

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, September 18, 2025 – 5:30 pm – HYBRID MEETING <ul style="list-style-type: none"> • <u>ONLINE MEETING VIA ZOOM</u> • <u>IN-PERSON MEETING AT LAKEWOOD LIBRARY MEETING ROOM</u> • <u>EXECUTIVE SESSION WILL BE HELD IN PAM NISSLER MEETING ROOM AT LIBRARY ADMINISTRATION</u>
1.	Call to order & attendance (4.5.8) A. Verbal roll call – Each Trustee announces their presence by stating their name.
2.	Pledge of Allegiance
3. Agenda Action	Approve Agenda Chair: Call for motion and second
4. Public Comment	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. If you choose to make a Public Comment virtually or in-person during a Board meeting, your name will be called in the order it was received, first for virtual guests then for in-person guests. To address the Library Board of Trustees during Public Comment: <ol style="list-style-type: none"> 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 by 5:35pm. 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. For more information on public comment policy please refer to Board Governance Policy 4.3.7: Board Governance Policy Manual (jeffcolibrary.org)
5. CONSENT AGENDA Action	Approval of Consent Agenda Chair: Call for motion and second <ol style="list-style-type: none"> A. Library Board of Trustees approve minutes of August 14, 2025 Special Board Meeting B. Library Board of Trustees approve Minutes of August 21, 2025 Board Meeting C. Library Board of Trustees authorize the CoCal Landscape Snow Removal Renewal Contract

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

	D. Library Board of Trustees authorize the Bear Creek Snow Removal Renewal Contract
6. Foundation	Foundation Update
7. Operational Updates Action as Needed	<p><u>Executive Director</u></p> <p>A. Executive Director Report</p> <p>B. Capital Building Projects Update</p> <p><u>Strategy & Operations</u></p> <p><u>Finance and Budget</u></p> <p>A. Financial Report (August 2025)</p> <p><u>Libraries & Inclusion</u></p> <p>A. Evergreen Ballot Box - Elections Use Agreement</p> <p>Chair: Call for motion and second</p>
8. Action as Needed	Items Removed From Consent Agenda (4.3.4): The Board may address and/or vote on any items that were removed from the Consent Agenda
9. Emerging Issues Action as Needed	
10. Ends Action as Needed	Ends: No items.
11. Board Governance Action as Needed	Board Governance: No items.
12. Suggest Agenda Items Action as Needed	<p>BOARD SCHEDULE – NEXT MEETINGS –</p> <p>Location of meetings of the Library Board of Trustees are being determined in cooperation with guidelines from Jefferson County. Information on meeting location will be posted at least one week prior to the scheduled meeting date.</p> <p><u>2025 Board Meeting Schedule</u></p> <ul style="list-style-type: none"> • October 9, 2025 – Study Session Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • October 16, 2025 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • November 13, 2025 – Study Session Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • November 20, 2025 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
13. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
14. Discussion	Evaluate Board Meeting (4.1.9)

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

15. Information	Announcements/General Information Sharing <ul style="list-style-type: none">• Report of the Chair – Correspondence, Other• Other Announcements
16. EXECUTIVE SESSION	<p>EXECUTIVE SESSION:</p> <ul style="list-style-type: none">• Guests: Eric Butler, County Attorney's Office; and Steven Spirn, Consultant <p>Call for Motion and Second to adjourn the regular meeting of the Library Board of Trustees and reconvene in executive session.</p> <p><u>(1) Collective Bargaining.</u> Statutory citation authorizing an executive session for this topic:</p> <ul style="list-style-type: none">• Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators. <p><u>(2) Executive Director's Annual Review.</u> Statutory citation authorizing an executive session for this topic:</p> <ul style="list-style-type: none">• Pursuant to 24-6-402(4)(f) Personnel Matters.
17. Reconvene Regular Meeting Action as Needed	Executive Session Summary
18. Adjournment	

CONSENT AGENDA

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

jeffcolibrary.org



TO: Library Board of Trustees

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

DATE: September 11, 2025

RE: Consent Agenda for the September 18, 2025 Board Meeting

- A. Library Board of Trustees approve minutes of August 14, 2025 Special Board Meeting
- B. Library Board of Trustees approve Minutes of August 21, 2025 Board Meeting
- C. Library Board of Trustees authorize the CoCal Landscape Snow Removal Renewal Contract
- D. Library Board of Trustees authorize the Bear Creek Snow Removal Renewal Contract

**Minutes of the Special Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
August 14, 2025**

CALL TO ORDER – SPECIAL MEETING

The special meeting of the Jefferson County Public Library Board of Trustees was held online vial ZOOM and in-person in the Lakewood Library meeting room on August 14, 2025. The executive session was held in the Pam Nissler Conference room in Library Administration. 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), Charles Jones (Secretary), Pam Anderson, Renny Fagan, and Jill Fellman.

