. When JCPL learned of the change to Jeffco Public School district hours, it accelerated the need to evaluate library services for the area. Conifer Library Services became a 2023 capital project.

Work completed on this project:

- Market Analysis for the Conifer Area presented to the Board
- Community engagement meetings and online survey
- Conifer Library Service community engagement report results presented to the Board
- Conifer Library Service Plan presented to the Board
- Library Board authorized signing an updated Intergovernmental Agreement with Conifer High School
- JCPL contracted with Crosbie Real Estate Group for real estate services
- Update on location search
- Library Board approved recommendation for location and lease
- Library Board approved contract with EUA Architects Inc. for design

Design update

EUA architects worked with staff and the community in designing the new Conifer Library location. In the community input, the community noted several key areas for improvement of services, and we are excited to share how the design meets those needs.

Community Feedback	Design
A place to gather and attend with increased hours of service.	Including community gathering spaces with a meeting room, study room and various collaborative areas throughout the space. Providing staffed daytime hours and additional self-service hours
Focus on the collection and materials for diverse user needs.	Tailoring the collection to the usage
Elevated focus on comfort and wellness for the staff.	Including a dedicated staff area and break room

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Flexibility in collaboration and study, provides acoustic separation.	Including flexible seating for work, study and reading options. Attention to acoustics has been given throughout the library.
Provide services that are accessible to all patrons.	Providing close-in parking and access to the front door on the same level.

Next Step:

EUA Architects, Inc. will be presenting the design at the regular meeting of the Library Board of Trustees.

Operational Updates
Strategy & Operations

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Matt Griffin, Chief Strategy and Operations Officer
Steve Chestnut, Director of Facilities & Construction

DATE: February 20, 2025

RE: Notice to Proceed Request for Conifer Library Tenant Improvements

Purpose:

We are requesting Board authorization to issue a Notice to Proceed (NTP) to Fransen Pittman LLC for the tenant improvements at 27122 Main St., Conifer, Colorado. This approval is based on a final construction cost of \$1,646,742, which has been confirmed as the Guaranteed Maximum Price (GMP).

Background:

The Guaranteed Maximum Price (GMP) is a construction contract pricing method that sets an upper limit on project costs. The contractor agrees to complete the construction portion of the project within the specified amount, covering materials, labor, and overhead.

In August 2024, the Board approved a 10-year lease for the new Conifer location to expand access to Library services in the Conifer community. A stand-alone location will allow us to enhance our offerings in this community, however the space needs renovations before opening.

In recent months, Eppstein Uhen Architects (EUA) and the JCPL team completed the design, with the next steps focusing on permitting and project execution. The construction will proceed under our master contract with Fransen Pittman LLC.

Next Actions:

We request Board approval for the Executive Director to issue a Notice to Proceed (NTP) to Fransen Pittman LLC under the terms of master contract TM 22-1424, based on the final GMP of \$1,646,742.

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303.235.5275



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TO: Donna Walker, Executive Director

FROM: Matt Griffin, Chief Strategy & Operating Officer

DATE: February 20, 2025

RE: Request Transfer of Contingency Funds for LED Lighting

Purpose

This memo requests the transfer of \$118,631 from the library's contingency fund (\$500,000) to the Annual Repair and Maintenance (ARM 01) account to support the replacement of fluorescent lighting with LED fixtures across our facilities.

Background:

Effective January 1, 2025, Colorado will prohibit the sale of fluorescent light bulbs under the "Clean Lighting Act" (House Bill 23-1161). This law accelerates the need to phase out fluorescent lighting across our facilities, as replacement parts will no longer be available. Transitioning to LED lighting is now an urgent priority. The Library became aware of House Bill 23-1161 after the 2025 budget process was finalized, and as a result, funding for the transition was not incorporated into the 2025 budget.

Rationale for Request:

The ARM 01 budget covers routine upkeep, planned maintenance, and minor unexpected repairs. However, the cost of this lighting replacement exceeds the resources allocated within the current ARM budget. Given the scale and the number of fluorescent fixtures that we currently maintain in our system that we'll be unable to service as of January 1, utilizing contingency funds is both necessary and appropriate.

Budget

The requested \$118,631 transfer represents 24% of the \$500,000 contingency fund. This transfer will allow timely compliance with state regulations and align with our commitment to sustainability, while leaving \$381,369 in the contingency fund to address future unforeseen needs.

Next Actions:

We request that the Library Board of Trustees authorize the Executive Director to execute the budget transfer of \$118,631 from Contingency fund to ARM 01.

Following approval of this transfer, a memo detailing the vendor contract and cost breakdown will be presented for the Board's consideration and approval.

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Matt Griffin, Chief Strategy & Operating Officer
Steve Chestnut, Director of Facilities and Construction

DATE: February 20, 2025

RE: LED Lighting Updates

Purpose:

This memo seeks the Library Board of Trustees' authorization for the Executive Director to enter into a contract with Colorado Lighting, Inc. for \$118,631.07 to replace fluorescent lighting with LED fixtures in three facilities.

Background:

Effective January 1, 2025, Colorado will prohibit the sale of fluorescent light bulbs under the "Clean Lighting Act" (House Bill 23-1161). This law accelerates the need to phase out fluorescent lighting across our facilities, as replacement parts will no longer be available.

While all other JCPL locations have already been upgraded or can be transitioned to LED lighting by internal staff, three locations remain on the roadmap for upgrades. This law makes those upgrades an urgent priority. JCPL conducted a Request for Quote (RFQ) in December 2024 for the replacement of fluorescent lighting with LED fixtures in the following facilities:

- Lakewood/Administration
- Golden Library
- Library Service Center

Seven proposals were received, and after thorough evaluation, JCPL recommends selecting Colorado Lighting, Inc. for the project.

The project is targeted for completion as early as possible in 2025 to meet compliance deadlines and maintain continuity in facility operations.

Total Cost:

The cost for these services is \$118,631

There is a request before the board to utilize contingency funds to cover the cost of this contract.

Next Actions:

We request the Board's authorization for the Executive Director to execute a contract with Colorado Lighting, Inc. in the amount of \$118,631.

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



jeffcolibrary.org

TO: Donna Walker, Executive Director
FROM: Matt Griffin, Chief Strategy & Operating Officer
DATE: February 20, 2025
RE: Finance Monthly Report

Budget to Actual Tables – January 2025

Please see the enclosed Budget to Actual Tables for January 2025.

In January 2025, \$1,319,334 of Real Property Tax revenue was recorded. Year-to-date, 2.1% of the budgeted collection has been received.

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

The Library Foundation provided funding of \$20,647 to JCPL. The Library contributed \$7,559 in-kind support in January. Year-to-date, the library has received \$20,647 in funding and provided \$7,559 in-kind support to the Foundation, with a ratio of 2.73.

