

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

October 16, 2025



Celebrate Hispanic Heritage! Sugar Skulls - Calaveras de Azúcar



Teen After Hours: Vampires vs Werewolves



Belmar Read and Run



Library Resources



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA - **AMENDED**

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, October 16, 2025 – 5:30 pm – HYBRID MEETING • ONLINE MEETING VIA ZOOM • In-Person at Lakewood Library meeting room, 10200 W. 20th Avenue, Lakewood 80215
1.	Call to order & attendance (4.5.8) • Congratulations on reappointments Kim Johnson, Jill Fellman and Charles Jones • Welcome and introductions new Trustee Nikki Jain-Brown Attendance 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: 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	Approval of Consent Agenda Chair: Call for motion and second

BOARD MEETING AGENDA - AMENDED

Jefferson County Public Library Board of Trustees

Action	A. Approve Minutes of September 18, 2025 Board Meeting B. IGA with Jefferson County Sheriff's Office for a camera installation at the Evergreen Library
6. Foundation	Foundation Update
7. Operational Updates Action as Needed	<u>Executive Director</u> A. Executive Director Report B. Capital Building Projects Update C. Beaulieu Naming Agreement – Art Wall Conifer Library Chair call for motion and second D. Arvada Library Redesign Update and Guaranteed Maximum Price (GMP) Guest: Meghan Bentheimer, Eppstein Uhen Architects (EUA) <u>Strategy & Operations</u> <u>Facilities and Construction Projects</u> A. Arvada Construction Guaranteed Maximum Price B. Lease for Arvada Alternative Services Chair call for motion and second <u>Finance and Budget</u> A. Financial Report (September 2025) <u>Technology & Digital Innovation</u> A. Purchase of services with Xcite for the Lakewood Library Community Meeting Room AV Chair call for motion and second
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: Executive Director Evaluation Process: Evaluate process with Board and Executive Director.
12. Suggest Agenda Items Action as Needed	BOARD SCHEDULE – NEXT MEETINGS – Location of meetings of the Library Board of Trustees are being determined in cooperation with guidelines from Jefferson County. Information on meeting location will be posted at least one week prior to the scheduled meeting date. <u>2025 Board Meeting Schedule</u> November 13, 2025 – Study Session Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

BOARD MEETING AGENDA - **AMENDED**

Jefferson County Public Library Board of Trustees

	• November 20, 2025 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • December 11, 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)
15. Information	Announcements/General Information Sharing • Report of the Chair – Correspondence, Other • Other Announcements
16. EXECUTIVE SESSION	EXECUTIVE SESSION: • Guests: Eric Butler, County Attorney’s Office; and Steven Spirn, Consultant Call for Motion and Second to adjourn the regular meeting of the Library Board of Trustees and reconvene in executive session. <u>Collective Bargaining</u>. 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. • 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.
17. ADJOURN EXECUTIVE SESSION	Adjournment of Executive Session

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: October 9, 2025

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

- A. Library Board of Trustees approve minutes of September 18, 2025 Board Meeting.
- B. Intergovernmental Agreement (IGA) with Jefferson County Sheriff's Office for a camera installation at the Evergreen Library.

Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
September 18, 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 September 18, 2025. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m.

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

Guests: Steven Spirn

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

There were additional Library staff members attending the meeting.

APPROVAL OF AGENDA

MOTION: Pam Anderson 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 Board received public comment on:

Shirley Johnson and Punky Kiefer expressed appreciation for the new Conifer Library.

Christine Catramados commented on collective bargaining.

The Chair advised the Board that five online public comments were received.

The Chair closed the public comment portion of the meeting at 5:41pm.

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 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

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

The Chair called on Trustee Fagan for any information not provided in the Foundation. Trustee Fagan did not have any additional information to add to the report but wanted to remind the Board about the Whale Sale event coming up soon. Trustee Fellman provided congratulations to the Foundation on their Dine and Donate event; the restaurant had a Foundation volunteer greeting diners and it provided a nice touch of connection.

There were no questions from the Board.

Statement from the Board Chair:

Last week, a tragic event unfolded at Evergreen High School. In the midst of uncertainty and fear, our Evergreen Library team responded with courage and compassion, sheltering students and community members and supporting first responders as the situation developed. For several hours, the library was a place of safety and calm until students were safely transported to a reunification center to reconnect with their families. We are deeply grateful to the Evergreen Library team for being a source of protection, comfort and care during such a critical moment. Across our library system, staff also rallied in support. Leaders navigated roadblocks to assist onsite, colleagues from other locations stepped in to cover shifts so Evergreen Library staff could

rest and recover, the Library's People and Culture team coordinated onsite counseling and teams across the organization collaborated on timely messaging for staff and the community. The County and Sheriff's Office have commended the Library's swift and compassionate response and community members expressed their appreciation.

