

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

February 20, 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 February 20, 2025. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:31 p.m.

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

Trustees not present: Pam Anderson.

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; Jessica Paulsen, Assistant Director of Public Services for Customer Experience; Kelci Rude, 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.

Anna Sparlin and Jill Hinn addressed the Board and provided public comment regarding staffing decisions at Conifer and Evergreen, and work environment and wage increases for staff.

The Chair advised the Board that one online public comment was received.

The Chair closed the public comment portion of the meeting at 5:42 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 Minutes of January 9, 2025 Study Session
- B. Approve Minutes of January 16, 2025 Board Meeting

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 Hall, Foundation Executive Director, provided an update on the activities of the Foundation. Jo was recently married, and her new name is Jo Schantz Hall. The Foundation Board made the decision to close The Whales Tale 2 bookstore effective February 10, 2025, and focus attention on the bookstore in Colorado Mills. Jo presented naming opportunities at the Conifer Area Council meeting. The Books on Film series will be on July 2, showing Jurassic Park Rebirth. The Foundation is partnering with Dinosaur Ridge to host a post-film talk. Many naming rights have been completed in Conifer Library. There is continued interest and donations towards the permanent reading wall. The Volunteer Appreciation Luncheon is on July 25 at Wheat Ridge Recreation Center. JCPL Trustees are invited to attend.

There were no questions. As the newly appointed Foundation liaison, Trustee Fagan noted his interest in connecting with Jo to learn more about the Foundation in the future.

EXECUTIVE DIRECTOR REPORT

- A. Executive Director Report

The Executive Director informed the Board of a recommended change in annual plan regarding the Express Library - South project. In 2024 the Board authorized a supplemental budget request for JCPL to create an Express Library in South County as a new project. This stemmed from the Arvada Express Library's successful one-year evaluation. With the closing on Bradford Road, the Library studied options and decided to provide services on the property we purchased. The library recommended

removing the Express Library project from the annual plan and instead, implementing interim services on this property as an operational project in the South County Library Program. Funds carried forward for the project will revert back to the fund balance. The Board indicated consensus to remove the project from the annual plan and continue with the new approach.

B. Capital Building Projects Update

NW Jeffco: In response to a question from the Board, the Executive Director advised that the Library decided not to create a NW Jeffco advisory council. Unlike South County, the community is already fully onboard and doesn't require the same advocacy. The Library has an embedded manager in the community to fill gap with people he's meeting. Don't see work for the council to do.

South County: JCPL is continuing community engagement to determine what people want to see in the Library. An engagement opportunity is available this Saturday at the property. Another one is happening on March 1st. Vendors and staff interview people at these events with a questionnaire like the survey. The team is excited about different ways to do engagement and we're receiving good feedback. The Library would have needed 8 focus groups to get similar engagement.

Arvada: Getting pricing on the schematic design. Flintco, our General Contractor, has joined design team meetings. Meeting with the city in a couple weeks to discuss partnership opportunities to activate the space around library.

Conifer: More to come this evening.

C. Joan Atwater Naming Agreement

The Executive Director noted that the donor lives in Morrisson and is part of the book club in Conifer.

MOTION: Jill Fellman moved that the Library Board of Trustees approve the Donation and Name Recognition Agreement between Joan Atwater, the Jefferson County Library Foundation, Inc., and the Jefferson County Public Library. Seconded by Stanley Harsha the motion passed by unanimous vote of all Trustees present.

D. 2024 Year End Fundraising Report and 2025 Plan

Bridget Beatty, Bridget Beatty Consulting, LLC, addressed the Board to recap of previous year fundraising efforts and summarize the year end.

Goals And Objectives

The new model for fundraising is focused on increasing direct funding to JCPL from philanthropic sources. This enhances value to Jeffco residents and delivers more with greater impact.

2024 Recap

During Quarter 1 of last year JCPL, completed a Scope of Work and retained Bridget Beatty. During Quarter 2, parameters were established for this position, which included the pursuit of grants over \$25,000 with philanthropic sources. When 501c3 is required, Jefferson County Library Foundation will participate for a 5% indirect rate for fiscal sponsorship.