Absent: All Trustees were present.

Staff present: Donna Walker, Executive Director; Matt Griffin, Chief Strategy & Operating Officer; Bernadette Berger, Chief Technology & Digital Innovation Officer; Julianne Rist, Library Planning & Policy Senior Advisor; Lisa Smith, Chief People & Culture Officer; Cynthia Kiyotake, Chief Libraries & Inclusion Officer; Elise Penington, Director of Communications and Engagement; Amber Fisher, Executive Assistant; Katie O'Loughlin, Administrative Coordinator Supervisor; Ryan Turch, Technology and Innovation Operations Supervisor.

APPROVAL OF AGENDA

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

BOARD SCHEDULE – NEXT MEETINGS

2025 Board Meeting Schedule

- August 14, 2025 – Study Session Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- August 21, 2025 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- September 11, 2025 – Study Session Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- September 18, 2025 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

EXECUTIVE SESSION:

At 5:32 pm, the Chair called for a motion to adjourn the special meeting, reconvene in Executive Session and adjourn the special Board meeting at the conclusion of the Executive

Session.

MOTION: Pam Anderson moved to adjourn the Special meeting of the Library Board of Trustees, reconvene in Executive Session AND adjourn the Special Board meeting at the conclusion of the Executive Session. Topics and Statutory citations authorizing an executive session are:

(1) Library Services for the Wheat Ridge Community

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

(2) TIF Intergovernmental Agreements 1 and 2; and Naming Agreement

- 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.

(3) Collective Bargaining. Statutory citation authorizing an executive session for this topic:

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

Seconded by Renny Fagan the motion passed by unanimous vote of all Trustees present.

The Chair announced a short break to allow the Board and staff to clear the room, leave the existing ZOOM meeting and then join the Executive Session in the Pam Nissler Conference room in Library Administration at 5:45pm.

The Chair called the Executive Session to order at 5:44 pm with the following Trustees present: Kim Johnson, Pam Anderson, Renny Fagan, Jill Fellman, Charles Jones and Emelda (Bing) Walker. Also present were Kurt Behn, County Attorney's Office; Donna Walker, Executive Director; Steven Spirn, Consultant; Lisa Smith, Chief People & Culture Officer; Cynthia Kiyotake, Chief Libraries & Inclusion Officer; Matt Griffin, Chief Strategy & Operating Officer; Bernadette Berger, Chief Technology & Digital Innovation Officer; Elise Penington, Director of Communications & Engagement; Julianne Rist, Library Planning & Policy Senior Advisor; and Amber Fisher, Executive Assistant.

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: Emelda Bing Walker moved to adjourn the executive session. Seconded by

Pam Anderson, the motion passed by unanimous vote of all Trustees present.

The Chair adjourned the executive session at 8:22 pm.

It is noted that the Library Board of Trustees met in Executive Session concerning Library Services for the Wheat Ridge Community

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

(2) TIF Intergovernmental Agreements 1 and 2; and Naming Agreement

- 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.

(3) Collective Bargaining. Statutory citations authorizing an executive session for this topic:

- 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.

Charles Jones, Secretary

**Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
August 21, 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 August 21, 2025. The executive session was held in the Pam Nissler Conference room in Library Administration.

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), Charles Jones (Secretary), Renny Fagan and Jill Fellman.

Absent: Pam Anderson.