The Board would like to thank our team for your caring response. Our hearts remain with the Evergreen community and all those affected by this tragedy.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director advised the Board that JCPL continues to support the Evergreen community. Resilience 1220 provides resources and community counseling, and they received the cookies meant for the grand opening event that JCPL cancelled. Evergreen High School has been closed; we have kept our Teen spaces open and available for the students and provided extra games and snacks. Evergreen and Conifer libraries, along with other businesses, are taking part in the Thank the Responders initiative. There are many supports being offered to our staff and the community.

Conifer Library had 450 people come through on Saturday. Staff adapted some of the planned activities. Conifer is reporting 150-200 people coming in per day and JCPL is receiving positive comments and compliments about the space.

B. Capital Building Projects Update

- Northwest Jeffco: JCPL is setting up partnerships with Digital Teacher Librarians (DTLs). Bryan Kratish, Northwest Jeffco Library manager, is attending Leyden Rock Fall Fest. There were 16 people at Storytime and it is nice to see the community using library services before we have a physical space. Pricing for Schematic Design has come in, and JCPL continues to work with the vendors on that budget.
- South County: The South County Advisory Council continues to meet. Cynthia Kiyotake, Chief Libraries and Inclusion Officer, led an activity with the Council around joy and what gives them joy, leading towards the "other reasons to visit". JCPL staff are continuing programming. JCPL completed a naming feedback activity at the last advisory council meeting. Rebecca Winning (former Communications Director) will be doing an author visit program.
- The Executive Director will be signing a "cash in lieu" for a traffic signal pursuant to the Bradford Road Improvements Agreement that was approved in January 2025.

OPERATIONAL UPDATES

People & Culture

A. Memorandum of Understanding, Proposed County Benefit Changes

Lisa Smith, Chief People and Culture Officer, addressed the Board. The Board packet included a Memorandum of Understanding (MOU) for the Board to review. This agreement would be

between AFSCME and JCPL. The MOU outlines the changes that the County will be working on next week. County's proposed changes will reduce health insurance premiums and increase employer coverage costs; all changes benefit employees. JCPL wants to get this MOU in effect to ensure that bargaining unit employees can continue with benefits into 2026, and that they can take part in open enrollment in October.

Strategy & Operations

Finance and Budget

A. Financial Report (August 2025)

Matt Griffin, Chief Strategy and Operating Officer, addressed the Board. On Table 1 the property tax item percentage variance rounds to 100%. This is where we expect it to be, and there are no concerns. Investment income is trending up to budget, this is something JCPL monitors, and there are both up and down movements. The library is in a healthy position. On Table 2, operating is trending slightly below budget and is where we expected. Table 3 items are on track, with no issues to report. JCPL does expect to see an increase in spending over the coming months. There are no new updates from last month on Table 4. In summary, the budget is performing as expected and remains on track.

Libraries & Inclusion

A. Evergreen Ballot Box - Elections Use Agreement

Donna Walker, Executive Director, addressed the Board. JCPL has worked with Elections for several years. The Library is asking the Board to allow JCPL's Executive Director to sign the Elections-related agreements without bringing them to the Board.

Trustee Anderson reminded JCPL Leadership and the Board that she can assist with relationship building as needed. Donna Walker thanked her and affirmed that the relationship is strong and processes are working well.

The Chair reminded the Board that this motion would allow the Executive Director to sign all Elections-related agreements, not just the Evergreen Ballot Box and camera agreement.

MOTION: Pam Anderson moved that the Library authorize the Executive Director to sign any agreement, renewal, or amendment to any ballot box and video surveillance use agreement or election site use agreement with the Jefferson County Elections Division, provided that there is no material change to the existing use of Library property.

Seconded by Charles Jones, 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

There were no items.

BOARD SCHEDULE – NEXT MEETINGS

2025 Board Meeting Schedule

- 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

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

Trustee Walker thanked the Chair for acknowledging the tragedy that happened in Evergreen; and thanked Donna Walker for the Library's continued support to the community and JCPL's leadership team for their support to staff.

Trustee Fagan provided an update on his attendance at the Colorado Library Association conference. Trustee Fagan enjoyed participating in the 'Trustee Track' topics; JCPL is lucky to have our Board and processes working well. JCPL staff were well represented at the conference and several staff presented programs.

At 6:03 pm, the Chair called for a motion to recess the regular meeting, reconvene in Executive Session regarding the Memorandum of Understanding between AFSCME-JCPL, Collective Bargaining, and the Executive Director Annual Review.

MOTION: Bing Walker moved to recess the regular meeting of the Library Board of Trustees and reconvene in Executive Session regarding:

(1) Memorandum of Understanding, Proposed County Benefit Changes

- 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.

(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.