Grants Secured

Quarter 3 focused on relationship building and three grants were secured by year end, including Colorado Gives Foundation for Hard Times Workshops, Colorado Gives Foundation for Early Education & Literacy, and El Pomar Foundation for Capital for Conifer. Funds will be booked and spent in 2025. The goal was to raise \$75,000 with the new model in 2024. Total raised was \$75,799. After 5% indirect rate for fiscal sponsorship of the Colorado Gives Foundation grant, \$73,320 was received direct to JCPL.

Highlight

Perspectives gathered from working with the Conifer community were incorporated into multiple funding proposals.

Under Development

JCPL and Bridget Beatty Consulting are continuing to work on internal coordination, noting there are many people involved in grant coordination internally. JCPL established a scheduling liaison for the role to help connect Bridget with staff who own the information internally to improve communication. Another focus area is consistent messaging, as there is a demand to be as in sync when talking to philanthropic partners about unmet needs.

On the Horizon

2024 was a pilot year. Now we've expanded to include public sources at the state or federal level.

2025 Prospects

Prospects shown include a decent or strong fit for JCPL's unmet needs. The list does not indicate that entities have shown interest. The Denver Foundation is underway. We're building a relationship with Anschutz Foundation. Gates Foundation might fit Hard Times Workshop. Great Outdoors CO could work for outdoor opportunities. CO Gives will have another grant opportunity; we're prioritizing the Family Place in Arvada in conjunction with JCLF. The fundraising goal for 2025 is \$150,000.

There were no questions. The Chair commented that 2024 was a very successful first year and was not even the full year. Even with the Foundation taking 5% indirect rate, she would call it making the goal. The Chair is excited about items identified as potential and shared gratitude for the work that been done.

OPERATIONAL UPDATES

Strategy and Operations

A. 2024 End of Year Report

Matt Griffin, Chief Strategy & Operating Officer, addressed the Board and shared that he would be recapping the prior year in his presentation and noted the full report is available in the memo. The presentation provided an overview of strategic projects and accomplishments, reviewed success measures and data points and finished with feedback from patrons.

Project Accomplishments

JCPL had great success in 2024. There was a bias towards action, and this is represented in the packet with a breadth and depth of projects. Examples of accomplishments include strong action within the South County project and forward momentum. All three deliverables for 2024 were met in 2024. Acquisition of the property was in 2025. Much of the work for Imagination Library happened in Q3 and Q4 2024. The full project was kicked off and closed in 2024. The Talent Pipeline Development was an internal project that included many types of development: DEI training, leadership academies, leadership lunch and learns, book clubs, and an in depth talent pipeline assessment with Directors Team.

Library Benchmark Measures

JCPL had a record-breaking year in key performance indicators. The growth is tangible. Collection use is at an all-time high - 10 million for physical and digital materials. Circulation of e-materials grew by 10.1%. Program attendance was 220,000; a 10% increase from 2023. 20,000 patrons participated in the Jacqueline Woodson event alone. JCPL expanded reach and satisfaction with market penetration up by 4.3%. The Net Promoter Score increased as well.

On the broadest level, more people visited. Library visits climbed by 6% in 2024 versus 2023. The Library is a vital place in the community. This underscores our commitment to deliver what the community wants, and the data says we're achieving this.

Feedback from Our Patrons

Additional patron feedback and quotes are included within packet. Feedback shows the Library is a community anchor, a safe learning space, and people recognize the detailed work that our team does.

Discussion

In response to a question, the Board was informed that market penetration is calculated using a service called Savannah. It is pulled from active card users based on residents as a percentage of the Jeffco resident total population. This shows the reach and how many people are utilizing the library versus how many have a card. Must be an active user to be counted. JCPL also benchmarks through Savannah software. Julianne Rist noted we're about 10 points ahead of everyone else.

In response to a question, the Board was informed that the report is included the Board minutes and packet as presented. JCPL is looking at making a more user-friendly version for the website. The Chair noted that this would be wonderful to do, as it includes terrific information. It's important to make sure we're sharing with the public in an easy way and in something outside of the minutes. This

creates awareness of how much JCPL does in a year.

The Chair expressed an interest in garnering consensus for how the Board felt JCPL met their annual goals. The Board indicated consensus.

