



Jefferson County

# **PUBLIC LIBRARY**

## **BOARD STUDY SESSION**

**DATE:** February 13, 2025

**TIME:** 5:30 P.M.

**PLACE:** Hybrid Public Meeting

- Online via ZOOM
- In-Person at Lakewood Library meeting room, 10200 W. 20<sup>th</sup> Avenue, Lakewood 80215

### **Board Governance - Strategy**

- 2026+ Strategic Planning

Guest: Greg Bellomo, Government Performance Solutions, Inc

### **Board Governance- Policies**

- JCPL Operational Practices for Collection Development and Reconsideration of Materials Policies Update

Guest: Kurt Behn, County Attorney's Office

### **Strategy & Operations**

- Contingency request Budget Transfer
- LED Lighting Updates

### **Contracts & Agreements**

- Standley Lake Library Audiovisuals Contract- Xcite Audiovisuals, LLC

For instructions on how to access the **online ZOOM Study Session** please go to:

<https://jeffcolibrary.org/board-of-trustees/2025-study-sessions/>

# **NEXT BOARD STUDY SESSION**

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



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

TO: Donna Walker, Executive Director

FROM: Matt Griffin, Chief Strategy & Operating Officer

DATE: February 13, 2025

RE: 2026+ Strategic Planning – Refinement of Mission, Vision & Broad Goals

## **Purpose**

This memo outlines proposed refinements to JCPL’s mission, vision, and broad goals based on Board feedback. We will seek further input on the mission and vision revisions in February and continue discussions on these and the broad goals into March.

## **Overview**

Following the January Study Session, the JCPL Directors Team reviewed the Board’s feedback on the current mission, vision, and broad goals. The discussion affirmed that our mission and vision remain relevant and garnered a few proposed refinements to better reflect JCPL’s evolving role, impact, and commitment to equitable access.

For the broad goals, the JCPL Leadership Team sees an opportunity to add depth and clarity by:

1. Adding animating language to make each goal more vivid and compelling.
2. Adding a new Broad Goal focused on our employees, recognizing that JCPL’s people are central to fulfilling our mission.

## **Mission Statement Adjustments**

The current mission reads:

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

Key themes from the Board’s discussion included:

- Affirmation that the mission largely captures JCPL’s core purpose.
- A preference for “equitable” over “equal” to better reflect the diversity of access needs.
- Interest in broadening the scope beyond information to include experiences and programming.
- Consideration of the community impact JCPL provides, including economic, social, and educational benefits.

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### **Proposed Mission Revision**

**Below are two draft options for a revised mission statement, reflecting Board feedback and opportunities for refinement.**

*Jefferson County Public Library is at the center of creating a vibrant and educated community by providing equitable access to information, experiences, and opportunities that enrich lives.*

*Jefferson County Public Library enriches lives and our community by providing unfettered access to information, experiences, and opportunities.*

### **Refinements:**

- The Library's purpose is to be a hub – "at the center of our community" - creating opportunities for all.
- "Equitable" to reflect the importance of diverse access needs. "Unfettered" can be another way to express this sentiment.
- The addition of "experiences" to recognize programming and community engagement.
- A focus on impact— "enrich lives" acknowledges the broader social and economic benefits.

### **Vision Statement Adjustments**

The current vision reads:

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

Key themes from the Board's discussion included:

- Agreement that the current vision is strong and largely reflects JCPL's direction and community needs.
- Interest in making lifelong learning a clear and prominent aspect of the vision.
- Recognition that "destination" may imply only physical spaces, while digital and offsite access are also critical.
- A desire to articulate the impact of JCPL's work beyond just the activities it facilitates.
- Questioning the use of the language "generations."