(3) Executive Director's Annual Review. Statutory citation authorizing an executive session for this topic:

- Pursuant to 24-6-402(4)(f) Personnel Matters.

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

The Chair announced a 10 minute break to allow the Board and staff time to clear the room, leave the existing ZOOM meeting, and then join the Executive Session in the Pam Nissler Conference Room.

At 8:09pm, the Chair called for a motion to adjourn the Executive Session and reconvene the regular Board Meeting.

MOTION: Emelda [Bing] Walker moved to adjourn the Executive Session of the Library Board of Trustees and reconvene the Regular meeting. Seconded by Charles Jones, the motion passed by unanimous vote of all Trustees present.

The Regular Meeting was reconvened with Library Board of Trustees Chair, Kim Johnson, Emelda Walker (Vice-Chair), Charles Jones (Secretary), Jill Fellman, Pam Anderson, and Renny Fagan present.

The Library Board of Trustees met in Executive Session regarding Memorandum of Understanding - Proposed County Benefit Changes, Collective Bargaining, and Personnel Matters related to the Executive Director. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

The Chair requested a motion regarding the Memorandum of Understanding.

MOTION: Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to enter into the Memorandum of Understanding between JCPL and AFSCME related to Proposed County Benefit Changes. Seconded by Jill Fellman, the motion passed by unanimous vote of all trustees present.

The Chair called for a motion regarding Executive Director review and compensation.

MOTION: Emelda [Bing] Walker moved that the Library Board of Trustees defer a decision on compensation for the Executive Director until after the negotiations on compensation and benefits for represented staff are complete. Seconded by Charles Jones, the motion passed by unanimous vote of all trustees present.

Trustee Walker read a statement from the Board: The Board has full faith and confidence in Donna Walker as our Executive Director and look forward to her continued leadership.

CALL FOR ADJOURNMENT

The Chair adjourned the regular meeting of the Library Board at 8:12pm.

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Bernadette Berger, Chief Information Officer

DATE: October 16, 2025

RE: IGA with Jefferson County Sheriffs for Camera Coverage

History of Contract:

In May 2025, the Jefferson County Sheriff's Office (Sheriff) contacted Jefferson County Public Library (JCPL) with a request to install two security cameras in the parking lot of the Evergreen Library, located at 5000 Highway 73 in Evergreen, Colorado. The purpose of the installation is to provide surveillance coverage of the parking area, specifically where Sheriff vehicles are routinely parked. The Sheriff's Office has requested a designated location for the cameras and access to space within an onsite closet to house the necessary operating equipment.

JCPL's network systems will remain completely independent, and the Sheriff's Office will not have access to any JCPL network infrastructure. The cameras will be positioned in a way that prevents individuals entering or exiting the Evergreen Library from being captured in the footage.

JCPL's Technology and Digital Innovation team collaborated with the Sheriff's Office to prepare an Intergovernmental Agreement (IGA). The agreement has been reviewed by JCPL, the Jefferson County Attorney's Office, and the Sheriff's Office. Once finalized, the IGA will formalize the partnership and authorize the installation and use of the safety equipment.

Total Cost:

JCPL will not incur any costs associated with this agreement

Next Actions:

We request that the Board of Trustees authorize the Executive Director to enter into an IGA with the Jefferson County Sheriff's Office, to permit the installation of two exterior cameras at the Evergreen Library. The IGA will take effect on November 17, 2025, and will provide for a two-week installation period as well as the ongoing use of the safety equipment. This item will appear on the consent agenda for the October 16, 2025 Board meeting unless otherwise directed by the Board.

Foundation Update



■ OCTOBER 2025

JCLF Executive Director Report

By Jo Schantz Hall, MNM, CFRE, GPC

FALL WHALE OF A USED BOOK SALE!

It's that time or year again! JCLF's fall Whale of a Used Book Sale is scheduled to begin on Thursday, October 16, through Sunday, October 19, at the Jeffco Fairgrounds in Golden.

Book sale dates and times are:

- Thursday, Oct. 16, 6 to 8 p.m. – FRIENDS ONLY Preview Night
- Friday, Oct. 17, 9 a.m. to 5 p.m. – Early Birds! Come in one hour early (8 – 9 a.m.) for \$10 per adult (includes all-day shopping at the sale)!
- Saturday, Oct. 18, 9 a.m. to 5 p.m. – Half-Price Day for Educators, Friends and Jeffco Employees (with ID)
- Sunday, Oct. 19, 11 a.m. to 3 p.m. – Bag Day! A grocery-sized bag of books is just \$10.



The last day of the sale, on Sunday Oct. 19, shoppers can also visit neighboring CSU Extension in Jefferson County to join in a FREE Fall Family Fun Day, featuring a bouncy castle, hands-on family crafts, and candy giveaways for little goblins!