Board comments included:

- JCPL staff are dedicated to surpassing expectations. Their dedication and passion comes through the entire report.
- An amazing report; hopes the public widely reads.
- Thumbs up.
- Impressive.
- Sharing appreciation for the report.
- Expressed gratitude for comments on increasing program attendance; 10% over a year is double digits.
- It's quite remarkable to see how many items were completed in a year.

The Executive Director noted that there were 58 deliverables for 16 projects. 56 were completed or in progress by the end of year. Only two were not started of the 58 deliverables. Of the 10 million total collection, 6.5 million were physical materials. It is helpful for board to know the number of touches for physical materials. Other notable updates that weren't mentioned in the report include 2,000 appointments made for Book A Librarian, 50,000 items were checked out from holds lockers, there were 250,000 wireless sessions, we launched the digital library card, answered 54,000 calls, held 8,000 programs - half of which were Story Times, and almost 2 million people walked through our door. In summary, she hoped JCPL met expectations for the annual plan.

In response to a question, the Board was informed that it is difficult to track how many refugees and immigrants come into our libraries to find jobs or learn English. The Executive Director noted that we can get a language preference, but there are certain things we don't ask. JCPL will take note to determine how to answer this question.

Libraries and Inclusion

A. Conifer Library Design Update

Julianne Rist, Library Planning & Policy Senior Advisor, introduced the topic. In conjunction with EUA, the Library shared the design for Conifer Library. Julianne noted that JCPL has valued our partnership with Conifer High School since 1996, but school hours impacted the Library. This prompted a look at library services for the community. JCPL engaged the community and determined the library was a community center and resource for the mountain area. They wanted the same amenities and feel as the other libraries in the system. Julianne introduced Lynsey Grace, Senior Project Manager: Associate, from EUA to walk through the design plans. EUA is the architect for Conifer.

Schedule

The last time EUA attended a JCPL Board meeting, they discussed community engagement. Since

that time, the design team has been producing design documents. Those are currently in for permitting. JCPL is working with Franssen Pittman to finalize price. The plan is to move into construction within the next month.

Recap Community Feedback

There were five key themes. The community is looking for a gathering place with increased hours. Collection materials need to be rethought and be more diverse for the whole community. Services need to be accessible for all patrons; for example, it's hard to get to the library from the current parking lot. Spaces need to be flexible; provide multiple seating styles and acoustic separation. Finally, there was an elevated focus for staff inhabiting the space.

Design meets needs

The design meets the needs for community gathering spaces, meeting rooms, study rooms, and a variety of furniture. Staff are working on tailoring the collection. The site provides parking near the entry. Flexible seating throughout the space. There is dedicated staff space to make the space functional.

Design Update

Based on community feedback, the "Into the Forest" concept was developed. The forest contains three zones: Zone 1 – The clearing with bright light, minimal color; Zone 2 - Tree line is transitional with an introduction of color; Zone 3 – located towards back, it represents the forest itself with saturated color and texture.

Floor Plan

Focused on entry progression. Beginning with sliding glass door, new signage and graphic film at vestibule to help identify an entry. The main library is open and flexible with defined zones for children, teens and adults. There is a community room on east side and staff space on the west.

Existing Storefront

The existing storefront was meant to have 3-5 retail spaces that we're making into one. Plan to create a new entry. There will be a visual cue for where patrons should go. Second cue will be JCPL signage (internally illuminated design). The design will utilize impactful window film in the concept of pine needles, with grey tone towards exteriors and color saturation towards the entry point. Will add new lighting under the canopies. Two existing entrances will be turned into glass windows to define the new entry. Staff entrance on the right. Will keep code-required door for safety.

Interior Entry

Will utilize stacks and kiosks to provide natural separation. The main service point is visually located within the entrance. There is another service point in the adult area. Computers are also available here. There is flexible seating throughout the space; study cubes with high walls, lounge seating in teen area, study rooms and a meeting room that can be broken into smaller rooms.

Entry and Main Library Zone

The green panels in the Children's area are acoustic panels to keep noise down. There is a power wall for community announcements.

Children's and Teen Areas

Height of shelves provides enclosure to teen area beyond providing privacy. There is a TV monitor in the area.