Staff present: Donna Walker, Executive Director; Matt Griffin, Chief Strategy & Operating Officer; Lisa Smith, Chief People & Culture Officer; Bernadette Berger, Chief Technology & Digital Innovation Officer; Elise Penington, Director of Communications and Engagement; Steve Chestnut, Director of Facilities and Construction Projects; Julianne Rist, Library Planning & Policy Senior Advisor; Amy Bentz, Assistant Director of Library Design Projects and Planning; Jessica Paulsen, Assistant Director of Libraries & Inclusion for Customer Experience; Padma Polepeddi, Assistant Director of Libraries & Inclusion for Community Outreach; Cheryl Murphy, TDI Service Manager; Amber Fisher, Executive Assistant; Katie O'Loughlin, Administrative Coordinator Supervisor; Aaron Cameron, Technical Support Technician Sr.

There were additional Library staff members attending the meeting.

APPROVAL OF AGENDA

MOTION: Emelda Bing Walker 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. The Chair provided additional information on how to participate in public comment.

The Chair advised the Board that no online public comments were received. There were no in-person or virtual public comments and the Chair closed the public comment portion of the meeting at 5:35 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. Library Board of Trustees approve minutes of July 17, 2025 Board Meeting
- B. Terminate Conifer Library Art Wall Naming Agreement dated March 2, 2025.
- C. Authorize the Executive Director to execute an IGA with the Wheat Ridge Urban Renewal Authority, pledging 100% of the Library's incremental property tax revenue from the Clearvale URA for a period of 25 years.
- D. Authorize the Executive Director to execute an IGA with the Wheat Ridge Urban Renewal Authority, pledging 100% of the Library's incremental property tax revenue from the Lutheran Legacy Campus URA for a period of 25 years.

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

FOUNDATION UPDATE

Renny Fagan provided an update on the activities of the Foundation and highlighted items from the written report.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

Any questions. The Raise A Reader event is the last Saturday in September. This is a free event that encourages families to read together and focuses on early literacy. The Trustees were encouraged to attend. Invitations to the Evergreen Library Outdoor Reading Deck Opening and the Conifer Grand Opening were sent to the Trustees.

B. Capital Building Projects Update

- South County. The project is moving along and JCPL is providing some interim services and outreach. The Magic Rob program had 79 participants. The library naming process that Elise Pennington brought to the Board earlier this summer is getting a lot of engagement.
- Northwest Jeffco Library. The library naming process for Northwest Jeffco is moving along. Noted in the Executive Director's report are the documents signed on behalf of the owner. The bookmobile was at the Freedom Social. Bryan Kratish, Northwest Jeffco Library Manager attended Whisper Creek's national night out event and found many people that weren't aware that a library is coming. Bryan will focus on outreach in other areas and work on having a story walk on the trail.
- Arvada Redesign. As noted in the written report the Executive Director signed a minor modification as owner. The project is moving into construction development and the donor book will be finalized at the end of the month.

- Conifer Library. The Library moved out of the school completely, which is a big milestone for JCPL and the school. Move-in activities are taking place. Jo Schantz, Jefferson County Library Foundation Executive Director and the Executive Director have a meeting scheduled with a donor next Thursday.

There were no questions from the Board.

OPERATIONAL UPDATES

Strategy and Operations

A. 2025 Midyear Report

Matt Griffin, Chief Strategy & Operating Officer, addressed the board and presented highlights of the 2025 Midyear report. This is a time to reflect on JCPL's work during the first six months of the year and how that work has continued to evolve to meet the needs of the community. The Board also receives updates from the Executive Director on a monthly basis. JCPL is advancing every major building project and meeting huge milestones during the first six months of 2025. The Midyear report shows how JCPL is progressing in the annual plan. This is not just about buildings. There are strong accomplishments in fundraising, reducing tax support and real momentum going into the second half of the year. There are teams behind each project meeting deliverables and keeping the projects on track.

In response to questions, the Board was advised that:

- The Radically Welcoming User Experience project is to develop a fully upgraded approach to providing a radically welcoming patron experience relative to onboarding. The first project will wrap up in September with the outcome coming forward with an audit of current processes to onboard new users and recommend a strategy including what steps to take like new materials, software needs, etc. The plan will be presented to the steering committee on September 10. The next project is implementation.
- The focus of the project is on people who are new library card holders and what the process is like for them, what materials they get, etc. during the first three months of having a new library card.