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## Proposed Vision Revision

**Below are two draft options for a revised vision statement, reflecting Board feedback and opportunities for refinement.**

*Jefferson County Public Library is an essential place in our community where people of all ages, backgrounds, and abilities connect, discover, learn, and create. We reach people where they are.*

*Jefferson County Public Library strengthens the social fabric of our community by being the place where all are welcome to connect, discover, learn, and create.*

Refinements:

- Maintains the strong action-driven language of “connect, discover, and create.”
- Introduces the word “learn” to explicitly incorporate lifelong learning.
- Expands the concept of access beyond physical spaces by adding “...where they are” in one example and using the word “place” in another to acknowledge the trend in libraries as “placemaking.”
- “Strengthens the social fabric of our community” demonstrates a value proposition.
- Replaces “all generations” with “all ages, backgrounds, and abilities” for more inclusive language

## Broad Goals

The spirit of the current Broad Goals aligns with JCPL’s long-term vision and desired community impact. However, based on Board feedback, the JCPL Directors Team sees an opportunity to add more depth and clarity. To support this, we are introducing examples of potential refinements—these examples can serve as starting points for discussion in February and March.

Proposed refinements:

- **Three Broad Goals:** Equity, People, and Place.
- Adding descriptive language to each goal to better capture JCPL’s impact and intent.

Below are examples to guide our discussion in February and March. We consider these ideas a starting point for refining the goals together.

**Please review these examples and begin considering powerful words that capture the Board’s intentions for the organization.**

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## **Proposed Broad Goals**

### **1. Equity of Access**

Reinforcing JCPL's commitment to equitable access to the collection, service, people, places, and technology in meeting diverse community needs.

- *Example:*  
*"Something for Everyone - Provide equitable access for diverse needs."*

### **2. Our People**

Recognizing the critical role of JCPL's workforce in delivering its mission and fostering a workplace where staff are valued and supported.

- *Example:*  
*"Engaged Workforce – Cultivate an empowered, curious, thriving workforce."*

### **3. Creating Place**

Placemaking through welcoming, flexible services, spaces and places, physical, digital, and offsite that catalyze connection, discovery, and possibility.

- *Example:*  
*"Everyone Belongs – Create services, spaces and places that fit all ages, backgrounds, and abilities."*

We look forward to the Board's thoughts on how best to refine these goals to reflect JCPL's mission, vision and impact.

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

TO: Library Board of Trustees

FROM: Donna Walker

DATE: February 13, 2025

RE: JCPL Operational Practices for Collection Development and Reconsideration of Materials Policies Update

**Background:**

On November 21, 2024, the Library Board was presented with revised policies for Collection Development and for the Reconsideration of Library Resources. These are intended to become Board Policies that comply with CRS 24-90-122.

At that meeting there were questions about library operational practices related to Collection Development. There was also robust discussion on possible revisions to the wording of the Collection Development Policy and the Reconsideration of Library Resources Policy.

At the request of the chair, the Library will provide two topics for discussion at the study session:

1. A staff briefing of JCPL operational practices used to select and deselect material, and how we handle requests for reconsideration.
2. Updated policies for Board review and discussion
  - Collection Development Policy 4.10
  - Reconsideration of Resources Policy 4.10

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

**POLICY TYPE: GOVERNANCE PROCESS**

**POLICY 4.10**

**POLICY TITLE: COLLECTION DEVELOPMENT**

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**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;**

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

(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](#)



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

- **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

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

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

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

- 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](#).

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

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.~~

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

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

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

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

Approved: Date TBD

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

**POLICY TYPE: GOVERNANCE PROCESS**

**POLICY 4.10.1**

**POLICY TITLE: RECONSIDERATION OF LIBRARY RESOURCES**

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## 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.~~

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

~~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.



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

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.*

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

TO: Donna Walker, Executive Director

FROM: Matt Griffin, Chief Strategy & Operating Officer

DATE: February 13, 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 will 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 at the February 20, 2025 regular Board meeting.

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

TO: Donna Walker, Executive Director

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

DATE: February 13, 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 will request the Board's authorization for the Executive Director to execute a contract with Colorado Lighting, Inc. in the amount of \$118,631 at the February 20, 2025 regular Board meeting.

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

TO: Donna Walker, Executive Director

FROM: Bernadette Berger, Chief Technology & Digital Innovation Officer

DATE: February 13, 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. 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 are asking the Library Board of Trustees to authorize the Executive Director to sign a contract with Xcite Audiovisuals in the base amount of \$104,343.39. **This item will be placed on the consent agenda for the February 20, 2025, Library Board meeting unless otherwise instructed by the Board.**