Main Movement Axis

Computers are at low tables for children's use. The grey blue area is study corral. There is a study room on the right. The far back blue wall is within the community room.

Community Room

Key feature: operable wall (letter A). In full form, the room can support 25-30 patrons. Each side can support 12-18 when split. Connection to library was critical; letter C is the connection via glass doors which encourages use of the space.

Community Room

Two monitors are available for when space is subdivided. Wall follows a track. The wall is white board for writing ability.

Staff Work Area

Staff have a dedicated entry. There is one office, a workroom for 2-4 staff, a breakroom, a respite room for nursing mothers or wellness needs, and mechanical and electrical rooms

In response to a question, the Board was informed that when the community room is divided, one side fits 12 people and the other fits 18. This is due to the function of the furniture and how many chairs can fit. If just chairs and no tables were used, the rooms would fit more people than that.

In response to a question, the Board was informed that the Library is planning a material return that's outside and accessible 24/7, however it won't be directly in building.

In response to a question, the Board was informed that the grant for Conifer will allow us to put in OpenPlus, to allow for expanded hours for self-service. Conifer could be open more hours than a standard library.

In response to a question, the Board was informed that the awnings will stay in front. There will be additional lighting. Signage will go above the door in the area between bottom of awning and top of the door. EUA is working with JCPL signage person.

In response to a question, the Board was informed that patrons cannot enter the community room from the door. The door is exit only unless there was an event where the door was propped open.

In response to a question, the Board was informed that the study room capacity shows two chairs

however patrons may be able to sit close and fit three people.

Board comments noted that the design looks beautiful. The community is very excited as it continues.

Strategy and Operations

A. Notice to Proceed Request for Conifer Library Tenant Improvements

Steve Chestnut, Director of Facilities and Construction Project noted that the next steps in Conifer Library are to get costs for design and do permitting and construction. Fransen Pittman provided a cost of \$1,646,742.

The Executive Director advised the Board that we designed the library to JCPL standard, even though we don't own the building. When we add everything up, including the Guaranteed Maximum Price, it's trending over budget \$111,000. This includes after-hours access. JCPL is still working on bringing the number down. JCPL couldn't get value engineering done by this meeting. The desire is to move forward and move out of the school on schedule.

In response to a question, the board was informed that JCPL could incur savings down the road in the lighting package. There is a contingency but we don't want to dip into it. There are pending value engineering savings on a mechanical item. If the Board has concerns about the budget, we can find other furniture to bring in; as presented everything is new. We're currently trending \$100,000 over for the \$2.5 million project budget.

The Board commented that the architect and builders are trying to make the library as quality as possible, like other libraries. Residents of Conifer really appreciate that.

MOTION: Stanley Harsha moved that the Library Board of Trustees authorize 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 Guaranteed Maximum Price of \$1,646,742. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

B. Contingency request Budget Transfer

There were no questions.

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to execute the budget transfer of \$118,631 from the Contingency fund to ARM 01. Seconded by Bing Walker the motion passed by unanimous vote of all Trustees present.

C. LED Lighting Contract

There were no questions.

MOTION: Renny Fagan moved that the Library Board of Trustees authorize the Executive Director to execute a contract with Colorado Lighting, Inc. in the amount of \$118,631. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

Finance and Budget

A. Financial Report (January 2025)

Matt Griffin, Chief Strategy & Operating Officer, addressed the Board and provided information on the January 2025 monthly financials. He noted that in the first month of spending in 2025, the Library is on track and in a healthy position. The January Table 1 showing the operating budget at 7% is on track. Capital projects appear like we're trending above budget but that is not quite the case due to large spending in January against South County acquisition and the 2025 budget doesn't include carry forward requests here. The budget would increase with carryforward process.

There were no questions.

B. Carryforward Request for Fiscal Year 2025 Budget Amendment

Matt Griffin, Chief Strategy & Operating Officer, addressed the Board and noted that we go through this process every year in February. We look at what was budget but wasn't spent in 2024. If we need that money in 2025, we can supplement the current budget. Anything not carried forward flows back into fund balance. We identify these projects and amounts to add to 2025 budget to achieve against these projects.