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

Revenue and Expenditure	2025 Budget	YTD Actual 01/31/2025	\$ Variance 2025 Budget	% Variance 2025 Budget
Revenues				
Property Taxes (net adjustments)	59,744,973	1,319,334	58,425,639	2%
Grants, Funds & Donations	560,427	20,647	539,780	4%
Investment Income	2,009,000	245	2,008,755	0%
Other Revenue	35,000	14,299	20,701	41%
Total Revenues	\$ 62,349,400	\$ 1,354,525	\$ 60,994,875	2.2%
Expenditures				
Operating	48,026,474	3,412,814	44,613,660	7%
Financing & Debt Service	-	-	-	
Capital Projects	37,832,206	10,750,969	27,081,237	28%
Total Expenditures	\$ 85,858,680	\$ 14,163,783	\$ 71,694,897	16.5%

% Variance 2025 Budget

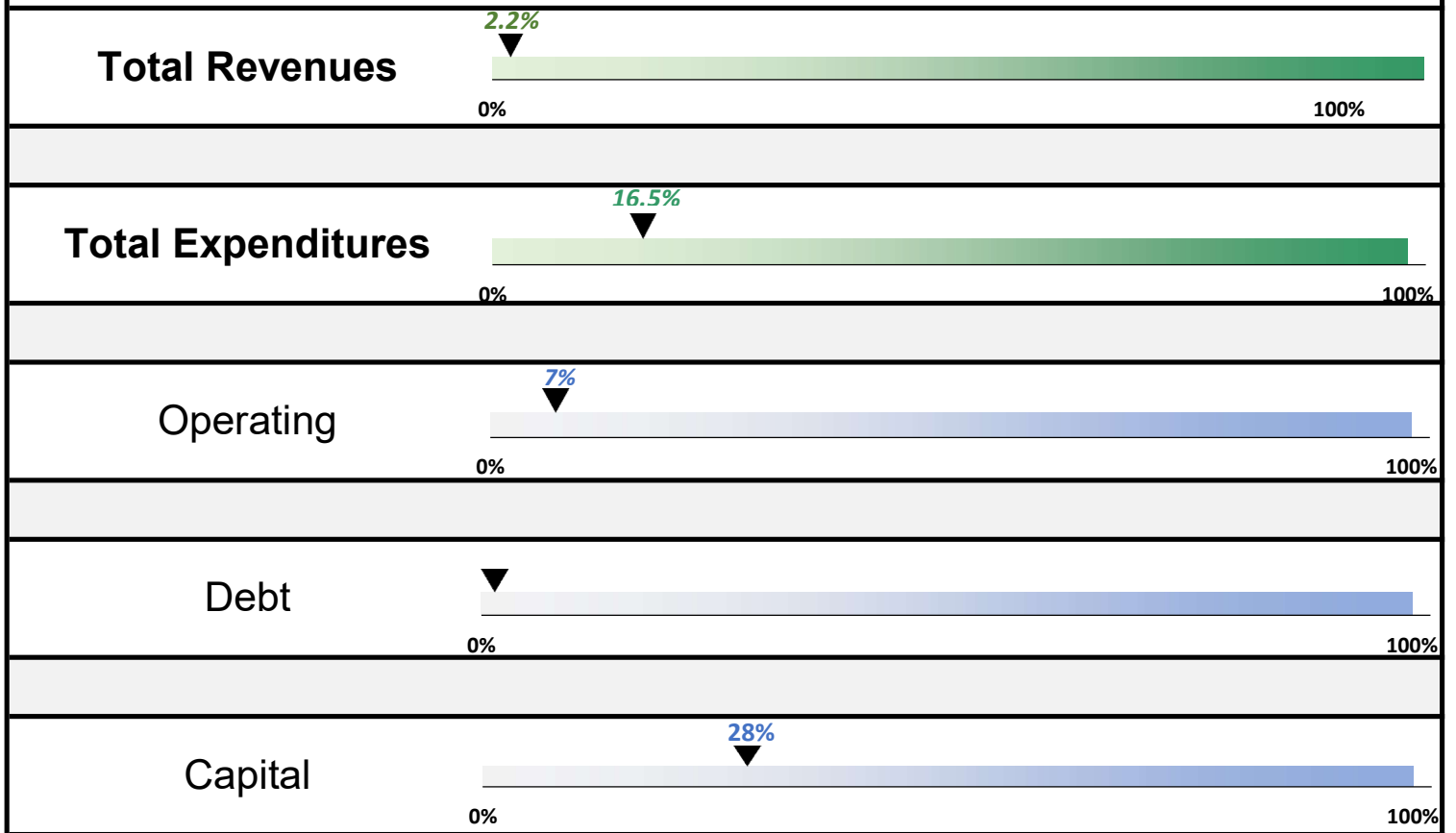


TABLE 2
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
BUDGET TO ACTUAL

	2025 Budget	YTD Actual 01/31/2025	\$ Variance 2025 Budget	% Variance 2025 Budget
Operating Expenditures				
Salaries & Employee Benefits				
Salaries	19,267,433	1,183,905	18,083,528	6%
Awards & Bonuses	275,000	20,853	254,147	8%
Other	7,478,592	542,067	6,936,525	7%
Total Salaries & Benefits	\$ 27,021,025	\$ 1,746,825	\$ 25,274,200	6%
Library Collections				
Library Books & Materials	7,692,199	467,664	7,224,535	6%
Library Periodicals	205,000	58,588	146,412	29%
Total Library Collections	\$ 7,897,199	\$ 526,252	\$ 7,370,947	7%
Supplies and Other				
Supplies	1,915,452	97,267	1,818,185	5%
Services & Charges	7,959,121	840,856	7,118,265	11%
Interdepartmental Direct Charges	713,165	46,955	666,210	7%
Treasurers Fees	902,081	19,790	882,291	2%
Interdepartmental Indirect Charges	1,618,431	134,869	1,483,562	8%
Total Supplies and Other	\$ 13,108,250	\$ 1,139,737	\$ 11,968,513	9%
Total Operating Expenditures	\$ 48,026,474	\$ 3,412,814	\$ 44,613,660	7.1%

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

	2025 Budget	YTD Actual 01/31/2025	YTD Encumbrances	YTD Total Actual + Enc	Remaining 2025 Budget	Total Project Actual + Encumbrances	Total Project Budget
Capital Expenditures							
Annual Replacement & Maintenance							
ARM-01 Capital Maintenance	300,000	-	-	-	300,000	n/a	n/a
ARM-02 Furniture & Equipment	42,000	7,646	-	7,646	34,354	n/a	n/a
ARM-03 Computer Replacement Plan	616,000	-	-	-	616,000	n/a	n/a
ARM-04 Book Sorter Replacement	40,000	-	-	-	40,000	n/a	n/a
ARM-05 IT Infrastructure Replacement	450,000	22,760	-	22,760	427,240	n/a	n/a
Capital Projects							
Document Management System	-	200	7,400	7,600	(7,600)	206,577	160,000
South County Library	6,198,826	10,577,134	-	10,577,134	(4,378,308)	10,878,954	30,849,540
Evergreen Library Redesign	-	-	9,621	9,621	(9,621)	4,805,546	5,200,048
Evergreen Library Roof Repair	-	-	27,186	27,186	(27,186)	56,646	-
Columbine Library Roof Repair	-	-	-	-	-	670,708	-
Northwest County Library	14,589,599	21,378	1,632,559	1,653,937	12,935,662	5,383,039	25,970,270
Arvada Library Redesign	14,095,781	102,735	942,303	1,045,038	13,050,743	1,134,018	14,895,781
Conifer Library Tenant Finish	-	19,116	40,319	59,435	(59,435)	199,245	2,500,400
South County Express Library	-	-	-	-	-	-	595,000
Lakewood Restrooms	500,000	-	45,000	45,000	455,000	45,000	500,000
Admin Office Reconfiguration	250,000	-	-	-	250,000	-	250,000
Library Interiors Refresh Pilot	750,000	-	-	-	750,000	-	750,000
Total Capital Expenditures	\$ 37,832,206	\$ 10,750,969	\$ 2,704,388	\$ 13,455,357	\$ 24,376,849		