Matt Griffin highlighted some data points in the report that are tracked on a monthly basis. Visits and engagement in person is up nearly 4% compared to this time last year. More people are walking through our doors and engaging with our staff. The Net Promoter Score (NPS) is up from 84 to 85, which in the world of NPS represents growing satisfaction amongst our users. Market penetration went from 39% to 40%, which may sound modest but considering the population of the County it indicates a lot of people are engaging in our services. Digital circulation jumped 13% over last year helping drive the 2% overall increase in collection use. Physical collection use dipped slightly. There was an 8.5% decline in program attendance compared against midyear 2024. Last year JCPL programs included an extraordinary event with Jacqueline Woodson that had an impact on 2024 program attendance.

In response to questions, the Board was advised that:

- Active households may have multiple cards or one card for everyone in a home. Active cardholders are measured differently and can fluctuate.
- Peer comparisons and market penetration in comparison to other libraries like us will be brought to the Board with the year-end report. JCPL will have some benchmarks on how JCPL fits into the market for the Board to review at that time.
- JCPL is watching the physical collection trends. JCPL is an outlier in collection use from our peers. At midyear, JCPL is still at three million physical items checked out. For a library of JCPL's size, it reflects the collection budget and our community's interest in our materials.

Matt Griffin presented additional impacts outside the core data. JCPL eliminated all fines for overdue, lost or damaged children's books and materials. This was a big step to remove barriers. JCPL added a holds locker to the Golden Library and expanded interim services in South County. The Jefferson County School Board honored JCPL's PowerOn Jeffco program for its impactful work in closing that digital divide. JCPL heads into the second half of the year with the momentum to finish the year in a strong position, not just for the second half of the year, but for the next strategic plan.

Trustee Emelda Bing Walker congratulated the Executive Director noting that it was a lot of work and the impact of the statements from patrons shows that the services JCPL provides exceeds expectations. Trustee Walker noted that the weekly updates from the Executive Director, particularly the patron comments from a variety of different communities really touches her heart.

The Chair expressed appreciation to the Executive Director and staff on the appropriate progress the team was able to accomplish in 6 months. The Chair further noted that having all these service accomplishments on top of multiple capital projects is amazing.

Trustee Renny Fagan noted that he was happy to see that JCPL offered the Power On Jeffco digital literacy training in both English and Spanish.

The Trustees expressed appreciation to the Executive Director and Library staff for the amazing progress and hard work represented in the midyear report.

Finance and Budget

A. Financial Report (Julu 2025)

Matt Griffin, Chief Strategy & Operating Officer, addressed the board and provided information on the monthly financial report. Property tax at this point in the year is tracking as expected to collect the vast majority of what was budgeted. Some additional property tax will trickle in over the remaining months of the year. On Table 4, revenue shows some State grants related to the car charging stations and a grant around collections. A \$60,000 grant from Colorado Gives Foundation was also received.

There were no questions from the Board about the monthly financials.

Facilities and Construction Projects

A. Lakewood Renovation/Restroom Project

Matt Griffin, Chief Strategy & Operating Officer, addressed the board and provided information on the project. The project is more than just an upgrade. It is part of JCPL's commitment to making spaces welcoming and accessible. Even though gender neutral restrooms were not required JCPL and the Board chose to move forward. This project aligned with our values and responsibility to serve all members of community. The project was brought forward to the Board and included in the 2025 budget and 5 year capital plan. The contract is the next step in executing on that plan.

The Chair advised the Board that the 10 year plan includes a full renovation of this branch and is tied to the evaluation of an operations center. The inclusivity value is why the decision was made to move up this project ahead of the full project. This is important work to continue to move forward and the budget increase is expected in the current climate.

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to enter a contract with TCC Corporation in the amount of \$516,444.97 for renovation of the Lakewood and Administration restrooms. Seconded by Renny Fagan 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

Adopt Policy Governance Monitoring Reports: 2.5 – 2.9; 3.3 Delegation to the Executive Director; and 4.9.5 Library Books and Materials Budget Policy

In response to a question, the Board was advised that Monitoring Reports are brought to the Board for review annually. If no changes are recommended it means that the Library is still in compliance.