In response to a question, the Board was informed that there is no carryforward for Northwest Jeffco. There is enough in the current 2025 budget to cover plans for the year.

In response to a question, the Board was informed that the \$11 million is the unspent funds to bring into 2025. JCPL did not have the total unspent funds available in that moment.

In response to a question, the Board was informed that because of the timing of the South County acquisition in 2025, we always must have funds in the budget to cover that year's budget. This is difficult for multi-year projects. We're readjusting for this year's budget. We need the total budget to cover those needs. The total project budget doesn't change, just how it's sifted between years.

The Chair noted that carryforwards have to do with the county needing to know how much we need to spend.

MOTION: Charles Jones moved that the Library Board of Trustees authorize the Executive Director to submit the carryforward budget amendment in the amount of \$11,435,126. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

Technology & Digital Innovation

A. Xcite Standley Lake Library Audiovisuals Contract
There were no questions.

MOTION: Stanley Harsha moved that 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. 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

A. Nominating Committee report to the Board: Proposed Slate of Officers

Trustee Fellman noted that the information is in the packet. She also voiced appreciation for the Chair, Vice Chair, and Secretary agreeing to serve the community for another year. The Chair thanked Trustee Fellman and Trustee Anderson for their work on the committee meeting.

B. Bylaws Committee status update

Trustee Walker advised the Board that plans are in the works to review the bylaws. They are in a reviewable document. Trustee Walker and Trustee Fagan will reconvene for edits and suggestions of edits will be reviewed. The Chair thanked Trustee Walker for the update and work on the committee.

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

In response to a question, the Board was informed that in regards to word choice in policy 2.1, the Executive Director chose "enable" instead of "ensure." The word "ensure" implies a guarantee. We want to say that they're designed to enable patron privacy, but ensure is a step farther – we do everything we can. The Chair noted that she can appreciate not wanting to use "ensure," however "enable" doesn't feel quite strong enough. The Executive Director noted that JCPL can provide another edit ahead of time in the packet the week before and move this item to the consent agenda. The Chair encouraged the Board to read through the policies and reach out with questions. Edits can be made before approval in March.

D. Board adopts Governing Policies

- 4.10 Collection Development

There were no questions.

MOTION: Renny Fagan moved that the Library Board of Trustees adopt Governing Policy 4.10 Collection Development as recommended. Seconded by Charles Jones the motion passed by unanimous vote of all Trustees present.

- 4.10.1 Reconsideration of Library Resources

There were no questions.

MOTION: Renny Fagan moved that the Library Board of Trustees adopt Governing Policy 4.10.1 Reconsideration of Library Resources as recommended. Seconded by Charles Jones the motion passed by unanimous vote of all Trustees present.

BOARD SCHEDULE – NEXT MEETINGS

2025 Board Meeting Schedule

- 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

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

There were no announcements.

No questions or comments or evaluations.

EXECUTIVE SESSION:

At 7:13 pm, the Chair called for a motion to adjourn the regular meeting, reconvene in Executive Session regarding Collective Bargaining and adjourn the regular Board meeting at the conclusion of the Executive Session.

MOTION: Jill Fellman moved to adjourn the regular meeting of the Library Board of Trustees, reconvene in Executive Session regarding 1. Collective Bargaining and 2. Urban Renewal Authority AND adjourn the Regular Board meeting at the conclusion of the Executive Session. Statutory citation authorizing an executive session for these topics are:

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

- Pursuant to 24-6-402(4)(b) Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions
Seconded by Charles Jones the motion passed by unanimous vote of all Trustees present.

The Chair announced a five-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 7:20 pm with the following Trustees present: Charles Jones, Jill Fellman, Stanley Harsha, Renny Fagan, and Emelda (Bing) Walker. Also present were Kurt Behn, Steve Sprin, Donna Walker, Executive Director; Bernadette Berger, Chief Technology & Digital Innovation Officer; Lisa Smith, Chief People & Culture Officer; Matt Griffin, Chief Strategy & Operating Officer; and Kelci Rude, 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 8:04 pm Stanley Harsha moved to adjourn the Executive Session. Seconded by Charles Jones the motion passed by unanimous vote of all Trustees present.

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



Stanley Harsha, Secretary