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

	2022 Actual	2023 Actual	2024 Actual	2025 Budget	YTD Actual 01/31/2025	\$ Variance 2025 Budget	% Variance 2025 Budget
JCPL Grants							
Books & Materials - American Rescue Plan	181,757	-	-	-	-	-	
Books & Materials - State	195,797	140,462	5,002	144,996	-	144,996	0%
Car Charging Station - Evergreen	-	16,500	1,684	-	-	-	
Car Charging Station - Columbine	-	-	-	-	-	-	
Car Charging Station - Lakewood	-	-	-	-	-	-	
Total JCPL Grants	\$ 377,554	\$ 156,962	\$ 6,686	\$ 144,996	-	\$ 144,996	0%
JCPL Private Donations							
Private Donations up to \$200	340	-	250	-	-	-	
Private Donations \$201 - \$999	-	-	-	-	-	-	
Colorado Gives - Naumer Family Fund EV Remodel	-	5,000	-	-	-	-	
Anonymous Donor	-	2,000	-	-	-	-	
Anonymous Donor	58,042	-	-	-	-	-	
Anonymous Donor	-	-	-	-	-	-	
Anonymous Donor	-	-	-	-	-	-	
JCLF - Evergreen Library - Naming Rights	-	-	5,000	-	-	-	
Colorado Gives - Hard Times Writing	-	-	24,509	-	-	-	
Fundraising Target	-	-	-	150,000	-	150,000	-
Total Private Donations	\$ 58,382	\$ 7,000	\$ 29,759	\$ 150,000	\$ -	\$ 150,000	0%
Other Funds Received							
Payroll Funding - American Rescue Plan	263,556	856,591	-	-	-	-	
E-Rate Reimbursement	2,602	149,901	60,471	165,431	-	165,431	0%
Laptop Lending	100,145	183,427	-	-	-	-	
Stadium Funds - Imagination Library	-	-	50,000	-	-	-	
Stadium Funds - Young Authors	-	-	42,350	-	-	-	
Total Other Funds Received	\$ 366,303	\$ 1,189,919	\$ 152,821	\$ 165,431	\$ -	\$ 165,431	0%
Jefferson County Library Foundation							
	131,894	127,180	141,576	100,000	20,647	79,353	21%
Total Jefferson County Library Foundation	\$ 131,894	\$ 127,180	\$ 141,576	\$ 100,000	\$ 20,647	\$ 79,353	21%
Total Grants, Funds & Donations	\$ 934,133	\$ 1,481,061	\$ 330,842	\$ 560,427	\$ 20,647	\$ 539,780	4%
Other Funds Received Outside of Library Fund							
Digital Equity - American Rescue Plan	-	3,482	622,374	35,728	16,359	19,369	46%

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



jeffcolibrary.org

TO: Donna Walker, Executive Director
FROM: Matt Griffin, Chief Strategy & Operating Officer
RE: Carryforward Request for Fiscal Year 2025
DATE: February 20, 2025

Carryforward Request for Fiscal Year 2025

As part of the budgeting process, unspent funds from the prior fiscal year may be carried forward into the current year when needed to support planned expenditures. Not all unspent funds are carried forward—only those necessary to meet anticipated financial requirements in the new fiscal year, as determined through JCPL’s review process. Any funds that are not carried forward remain in the JCPL fund balance and are available for future use.

Several capital projects received funding in 2024 but remained in progress at year-end. To align budget with projected 2025 expenditures, the following unspent funds are requested to be carried forward into the 2025 budget:

Project	Carryforward Request
South County Library	\$ 7,000,000
Evergreen Library Redesign	\$ 172,000
Evergreen Library Roof Repair	\$ 1,141,540
Arvada Library Redesign	\$ 656,652
Conifer Library Tenant Finish	\$ 2,360,590
Standley Lake Audio Visual	\$ 104,344
Total	\$ 11,435,126

Action:

JCPL requests that the Board of Trustees authorize the Executive Director to submit the carryforward budget amendment in the amount of: \$11,435,126

Operational Updates
Technology & Digital Innovation

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Bernadette Berger, Chief Technology & Digital Innovation Officer

DATE: February 20, 2025

RE: Xcite Audiovisuals, LLC, Agreement for Audiovisual System Services

History of Contract: Xcite

Jefferson County Public Library (JCPL) requires a reliable audiovisual system for daily use by both patrons and staff. In November 2023, JCPL issued a Request for Proposal (RFP) for audiovisual services, and Xcite Audiovisual, LLC submitted the most advantageous proposal. In March 2024, JCPL entered into a master agreement for audiovisual services with Xcite. We contracted Xcite Audiovisual, LLC in 2024 to provide audiovisual services for the Evergreen Library and Library Service Center, and we are pleased with the quality of their work. We propose to contract Xcite Audiovisual, LLC again for the installation of audiovisual equipment in the community meeting room at Standley Lake Library, based on their previous satisfactory performance.

Total Cost:

Cost is expected to be \$104,343.39

Budget:

This expenditure is within the approved 2025 budget.

Action Requested:

We recommend JCPL enter into a contract with Xcite Audiovisuals to complete the Standley Lake Audiovisual project in 2025. We request the Library Board of Trustees authorize the Executive Director to sign a contract with Xcite Audiovisuals LLC in the base amount of \$104,343.39.

Board Governance

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

jeffcolibrary.org



Jefferson County
PUBLIC LIBRARY

TO: Library Board of Trustees

FROM: Jill Fellman and Pam Anderson, Nominating Committee

DATE: February 20, 2025

RE: Slate of Officers for Election at March 20, 2025 Board Meeting

The nominating committee presents the following slate of officers for election at the March 20, 2025 Board Meeting:

The Chair, Vice-Chair, and Secretary positions are up for election in 2025.

- Chair: Kim Johnson, for the 2-year term April 2025 to March 2027
- Vice-Chair: Emelda (Bing) Walker, for the 1-year term (April 2025 to March 2026).
- Secretary: Stanley Harsha, for the 1-year term (April 2025 to March 2026)

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

POLICY TYPE: MANAGEMENT LIMITATIONS

POLICY 2.0

POLICY TITLE: *GENERAL MANAGEMENT CONSTRAINT*

MANAGEMENT LIMITATIONS

Initial Monitoring on *Policy 2.0: GENERAL MANAGEMENT CONSTRAINT*

I hereby present my monitoring report on your Management Limitations policy 2.0 “General Management Constraint”, in accordance with the monitoring schedule set forth in Board policy. I certify that the information contained in this report is true.

Signed:  , Executive Director

Date: March 21, 2024

BROADEST POLICY PROVISION

The Executive Director shall not cause or allow any practice, activity, decision or organizational circumstance that is unlawful, imprudent, or in violation of commonly accepted professional ethics and best practices for public library management.