MOTION: Emelda Bing Walker moved that the Library Board of Trustees Adopt Policy Governance Monitoring Reports: 2.5 – 2.9; Policies 3.3 Delegation to the Executive

Director; and 4.9.5 Library Books and Materials Budget Policy. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

BOARD SCHEDULE – NEXT MEETINGS

2025 Board Meeting Schedule

- September 11, 2025 – Study Session Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- September 18, 2025 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- October 9, 2025 – Study Session Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- October 16, 2025 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

EXECUTIVE SESSION:

At 6:11 pm, the Chair called for a motion to adjourn the regular meeting, reconvene in Executive Session and adjourn the regular Board meeting at the conclusion of the Executive Session.

MOTION: Emelda Bing Walker moved to adjourn the Regular meeting of the Library Board of Trustees, reconvene in Executive Session AND adjourn the Regular Board meeting at the conclusion of the Executive Session. Statutory citations authorizing an executive session for these topics are:

(1) Library Services for the Wheat Ridge Community

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

(2) Collective Bargaining. Statutory citation authorizing an executive session for this topic:

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

Seconded by Renny Fagan the motion passed by unanimous vote of all Trustees present.

The Chair announced a break to allow the Board and staff to clear the room, leave the existing ZOOM meeting, move to the Pam Nissler Conference room in Library Administration and if virtual, join the Executive Session using the information provided in the separate invitation.

The Chair called the Executive Session to order at 6:21 pm with the following trustees present: Renny Fagan, Jill Fellman, Charles Jones and Emelda (Bing) Walker. Also present were Donna

Walker, Executive Director; Kurt Behn and Eric Butler, County Attorney's Office, Steven Spirn Consultant; Bernadette Berger, Chief Technology & Digital Innovation Officer; Lisa Smith, Chief People & Culture Officer; Matt Griffin, Chief Strategy & Operating Officer; Julianne Rist, Library Planning & Policy Senior Advisor; Elise Penington, Director of Communications & Engagement; and Amber Fisher, Executive Assistant.

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: Jill Fellman moved to adjourn the executive session. Seconded by Renny Fagan the motion passed by unanimous vote of all Trustees present.

The Chair adjourned the executive session at 7:29 pm.

It is noted that the Library Board of Trustees met in Executive Session concerning:

(1) Library Services for the Wheat Ridge Community

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

(2) Collective Bargaining. Statutory citation authorizing an executive session for this topic:

- 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.

Charles Jones, Secretary

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

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

DATE: September 11, 2025

RE: 2025-2026 Snow Removal Services, CoCal Landscape Services, Inc, 1st Renewal

History of Contract:

CoCal provides snow removal services to all libraries except Evergreen. On October 17, 2024, we commenced the first term of this snow and ice removal contract. The Board authorization allows for four additional one-year renewals with Board approval. We have been happy with the services provided by the vendor and would like to renew our contract for an additional year. This would be the first renewal of this contract.

The projected dates for this renewal will be October 17, 2025, until October 16, 2026. There will be three more renewals left under this contract.

Total Cost:

The projected cost of this contract will be \$172,000 and would be for snow and ice removal services for one year from the date of the contract signing. The cost includes an increase over the 2024-2025 year of 0.13% due to increased operating costs, along with adding services for the newly acquired property in South County. The total annual cost to the Library is anticipated to be within the budgeted snow removal services amount of \$210,000.

Next Actions:

We request the Board authorize the Executive Director to renew the contract for CoCal Landscape Services, Inc. for snow and ice removal for one more year. **This item will be placed on the consent agenda for the September 18, 2025 board meeting unless otherwise instructed by the Board.**

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

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

DATE: September 11, 2025

RE: 2025-2026 Snow Removal Services, Bear Creek Snow Removal Contract, 1st Renewal

History of Contract:

Bear Creek provides snow removal services to the Evergreen library. The Board authorized the Executive Director to enter a contract with Bear Creek in October 2024 for a period of one year. The Board authorization allows the option to renew the contract for up to four additional one-year terms with their approval. We have been happy with the services provided by the vendor and would like to renew our contract for an additional year. This will be the first renewal of this contract.

Total Cost:

The projected base contract cost for 2025-2026 is \$52,000 and would be for the snow removal services for one year from the date of the contract signing. The cost includes an increase over the years 2024-2025 of .04% due to increased operating costs. The total annual cost to the Library is anticipated to be within the budgeted snow removal services amount of \$210,000.