EXECUTIVE DIRECTOR’S INTERPRETATION: I understand this constraint to include all operational activities that occur within the Library. It does not include activities or decisions occurring or made at the Board level.

I interpret “unlawful” to mean I will not fail to ~~insure~~ **ensure** that all operational activities are within legal requirements as imposed by all relevant governing bodies, including federal, state, county and city statutes and ordinances.

In matters of prudence and ethics, the Board has comprehensively interpreted these concerns throughout the “Management Limitations”. In areas where no specific Board policy exists; I will use the test of “reasonable and prudent” to evaluate the circumstances. In addition, I understand that “commonly accepted professional ethics and best practices for public library management” is an additional qualifier of the Board’s intentions. By this, if an issue arises which I believe my response would be judged ethical and prudent but for some reason inconsistent with common practices in public libraries; I would not necessarily have the authority to proceed.

REPORT (COMPLIANT): The implementation of the above measures is incorporated into specific monitoring reports provided to the Board on each of the other Management Limitations policies. I therefore am focusing this response on this policy provision proscribing against any “unlawful” actions or situations.

I can report compliance.

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

**POLICY TYPE: MANAGEMENT LIMITATIONS
POLICY TITLE: *TREATMENT OF PATRONS***

POLICY 2.1

MANAGEMENT LIMITATIONS

Initial Monitoring on *Policy 2.1: TREATMENT OF PATRONS*

I hereby present my monitoring report on your Management Limitations policy 2.1 “Treatment of Patrons”, in accordance with the monitoring schedule set forth in Board policy. I certify that the information contained in this report is true.

Signed:  , Executive Director

Date: March 21, 2024

BROADEST POLICY PROVISION

With respect to interactions with patrons, the Executive Director shall not cause or allow conditions or procedures which are unfair, unsafe, disrespectful, unnecessarily intrusive, or which fail to provide confidentiality in use of facilities and resources, and which fail to provide a high level of customer service.

EXECUTIVE DIRECTOR’S INTERPRETATION: I understand this to mean that the Library may not operate without having and enforcing specific policies that clarify patron rights and staff actions toward patrons. The Executive Director, staff and legal counsel review the policies as needed.

REPORT: The Library requires regular reporting from all units on these elements. Initial and follow-up reports are issued to Management for review or action.

1. I shall not elicit and maintain patron information for which there is no clear necessity.

EXECUTIVE DIRECTOR’S INTERPRETATION: It is our responsibility to protect the patron’s privacy in their use of the library, its programs and services, neither requesting nor maintaining information (visual, written or otherwise) about our patrons beyond that either required by law or business necessity.

REPORT (COMPLIANT): We are committed to keeping information about an individual’s use of the library only as long as needed in order to provide Library services. Full and current **guidelines policies** for the public will be posted on the JCPL website and updated when and as conditions change.

Colorado State law (CRS 24-90-101 et seq.) requires that we treat as confidential information about materials users check out, information they access, and their use of the library. CRS 24-73-101, 102, 103 requires that we keep patron personally identifiable information secure and properly dispose of this information.

I can report compliance.

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

- 2. I shall not collect, review, transmit, store or destroy patron information in a manner that fails to protect against loss of or improper access to that information.**

EXECUTIVE DIRECTOR’S INTERPRETATION: It is my interpretation that we must ensure that the documents or online gathering of patron data are handled in a manner, from collection until destruction, that avoids inappropriate access or loss of such data.

REPORT (COMPLIANT): We are committed to keeping information about an individual’s use of the library only as long as needed in order to provide Library services. Full and current ~~guidelines~~ **policies** for the public will be posted on the JCPL website and updated when and as conditions change.

Colorado State law (CRS 24-90-101 et seq.) requires that we treat as confidential information about materials users check out, information they access, and their use of the library. CRS 24-73-101, 102, 103 requires that we keep patron personally identifiable information secure and properly dispose of this information.

I can report compliance.

- 3. I shall not fail to maintain facilities that provide a reasonable level of privacy, both aural and visual, and that are reasonably free from public distraction and disturbance.**

EXECUTIVE DIRECTOR’S INTERPRETATION: Our libraries are designed and managed to serve large populations of users at one time. As such, the library provides many venues for quiet reading and study, computer privacy, individual and group study space, etc. All libraries have spaces and/or equipment to assist with this and staff is instructed to assist patrons with finding a suitable work environment that meets their needs.

REPORT (COMPLIANT): Library programs and services are designed to ~~ensure~~ **enable** patron privacy in the use of the library. As new technologies and services are added to our program of service, operational activities are vetted between library staff ~~and the Director of Public Services,~~ **the Chief Libraries & Inclusion Officer and the Chief Technology & Digital Innovation Officer**. When space limitations exist, every effort is made to ~~ensure~~ **enable** as much patron privacy as possible.

I can report compliance.

- 4. I shall not fail to maintain the confidentiality of a patron’s use of the JCPL and patron record except as required by law.**

EXECUTIVE DIRECTOR’S INTERPRETATION: Records of patrons’ usage of the Library will not be divulged except when necessary for normal library operations or as provided for in CRS 24-90-119, “Privacy of User Records.” I have been designated “Custodian of Library Records” by the Board and can make reasonable exception to this requirement.

REPORT (COMPLIANT): We are committed to keeping information about an individual’s use of the library only as long as needed in order to provide Library services. Full and current

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

~~guidelines~~ **policies** for the public will be posted on the JCPL website and updated when and as conditions change.

Colorado State law (CRS 24-90-101 et seq.) requires that we treat as confidential information about materials users check out, information they access, and their use of the library. CRS 24-73-101, 102, 103 requires that we keep patron personally identifiable information secure and properly dispose of this information.

I can report compliance.

- 5. I shall not fail to ensure that patrons receive prompt, courteous service from competent, well-trained staff.**

EXECUTIVE DIRECTOR'S INTERPRETATION: Educational and training requirements for knowledge, skills and customer service are required and provided to effect useful and respectful service toward our patrons.

REPORT (COMPLIANT): The Library ensures that all hires possess the required education, training and experience for their jobs and have the training required to successfully fulfill their job requirements. Mechanisms are in place for patron complaints and compliments.

I can report compliance.

- 6. I shall not fail to set and convey the policies for the use and circulation of library materials; fines/charges for damaged or lost items; a fee schedule for non-basic Library services; and policies for the use of bulletin boards and meeting/study rooms.**

EXECUTIVE DIRECTOR'S INTERPRETATION: Policies are in place that effectively direct public use of materials, resources, and facilities, so that all patrons can use our libraries and resources in a reasonable and responsible manner. We inform patrons of these policies. Staff is also versed in the policies such that they can address and discuss them with patrons.

REPORT (COMPLIANT): All of the library policies regarding library use are reviewed and updated as needed.

I can report compliance.

- 7. I shall not fail to enforce clearly articulated policies regarding content and control standards for Internet use and safety.**

EXECUTIVE DIRECTOR'S INTERPRETATION: Internet use policies derive largely from state law, as interpreted by the Library and attorney. Access to internet sites complies with filtering as required by law and Board-directed library policy. Staff and the public are made aware of these policies so that user and staff expectations are clear. Staff is trained to recognize non-compliant use and intervene if necessary.

REPORT (COMPLIANT): Our principal responsibility is to be compliant with state statute and

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Library Board direction within the limits of technology.

I can report compliance.

- 8. I shall not fail to convey that parents, guardians or caretakers are responsible for monitoring the activities and library use and controlling the behavior of children or other persons requiring supervision during their library visit.**

EXECUTIVE DIRECTOR'S INTERPRETATION: It is my understanding that we have a responsibility to inform parents/guardians/caretakers that it is their responsibility, not the Library's, to control use and provide reasonable supervision to their children or charges when visiting/using the library. Staff is directed to intervene when inappropriate or illegal behaviors/actions interfere with or disrupt others' use of the library and its resources.

REPORT (COMPLIANT): Norms and practices in the Library's Code of Conduct have been developed to assist staff in making these decisions. We also have our Code of Conduct posted on our website and will print it when asked by our public.

I can report compliance.

- 9. I shall not fail to inform patrons, when appropriate, of this policy, and to provide an open, accessible patron comment process.**

EXECUTIVE DIRECTOR'S INTERPRETATION: It is my understanding that we must inform patrons of library policies that concern and/or protect their use and rights in the library. As well, we must provide a patron comment process so that patrons have the opportunity to express their concerns to administration and management.

REPORT (COMPLIANT): The library uses several means by which to solicit and engage in patron comment including personal interactions with staff, electronic and print comment forms, an open-door process for the public to speak with management or administration, electronic and telephone communications and electronic options on the website. We also have our policies posted on our website and will print them when asked by our public.

I can report compliance.

- 10. I shall not fail to take appropriate steps to safeguard the safety of library patrons.**

EXECUTIVE DIRECTOR'S INTERPRETATION: I understand that this provision requires me to develop and implement policies and practices to ensure patron safety.

REPORT (COMPLIANT): We strive to maintain a high level of patron safety conditions. To confirm our safety standards, key staff along with local law enforcement conduct safety audits of public use areas. We also maintain and use safety/emergency mechanisms such as fire extinguishers and sprinklers, detection and alarm systems, AEDs and surveillance cameras. As well, each library establishes a working relationship with their local law enforcement agencies. The

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

library's Person-In-Charge program trains staff to assist with patron safety be it physical safety, threat or medical.

I can report compliance.

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

POLICY TYPE: MANAGEMENT LIMITATIONS
POLICY TITLE: *TREATMENT OF STAFF*

POLICY 2.2

MANAGEMENT LIMITATIONS

Initial Monitoring on Policy 2.2: *TREATMENT OF STAFF*

I hereby present my monitoring report on your Management Limitations policy 2.2 “Treatment of Staff”, in accordance with the monitoring schedule set forth in Board policy. I certify that the information contained in this report is true.

Signed:  , Executive Director

Date: March 21, 2024

BROADEST POLICY PROVISION

With respect to the treatment of staff and volunteers, the Executive Director shall not cause or allow conditions that are unfair, unsafe, disrespectful or inconsistent with the Jefferson County Personnel Rules, by which the Library abides.

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

Accordingly, pertaining to staff, I shall not:

- 1. Operate without a written personnel manual, which clarifies personnel rules for staff.**

EXECUTIVE DIRECTOR INTERPRETATION: The Library must have in place a personnel manual that sets forth the rules and policies regarding employment with the Library.

REPORT (COMPLIANT): The Library uses the Jefferson County Personnel Rules for our personnel manual.

I can report compliance.

- 2. Fail to provide staff with avenues for non-disruptive, internal expression of opinions.**

EXECUTIVE DIRECTOR INTERPRETATION: I understand this policy to mean that staff must know and be allowed to freely express their support, opposition, and concerns with the Library’s policies and practices without fear of reprisal, and in accordance with the rules and regulations established in SB22-230.

REPORT (COMPLIANT): New Library staff members are made aware that open and honest communication is encouraged at Jefferson County Public Library during their orientation process, and long-standing staff members are aware of this through administrative and management messaging. Jefferson County Public Library is an Equal Opportunity Employer and does not tolerate discrimination and harassment. The Library recruits, hires, trains and promotes employees without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or any other status protected by Federal or State law. The Library will not tolerate retaliation for opposing discrimination and harassment. The Library adheres to a formal complaint process, which is

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

available to staff, through Jefferson County Personnel Rules. **Certain complaints made by employees in the collective bargaining unit may be subject to additional processes involving AFSCME representation.**

I can report compliance.

3. Fail to acquaint staff with these Federal, State and County laws and Library policies.

EXECUTIVE DIRECTOR INTERPRETATION: It is my responsibility to ensure that all staff is informed of these policies.

REPORT (COMPLIANT): These policies are available online, on the staff intranet or included in the personnel manual and staff has access to them. **Staff are required to sign off annually on personnel rules.**

I can report compliance.

4. Allow staff to be unprepared to deal with emergency situations.

EXECUTIVE DIRECTOR INTERPRETATION: I understand this to mean that staff will be informed and trained on emergency policies and practices and appropriate staff will be trained to deal with emergency situations.

REPORT (COMPLIANT): The Library schedules regular Person-In-Charge (PIC) trainings where staff receives additional training for emergency situations. In turn, all libraries have a trained “Person in Charge” (PIC) on duty during hours of operations. Director-level staff are available to serve as the Senior PIC where immediate assistance and direction is provided to the location/library PIC, staff and law enforcement. Further, all incidents are reported and evaluated, to improve future response. Additional support and training is provided by subject-matter experts as needed to prepare staff to respond to specific circumstances. **Staff are required to review and sign off annually on basic safety guidelines.**

I can report compliance.

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

POLICY TYPE: MANAGEMENT LIMITATIONS

POLICY 2.3

POLICY TITLE: *FINANCIAL CONDITION AND ACTIVITIES*

MANAGEMENT LIMITATIONS

Initial Monitoring on *Policy 2.3: FINANCIAL CONDITION AND ACTIVITIES*

I hereby present my monitoring report on your Management Limitations policy 2.3 “Financial Condition and Activities”, in accordance with the monitoring schedule set forth in Board policy. I certify that the information contained in this report is true.

Signed: , Executive Director

Date: March 21, 2024

BROADEST POLICY PROVISION

With respect to financial condition and activities, the Executive Director shall not cause or allow the development of fiscal jeopardy, or a material deviation of actual expenditures from the Library Board’s Ends priorities.

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

Accordingly, I shall not:

- 1. Exceed the Library’s total expenditure authorization for operations or capital development.**

EXECUTIVE DIRECTOR INTERPRETATION: This requirement prohibits my spending on behalf of the library above the pre-set operations and/or capital development authorizations established by the Library Board and adopted by the Board of County Commissioners during the budget approval process. If circumstances arise where expenditure above the appropriated level is necessary, I must follow the budget transfer process or the supplemental appropriation process, outlined in the Library’s Budget Expenditure policy or the provisions of 4 below.

REPORT (COMPLIANT): The Library’s expenditure is reviewed monthly against the total amount authorized and reported in the financial statement. This report discloses year-to-date and projected expenses to the end of the year and is included in the monthly Board reports for informational and review purposes. It also includes any required requests and processes for budget transfers when circumstances arise that require expenditures above the appropriated amount.

I can report compliance.