Next Actions:

We would like to ask the Board to authorize the Executive Director to renew our contract with Bear Creek for an additional year. **This item will be placed on the consent agenda for the September 18, 2025 board meeting unless otherwise instructed by the Board.**

Foundation Update



■ **SEPTEMBER 2025**

JCLF Executive Director Report

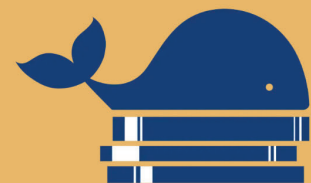
By Jo Schantz Hall , MNM, CFRE, GPC

COMING SOON! FALL WHALE OF A USED BOOK SALE!

Back for our 23rd season, the Jefferson County Library Foundation (JCLF) announces that its fall 2025 Whale of a Used Book Sale is scheduled from Thursday evening through Sunday afternoon, October 16-19, at the Jeffco Fairgrounds, 15200 W. 6th Avenue in Golden. Shoppers can wade their way through three exhibit halls awash with thousands of gently used books, CDs, DVDs, and comic books. The sale also features a whole boatload of vinyl records and themed gift baskets, along with rare books and one-of-a-kind collectibles.

Prices for books and media range from \$.50 to \$3. Rare and collectible items and gift baskets are individually priced.

The book sale opens Thursday evening, October 16, with Friends-Only Preview Night (Friends membership required), followed by three days, October 17 - 19, when the event is open to the public. Entry fee for the public is \$5 for adults per day. Children under age 18 and SNAP recipients (with proof of eligibility) are admitted free. Shoppers can pay at the door or pre-pay online at www.whalesale.org.



WHALE OF A USED
Book Sale

THIS YEAR'S WHALE SALE EVENT PARTNERS

Again this year JCLF is partnering with Colorado State University Extension in Jefferson County (CSUE) on Sunday, October 19, for a free Fall Family Fun Day from 9 - 11 am. This event will be held in the CSUE parking lot adjacent to the exhibit halls and will feature a bounce house and family activities. Visitors can also collect Halloween candy (Trunk or Treat!) and stickers to win prizes.

The Library will host a table at the event so children and families can sign up on site for a library card and enroll in JCPL programs!

New this year! The Rotary Club of South Jeffco is now a partner for our fall Whale of a Used Book Sale! This club and its members will host a pancake breakfast at our October event on Sunday, Oct. 19, from 9:30 am to noon. JCLF will receive 20% of the proceeds from this fundraising event!

Rotary
Club of South Jeffco



www.whalesale.org

JCLF Executive Director Report

FUNDING UPDATE

REQUESTS PENDING

- S. Jeffco Rotary Club -- \$1,000 Friends Community Partner
- Lakewood Foothills Rotary Club -- \$2,500 Friends Community Partner
- Climb Credit Union -- \$1,000 Friends Community Partner
- McNaught Charitable Trust -- \$5,000 for general operations
- Eze Foundation -- \$10,000 for general operations
- SouthState Bank -- \$2,500 Friends Community Partner
- Strohm Link Family Foundation -- \$10,000 for general operations
- Tony Robbins Foundation -- \$5,000 for general operations
- Nathan B. and Florence R. Burt Foundation -- \$5,000 for 1000 Books Before Kindergarten
- Viking Foundation -- \$6,000 for Babies First Books
- Kerr Foundation -- \$5,000 for 1000 Books Before Kindergarten
- Boeing Employees Community Fund -- \$10,000 for JCLF general fund
- City of Wheat Ridge -- \$5,500 for Wheat Ridge Reads program
- BOK Foundation -- \$5,000 for 1000 Books Before Kindergarten
- Howe Foundation -- \$5,000 for 1000 Books Before Kindergarten
- Denver Broncos Charities -- \$10,000 for 1000 Books Before Kindergarten
- Mabel Hughes Charitable Fund -- \$26,208 for Hard Times Writing Workshop
- Non-County Agencies Program (NCAP) -- \$25,000 JCLF general fund
- Saks Fifth Avenue Foundation -- \$26,208 for Hard Times Writing Workshop
- Sam S. Bloom Foundation -- \$5,000 for 1000 Books Before Kindergarten
- Gorham McGee Fund -- \$5,000 for 1000 Books Before Kindergarten
- Believe in Reading Foundation -- \$4,865 for Babies First Books

REQUESTS DENIED

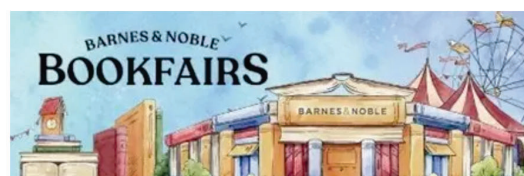
- RK Foundation -- \$10,000 for 1000 Books Before Kindergarten

UPCOMING EVENTS

DINE & DONATE!