- 2. Incur debt (with exception of procurement cards, which are to be paid in full when due).**

EXECUTIVE DIRECTOR INTERPRETATION: I understand that no library debt can be incurred without the approval of the Library Board other than short-term procurement card debt, which must always be paid when due. The Library Board can authorize debt as defined in the

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

“Library Law,” or by entering into long-term capital debt by other means.

REPORT (COMPLIANT): Monthly financial statements issued by the **Finance Strategy & Operations** division demonstrate all outstanding obligations which would show any debt as part of the report. These reports are compiled and reviewed monthly by the Library Board.

I can report compliance.

3. Fail to get Library Board approval for:

A. Use of the Library Fund

EXECUTIVE DIRECTOR INTERPRETATION: Accordingly, expenditures that have not been approved by the Board cannot be made in advance.

REPORT (COMPLIANT): Monthly financial reports regularly report compliance with this limitation. Requests come before the Board when its approval is required for an expense change.

I can report compliance.

B. Use of Fund Balance

EXECUTIVE DIRECTOR INTERPRETATION: This limitation requires Board review and approval before any use of fund balance can take place, with the exception of automatic working capital drawdowns until tax collection proceeds are posted to our fund.

REPORT (COMPLIANT): All use of reserves (and requests for use of reserves) is shown on budget development plans or financial reports, which are reviewed and approved by the Board.

I can report compliance.

C. Adding any salaried staff positions. This means that no new standard FTE positions beyond currently authorized positions can be added unless they are recommended by me and approved by the Library Board according to their authority under Colorado Library Law.

EXECUTIVE DIRECTOR INTERPRETATION: This means that no new salaried positions can be added unless they are recommended by me and approved by the Library Board.

REPORT (COMPLIANT): I review and act upon all requests for staffing changes which are ~~in my monthly reports and~~ in the annual budgeting process.

I can report compliance.

4. Authorize transfers of greater than \$100,000 among line items and categories within the operational fund.

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

EXECUTIVE DIRECTOR INTERPRETATION: Budget transfers less than \$100,000 between expense lines are allowed without board approval but non-emergency transfers greater than \$100,000 require Board authorization. The Executive Director may authorize transfers in excess of \$100,000 when an emergency situation exists and must inform the Board about all emergency transfers as soon as practical.

REPORT (COMPLIANT): All budget transfers follow the above guidelines, and any transfers are reported in the monthly financial statements.

I can report compliance.

5. Fail to settle payroll obligations and payables in a timely manner.

EXECUTIVE DIRECTOR INTERPRETATION: This means that we must process all payables in as timely a manner as possible if not in accordance with the vendor's dictates. Payrolls are processed in accordance with County policy.

REPORT (COMPLIANT): Payables are processed in a timely manner, normally weekly. With regard to payroll, all staff is paid bi-weekly, pay periods end every other Saturday and paydays are every other Friday.

I can report compliance.

6. Allow payroll or other tax payments or other government ordered payments or filings to be overdue or inaccurately filed.

EXECUTIVE DIRECTOR INTERPRETATION: The schedules of tax payments to other government units are strictly observed. The principal payment is payroll taxes.

REPORT (COMPLIANT): Payroll taxes are paid by the County as part of normal payroll practice and are reflected in our financial statements.

I can report compliance.

7. Expend more on a capital project than the amount previously authorized by the Board.

EXECUTIVE DIRECTOR INTERPRETATION: This means that capital project expenditures greater than approved must not occur without Board approval. However, small transfers (being no more than 10% of the total cost of the project or \$100,000, whichever is less) between individual project funds may be necessary, as they are completed.

REPORT (COMPLIANT): Monthly capital projects reports show the comparison between budgeted and actual expense of each project.

I can report compliance.

8. Acquire, encumber, lease or dispose of real property.

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

EXECUTIVE DIRECTOR INTERPRETATION: By statute, the Library Board is the only authority empowered to hold and acquire property. This means that all decisions regarding real property and buildings, whether owned or leased, must be reviewed and approved by the Board.

REPORT (COMPLIANT): The Library Board holds the authority for acquiring property. The Library Board approves all leases, disposals and acquisitions of real property. The Library Board also approves all issues of debt which could encumber real property.

I can report compliance.

9. Accept gifts or grants from sources that are not, in fact and appearance, legal and consistent with the mission and values of the library.

EXECUTIVE DIRECTOR INTERPRETATION: This means that the Library (nor I on behalf of the Library), cannot accept any gifts or grants when they appear to be inconsistent with our mission and role.

REPORT (COMPLIANT): Through the Agreement between the Library and the Jefferson County Library Foundation, some gifts to the Library are processed through the Foundation. These require Library review. Gifts or grants processed through the Library require executive director or designee review. The Library retains the right to specify the disposition of any gift.

I can report compliance.

10. Fail to pursue material receivables after a reasonable grace period.

EXECUTIVE DIRECTOR INTERPRETATION: This means that we must take action to recover material receivables. Material receivables are defined as accounts with an accumulation of overdue payables in the amount greater than \$500.00 for over 28 days.

REPORT (COMPLIANT): Accounts over \$500.00 and over 60 days overdue are notified and informed of the need to submit payment. Accounts past due over 90 days may be sent to collection.

I can report compliance.

11. Fail to exercise adequate internal controls over receipts and disbursements to avoid unauthorized payments or material dissipation of assets.

EXECUTIVE DIRECTOR INTERPRETATION: This means that we must have in place a process of checks and balances to maintain accountability both for payments and for inventory control.

REPORT (COMPLIANT): All payments by the Library are subject to multiple reviews by staff so that payments are only made for goods and services that the library has decided upon. If there are discrepancies, processing stops until a review can determine the validity of the claim. Inventories of equipment and supplies are carefully evaluated on a regular basis to ensure proper disposition of

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

those assets.

I can report compliance.

POLICY TYPE: MANAGEMENT LIMITATIONS

POLICY 2.4

POLICY TITLE: *ASSET PROTECTION*

MANAGEMENT LIMITATIONS

Initial Monitoring on **Policy 2.4: *ASSET PROTECTION***

Signed:  , Executive Director

Date: March 21, 2024

BROADEST POLICY PROVISION

The Executive Director shall not allow the Library's assets to be unprotected, inadequately maintained or unnecessarily risked.

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

- 1. I shall not fail to ensure against theft and casualty losses to at least replacement value, including coverage for Library materials, works of art, mechanical systems, computer equipment and systems, property while in transit, donated items, items not owned by the Library on exhibit/display and all Library facilities, including those buildings not open to the public (Administration, the Library Service Center and Support Services).**

EXECUTIVE DIRECTOR INTERPRETATION: I understand this provision to mean that the library must have in place a means to ensure against significant loss as expressed in any of the manners above. As well, we must be responsive to the changing value of said items, to changing conditions of risk, and to changes in insurance practices and law.

REPORT (COMPLIANT): The library's insurance program is part of the County's Risk Management program, and we contribute to the pool of coverages as specified by that Department. Some of those coverages are self-insured within the pool and some are purchased from agencies, as appropriate. The Library can direct our specific requirements. The Library periodically commissions an independent consulting assessment of our needs and adjusts the county pool coverages as necessary.

I can report compliance.

- 2. I shall not fail to ensure against loss or damage to library facilities by implementing a disaster response plan.**

EXECUTIVE DIRECTOR INTERPRETATION: I understand this provision to mean that we must maintain a comprehensive program of disaster response to ensure that the Library facilities are protected from significant loss from natural or man-made disasters.

REPORT (COMPLIANT): The Library has a Continuity of Operations (COOP) plan in place that

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identifies goals and objectives during emergency situations and clearly defines the roles and responsibilities of each director and each division within the organization during an emergency. This plan ~~insures~~ **ensures** protection of the library's assets, continuity of operations as well as a rapid response and recovery. The plan identifies resources and establishes back-up systems required to maintain internal and external communications, business functions and library operations. The Continuity of Operations Plan (COOP) is updated as personnel changes require but no less than annually. Additionally, the Library is part of the County's Emergency Operations Center's plan.

This provision has one associated implication in Monitoring report 2.3 that establishes emergency spending limits in excess of \$100,000 for the executive director during a disaster.

I can report compliance.

- 3. I shall not fail to ensure against loss or damage to library computers, technology equipment and systems by implementing a security and replacement plan.**

EXECUTIVE DIRECTOR INTERPRETATION: In order to be compliant on this measure, we must have in place a security and replacement plan to ensure against loss or damage to the library's technological and communication resources and network.

REPORT (COMPLIANT): The Technology & **Digital** Innovation division has addressed this in the Continuity of Operations Plan (COOP).

I can report compliance.

- 4. I shall not fail to ensure against liability losses to Library Board members, staff and the Library itself, including directors' and officers' liability and errors and omissions coverage, in an amount equal to or greater than the average for comparable organizations.**

EXECUTIVE DIRECTOR INTERPRETATION: This means maintaining a level of protection for Trustees and staff against liability claims while doing the work of the Library.

REPORT (COMPLIANT): Errors and Omissions coverage is a standard element in the Risk Management pool and provides protection for the Trustees and staff.

I can report compliance.

- 5. I shall not fail to ensure for general comprehensive on the Library's vehicles.**

EXECUTIVE DIRECTOR INTERPRETATION: I understand this to mean that we must have complete insurance protection for all vehicle operations.

REPORT (COMPLIANT): Complete vehicle operations insurance coverage is in place as part of the county pool and includes comprehensive, collision and liability coverage.

I can report compliance.

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6. I shall not fail to ensure against employee theft and dishonesty.

EXECUTIVE DIRECTOR INTERPRETATION: I understand this to mean that all library employees who handle cash or warrants must pass a sufficient background check prior to employment and that the library will maintain adequate internal controls to prevent or detect fraud.

REPORT (COMPLIANT): All employees who handle significant amounts of cash or warrants are covered under the County's crime policy which the Library participates in as part of the Risk Management pool. All library managers and finance staff are responsible for internal controls.

I can report compliance.

7. I shall not fail to maintain a system for the management of fixed and controlled assets that provides sufficient information for preparation of financial statements, ensures proper use, and provides for their maintenance, replacement and disposal.

EXECUTIVE DIRECTOR INTERPRETATION: It is my understanding that this provision requires an asset management system that provides a high level of accountability and gives us the necessary information so that we can reflect an accurate value for fixed assets in our financial statements, track material controlled assets, dispose of fixed and controlled assets in conformance with CRS 24-90-109 (1) (i), and make good decisions about the use and management of library assets.

REPORT (COMPLIANT): The Library **Finance Strategy & Operating** division uses the County's procedure to track assets. Asset additions and inventory are reviewed annually with County staff. The Library disposes of assets in accordance with County policy. This requirement is covered under our asset management policy, Jefferson County asset valuation and inventory control practices, and CRS 24-90-109 (1) (i).

I can report compliance.

8. I shall not fail to maintain and utilize guidelines for the acquisition, lending and de-accession of art.

EXECUTIVE DIRECTOR INTERPRETATION: It is my interpretation that the library must maintain art guidelines covering acquisition, de-accession, lending, maintenance and care.

REPORT (COMPLIANT): The Library's art guidelines recognize the special nature of the library's art collection. The Library maintains guidelines for art donations, acquisition, display, de-accession and lending of art.

I can report compliance.

9. I shall not fail to employ risk management practices to minimize exposure of the organization, its Board or staff to claims of liability.

EXECUTIVE DIRECTOR INTERPRETATION: It is my interpretation that the library must maintain risk management practices that minimize and / or limit claims of liability against the

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library itself.

REPORT (COMPLIANT): Risk management practices that work to reduce liability are part of the service we receive from County Risk Management. We implement those as directed and appropriate.

I can report compliance.

10. **I shall not allow any purchase wherein normally prudent protection has not been given against conflict of interest.**

EXECUTIVE DIRECTOR INTERPRETATION: I take this to mean that we must have practices in place that guard against staff and board members personally profiting from a procurement decision in which they participated.

REPORT (COMPLIANT): The Library’s procurement processes have oversight procedures to minimize the possibility of conflict of interest. Our procurement manual reflects this provision, and it is posted on the Library’s intranet. Also, Jefferson County has as part of the Personnel Rules, a “Conflict of Interest” policy which covers most significant issues of conflict, and which is applicable to all library staff. The library’s Policy Governance practices ensure this same oversight for board members.

I can report compliance.

11. **I shall not allow for procurement practices which do not serve the best interests of the Library and are not consistent with best practices and Jefferson County Purchasing Guidelines.**

EXECUTIVE DIRECTOR INTERPRETATION: This provision requires that significant procurement decisions be competitive or otherwise made in the best interest of the library. Each such decision must demonstrate, as part of the procurement documents, to have been compliant.

REPORT (COMPLIANT): All procurements and purchases conform to this requirement and are documented in the procurement paperwork.

I can report compliance.

12. **I shall not fail to store and preserve Library records in accordance with a Records Retention schedule and program under the direction of the Jefferson County Records Management department.**

EXECUTIVE DIRECTOR INTERPRETATION: The library, as part of its normal practices must carefully preserve its operational history as reflected in its files and records.

REPORT (COMPLIANT): The library works with the County’s Records Management department to develop retention schedules that are consistent with applicable statute and good business practices.

I can report compliance.

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13. I shall not fail to protect intellectual property, information and files from loss, improper access or significant damage

EXECUTIVE DIRECTOR INTERPRETATION: I understand this provision to mean that internal documents, files and other operational information must be carefully protected from loss or damage and that access is limited to the terms of public records' statutes and business practices of confidentiality.

REPORT (COMPLIANT): Operational materials, records and resources are managed under basic business practices of confidentiality and security using available means to do so including locked files, electronic controls, password protection, document and data destruction, etc. Confidential files are kept under careful limits of access. Statutes define much of this process for us and we maintain an active understanding of applicable law.

I can report compliance.

14. I shall not receive, process or disburse funds under controls insufficient to meet the County appointed auditor's standards (as set forth in Management Letter and/or other correspondence).

EXECUTIVE DIRECTOR INTERPRETATION: This means that our financial controls and practices must be conducted in a manner consistent with applicable standards of accountability as required by law and County practices.

REPORT (COMPLIANT): Our financial practices are directed by law and County practices and our Finance division and staff follows these structures accordingly.

I can report compliance.