Diners and donors unite! JCLF is hosting its 4th annual Dine & Donate benefit at 240 Union Creative Grille on Wednesday, September 17. Simply order up lunch or dinner at the popular restaurant, and JCLF receives 25% of all food sales that day. Last year's event generated more than \$2,200 for our Foundation!

The restaurant is located at 240 Union Blvd. in Lakewood. Reservations can be made at: <https://240union.com/reservations/>



BARNES & NOBLE BOOKFAIR!

JCLF is pleased to once again partner with Barnes & Noble Booksellers in Denver West Village for a Bookfair that will be held Saturday, Sept. 20. Our Foundation will receive a portion of revenues from books sold that day! Shop on!

OUTREACH

- Aug. 26 – Ribbon cutting ceremony, Evergreen Library's Outdoor Reading Deck
- Aug. 27 – Combined Management Team meeting
- Aug. 27 – Rotary Club Presidents meeting
- Aug. 28 – Private tour of Conifer Library
- Aug. 28 – Lakewood Foothills Rotary Club meeting
- Aug. 29 – JCLF site visit for S. Jeffco Rotary Club
- Sept. 3 – Meeting with potential partners for Whale's Tale Two bookstore venture
- Sept. 9 – Participation in Rose Community Foundation's endowment building seminar
- Sept. 10 – Volunteer & Advisory Committee BBQ, CSU Extension, Jeffco Fairgrounds
- Sept. 11 – Applewood Business Association luncheon
- Sept. 12 -- VIP tour of Conifer Library

Executive Director Report



SEPTEMBER 2025 EXECUTIVE DIRECTOR REPORT

2025 Annual Plan Progress in September

Portfolio: Service Point Development & Expansion

Program: New Construction

Project: South County Library

- Continue conceptual design
- Finalize Key Performance Indicators
- Internal review of narrowed list of potential names and next steps

Project: Northwest Jeffco Library

- Continue cost modeling for schematic design
- Finalize Key Performance Indicators
- Internal review of narrowed list of potential names and next steps

Program: Building Redesign

Project: Arvada Library

- Review construction documents for pricing
- Finalize Key Performance Indicators
- Signed Minor Modification Letter on behalf of owner

Program: Tenant Finish

Project: Conifer Library

- Open doors to public
- Formal Grand Opening
- Continue evaluation of internet services

Portfolio: Embracing Innovation & Change

Program: Fundraising Development


- Review results of key informant interviews
- Survey key stakeholders
- Continue grant research and submissions


Portfolio: Continuous Process Improvement

Project: Collective Bargaining Agreement

- Continue negotiations

Project: 2026+ Strategic Plan

- Continue “values” selection with all staff
- 



POLICY UPDATE: At the end of the 2025 Colorado legislative session, SB25-276 Protect Civil Rights Immigration Status was signed into law by the Governor on May 23, 2025. This bill requires JCPL to create and publicly post a policy by September 1, 2025. The policy was created as required by statute and is posted on the jeffcolibrary.org website and linked here for Board information. [LIBRARY INTERACTIONS WITH LAW ENFORCEMENT POLICY | JEFFERSON COUNTY PUBLIC LIBRARY](#)

SERVICE HIGHLIGHTS:

[Raise A Reader](#) is Here! Read. Write. Sing. Play. Talk. And get your little ones ready to read this fall!

Raise A Reader helps kids get ready to read while supporting parents and caregivers with tools and resources. With a month full of activities, including a StoryWalk®, Story Times and a free book giveaway, Raise A Reader prepares little ones for lifelong learning!

Further your family fun Saturday, Sept. 27, at the Colorado Railroad Museum for JCPL's Raise A Reader Festival. Celebrate early literacy with train rides, Story Time, a dance party, tasty treats and fun activities!