15. I shall not compromise the independence of the financial auditor or the Board's other external monitoring or advice, such as by engaging parties already chosen by the Board as consultants or advisors.

EXECUTIVE DIRECTOR INTERPRETATION: This provision serves to prevent audit contractors from auditing their own work. This is a practice that can diminish the value and the accuracy of audits and other financial reports. I understand that I must make such financial reporting decisions in a way that ensures independent and accurate audits.

REPORT (COMPLIANT): The County selects our external auditor; auditors that then proceed to evaluate our financial practices under commonly accepted standards and the terms of their contract. We have, from time to time, requested County approval for additional auditing services from the auditors, to help us document the value of some of our practices or to provide the Board with additional information. These requests are made and handled to ensure independent and accurate audits and are not in conflict with this policy provision.

I can report compliance.

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16. I shall not endanger the organization’s public image, its credibility, or its ability to accomplish Ends.

EXECUTIVE DIRECTOR INTERPRETATION: The Library’s public image and credibility are among its most valuable assets. I understand that a significant part of my work is protecting that asset, taking into account all of our fiscal, technical, informational, service and public relations activities.

REPORT (COMPLIANT): Much thoughtful work goes into our processes of service and support for the goals the community sets for itself. We can point to service outputs, productive partnerships, invitations to participate and other measures that we promote and maintain a positive image in the community.

I can report compliance.

17. I shall not change the organization’s name or substantially alter its identity.

EXECUTIVE DIRECTOR INTERPRETATION: The name of this organization is Jefferson County Public Library. In this provision, the Board has determined that identity changes to the name Jefferson County Public Library of any kind must be reviewed and approved by the Board. I further take this to mean that the naming of individual buildings or significant elements of buildings is the Board’s prerogative.

REPORT (COMPLIANT): We maintain a careful observance of Board-established names and identities, while investigating the value of selective name changes when such changes can enhance the community’s understanding and/or support of our role and our work. In all cases the Library adheres to the Board’s naming policy.

I can report compliance.

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POLICY TYPE: GOVERNANCE PROCESS

POLICY 4.10

POLICY TITLE: COLLECTION DEVELOPMENT

Collection Development Policy

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

Our selection and retention of materials is also guided by and comply with the provisions of C.R.S. 24-90-122(2)(A) which requires libraries to follow these standards:

- (a) A public library serves as a center for voluntary inquiry and the dissemination of information and ideas;**
- (b) The public has the right to access a range of social, political, aesthetic, moral, and other ideas and experiences through a public library;**
- (c) Each library resource is provided for the interest, information, and enlightenment of the community and should present diverse points of view in the collection as a whole;**
- (d) A public library shall not exclude a library resource because of the ethnic origin, ethnic background, or gender identity of those contributing to the creation of the library resource or because of the topic addressed by the library resource or the opinions expressed in the library resource;**
- (e) A public library shall not proscribe or prohibit the circulation or procurement of a library resource because of partisan or doctrinal disapproval of the library resource;**

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(f) It is the responsibility of a public library to challenge censorship in the fulfillment of its responsibility to provide information and enlightenment;

(g) A public library shall consider the perspectives of marginalized groups, including those identified in section C.R.S. 22-1-104 (1)(a) that names American Indians, Latinos, African Americans, and Asian Americans, the lesbian, gay, bisexual, transgender individuals and persecuted religious minorities;

(h) For a public library that provides facilities to the public, the library shall make the facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use; and

(i) A public library shall prohibit discrimination based on age, background, political or religious views, origin, disability, race, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, or ancestry in the selection, retention, display, use, or reconsideration of library resources and public meeting spaces.

Collection Direction

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

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

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

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

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- **CRS Title 24, Article 90, Section 24-90-122: Concerning Standards that Public Libraries are Required to Include in Policies Regarding Library Resources.**

~~This written collection development policy has been established by the Jefferson County Public Library Board of Trustees and complies with CRS Title 24, Article 90, Section 24-90-122: Concerning Standards that Public Libraries are Required to Include in Policies Regarding Library Resources.~~

Intellectual Freedom and Material Selection

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

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

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

Scope of Collection

Our libraries have high-interest materials in various physical and digital formats supporting all areas of the collection. The materials available at each location may differ. JCPL's collection in its entirety is available to all residents of Jefferson

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County. A library for all has a collection for all, with the expectation that not every item in the collection will appeal to everyone.

Collection Selection

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

General Selection Criteria

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

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

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

- Accuracy of content
- Artistic merit, literary value or recognized award recipient
- Author reputation and/or authority in the field
- Availability through resource sharing
- Binding
- Cost
- Ease of access for electronic formats and ability to access on existing platforms
- High interest to the general Jefferson County population
- Lasting value to the community

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- Local or national significance
- Older materials of lasting value; may be replaced as needed based on patron demand and use
- Online availability and accessibility to the general public
- Past patron use
- Professional reviews
- Publication date
- Publisher and vendor availability
- Relationship to the existing collection
- Relevant to the needs and interests of the community
- Suitability of the physical format for library shelving and circulation and durability/quality of the format

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

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

Library of Things

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

- Cost
- Does not require any washing
- Durability
- Ease of use
- No consumable parts
- Not worn against a person's body
- Number of parts that require tracking
- Recurring maintenance requirements
- Safety and liability

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- Size and ability to fit into the library's courier bins for transportation between locations
- Space for storage

Purchase Suggestions

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

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

Collection Maintenance and Deaccession

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

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

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

Gifts, Donations and Memorials

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

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

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

Local History and Government Materials

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

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

~~Intellectual Freedom and Material Selection~~

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

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

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

~~*Jefferson County Public Library is guided by:*~~

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

Approved: Date TBD

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POLICY TYPE: GOVERNANCE PROCESS

POLICY 4.10.1

POLICY TITLE: RECONSIDERATION OF LIBRARY RESOURCES

Jefferson County Public Library Reconsideration of Library Resources Policy

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

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

JCPL fully supports and believes in the freedom of information for all and therefore does not practice censorship. Selection of an item or presentation of a program does not imply JCPL's endorsement of the viewpoints expressed. The library's varied resources are available to all; however, it is not expected that every resource will appeal to everyone. The selection of material is not made on the basis of anticipated approval or disapproval. **It is the responsibility of a public library to challenge censorship in the fulfillment of its responsibility to provide information and enlightenment.**

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

JCPL's selection, retention and exclusion of materials and programs complies with the provisions of C.R.S. 24-90-122 and JCPL [Collection Development Policy](#).

~~The merits of the resources, along with the collection needs, drive selection. Materials may be excluded from the collection according to the JCPL Collection Development Policy. This written reconsideration policy has been established by the Jefferson County Public Library Board of Trustees and complies with CRS Title 24, Article 90, Section 24-90-122: Concerning Standards that Public Libraries are Required to Include in Policies Regarding Library Resources. It is the responsibility of a public library to challenge censorship in the fulfillment of its responsibility to provide information and enlightenment.~~

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

Procedure for Requesting Reconsideration

The Jefferson County Public Library Board of Trustees established this reconsideration policy in accordance with *CRS Title 24, Article 90, Section 24-90-122: Concerning Standards that Public Libraries are Required to Include in Policies Regarding Library Resources.*

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

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

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

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

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