2025 Conferences: ADVOCACY AND ENGAGEMENT OPPORTUNITY FOR TRUSTEES

[Public Library Association \(PLA\) Conference 2026](#) will be in Minneapolis, Minnesota, April 1–3, 2026. Registration opens later this fall.

PROFESSIONAL ENGAGEMENT:

Brad Green, Systems and Security Manager, attended the Colorado Statewide Internet Portal Authority (SIPA) User Conference in Denver, CO.


Rocio Vasquez-Flores, DEI Coordinator Sr, is attending REFORMA National in Long Beach, CA.

18 staff members attended the Colorado Association of Libraries Annual Conference (CALCON) in Breckenridge, CO.

Elise Penington, Director of Communications and Engagement, and **Clara Ouko**, Promotions and Marketing Manager together with **Bryan Kratish**, Public Services Manager, and **Rene Yaws**, Public Services Manager presented on “Rethinking Community Engagement: Adopting New Ideas for Greater Impact” at CALCON.

Sarah Messina, Training Specialist, presented “Plan for More with Connection” at CALCON.

Gloria Perez-Alvarez, Kids & Families Outreach Librarian, presented Two Different Worlds: One Similar Goal, A Mentor/Mentee Relationship” at CALCON.





HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, SEPTEMBER 2025

- Meetings with various **community stakeholders** re: library services in Wheat Ridge
- Attend **Colorado Association of Libraries Annual Conference (CALCON)**
- Meeting with Don Wick, **Arvada City Manager**
- Attend **Conifer Library** VIP and Grand Opening events
- Attend **ULC Director/CEO** meetings



Operational Updates

Strategy and Operations

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: September 18, 2025
RE: Finance Monthly Report

Budget to Actual Tables

The Budget to Actual Tables for August 2025 will be forwarded before the meeting and will include the analysis discussion.

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

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

DATE: September 11, 2025

RE: Janitorial, Carpet, and Upholstery Cleaning Contract - Commercial Cleaning Solutions

History of Contract:

The Library posted a request for proposal in June for a new janitorial and carpet cleaning vendor. This is the first time the Library has posted for a combined janitorial and carpet cleaning vendor. The Library is currently under contract with two separate contracts with KleenTech Services Corporation, one strictly for janitorial services and the other strictly for carpet and upholstery cleaning services. The fourth and last janitorial contract term ends in November 2025, and the carpet and upholstery contract term ends in May 2026. Upon careful consideration, Commercial Cleaning Solutions is the vendor we believe can perform all items inside the scope provided.

Total Cost:

The total projected cost of this contract will be \$786,416.44 with the ability to renew the contract four times. The yearly breakdown of that cost is in two parts: \$677,834.44 for the janitorial costs plus \$108,582.00 carpet and furniture cleaning. This contract does not include the new Conifer Library location. The total annual cost to the Library is anticipated to be within the budgeted Janitorial Services amount of \$855,000.

Next Actions:

We request the Board authorize the Executive Director to enter contract with Commercial Cleaning Solutions for janitorial and carpet cleaning services.

Operational Updates

Libraries and Inclusion

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Cynthia Kiyotake, Chief Libraries and Inclusion Officer

DATE: September 18, 2025

RE: **BALLOT BOX AND VIDEO SURVEILLANCE USE AGREEMENT & ELECTION SITE USE AGREEMENT**

Background:

Jefferson County Public Library (JCPL) has partnered with the Jefferson County Elections division to provide ballot box access at JCPL locations for many years. We currently have Elections ballot boxes at four locations. Elections recently approached JCPL with a request to reinstall the ballot box at the Evergreen Library.

The agreement is structured similarly to our existing ballot box use agreements. As with our other agreements it allows Elections to install a ballot box, and an Elections owned exterior security camera on library property. JCPL will provide electricity and access to the security camera.

As a result, both County Elections and JPCL have several use agreements, including:

- Network access is guided by a Ballot Box and Video Surveillance Use Agreement and County Election's standard use agreement for partnering sites with ballot boxes.

Total Cost:

Elections pays for the installation of the ballot box and cameras. The Library will continue to pay for utilities at the Evergreen Library location. We anticipate minimal increases in electrical costs associated with adding the additional Elections owned camera.

Next Actions:

We request the Board of Trustees authorize the Executive Director to enter into the agreements with the County Elections division.