New this year, South Jeffco Rotary Club will also host a pancake breakfast that same morning, from 9:30 am to noon, so our shoppers can gobble up pancakes prior to entering the Whale of a Used Book Sale. Cost is \$10.

FUNDRAISING UPDATE!

MOST RECENT REQUESTS SUBMITTED

- Canvas Credit Union Foundation -- \$5,000 for 1000 Books Before Kindergarten
- Brooks & Joan Fortune Family Foundation -- \$10,000 for 1000 Books Before Kindergarten
- Meritrust Credit Union -- \$2,500 Friends Community Partner
- J.W. Couch Foundation -- \$70,455 for Early Childhood Literacy programs (with Bridget Beatty)
- Lillis Foundation -- \$2,000 for 1000 Books Before Kindergarten
- Dudley Dougherty Foundation -- \$10,000 for 1000 Books Before Kindergarten
- City of Golden -- \$2,000 Friends Community Partner
- Max and Victoria Dreyfus Foundation -- \$10,000 for Babies First Books and 1000 Books before Kindergarten
- Costco Foundation -- \$5,000 for 1000 Books Before Kindergarten

REQUESTS DENIED

- Kars 4 Kids Foundation -- \$500 general operating
- On Tap Credit Union -- \$1,000 for Raise A Reader Festival

REQUESTS APPROVED

- City of Wheat Ridge -- \$5,500 for Wheat Ridge Reads program (2026)
- Lakewood Foothills Rotary Club -- \$1,000 Friends Community Partner



■ OCTOBER 2025

JCLF Executive Director Report

Community Connections & Outreach

- Sept. 24 – JCLF Board of Directors meeting
- Sept. 25 – Lakewood Foothills Rotary Club meeting
- Sept. 27 – Site visit with potential new JCLF Board member
- Sept. 30 – Denver7 Interview on Mile High Living (with Deborah Deal-Blackwell)
- Oct. 1 – Meeting with Donna Walker
- Oct. 2 – PEO meeting at Boy Scouts office in Lakewood
- Oct. 3 – Meeting with Cameron Bilyeu re: Inventory system for our bookstore
- Oct. 7 – Site visit with JCPL staff members
- Oct. 7 – Whale Sale Crew Chief meeting at JCLF
- Oct. 8 – Lakewood Foothills Rotary Club Board of Directors meeting
- Oct. 9 – Applewood Business Association luncheon
- Oct. 10 – Meeting with Megan Fessenden, JCLF Volunteer & Events Coordinator
- Oct. 11 – Rotary District 5450 all-day conference
- Oct. 13 – Meeting with Donna Walker
- Oct. 14 – Wheat Ridge Business Association breakfast meeting
- Oct. 15 – CSU Extension Advisory Committee meeting
- Oct. 15 – Denver7 Interview on 11:30 am news broadcast
- Oct. 16 – PEO meeting at Boy Scouts office in Lakewood
- Oct. 16 – Friends Only Preview Night at fall Whale of a Used Book Sale

SAVE THE DATE FOR OUR SPRING SHRED-A-THON!

Due to popular demand, JCLF will be hosting a springtime shred-a-thon on Saturday, April 18, from 9 am to noon.

New this year is our change of location! We will be hosting the event at the Jeffco Fairgrounds parking lots.

Stay tuned for more information on shredding fees and new limits on the number of boxes or bags of materials per participant that can be shredded at the event.

Our August 16th event grossed \$3,400 for our Foundation.



THANK YOU, 240 UNION CREATIVE GRILLE!

JCLF was delighted to once again be chosen as the recipient of a Dine & Donate fundraiser at 240 Union Creative Grille in Lakewood held on Wednesday, Sept. 17. On that day, our Foundation received 25% of all food sales, which amounted to more than \$2,200! Many thanks to the hungry folks who helped make this 4th annual event such a success. And many more thanks to the restaurant and its owner Michael Coughlin.

Executive Director Report



OCTOBER 2025 EXECUTIVE DIRECTOR REPORT

2025 Annual Plan Progress in October

Portfolio: Service Point Development & Expansion

Program: New Construction

Project: South County Library

- Finalize conceptual design
- Finalize Key Performance Indicators
- Legal review of narrowed list of potential names

Project: Northwest Jeffco Library

- Continue cost modeling for schematic design
- Finalize Key Performance Indicators
- Legal review of narrowed list of potential names

Program: Building Redesign

Project: Arvada Library

- Receive construction document pricing
- Finalize Key Performance Indicators

Program: Tenant Finish

Project: Conifer Library

- Revise celebration plan
- Continue evaluation of internet services
- Continue installation of extended hours access technology

Portfolio: Embracing Innovation & Change

Program: Fundraising Development

- Survey civic leaders
- Present Fundraising Strategy recommendation to library leadership
- Continue grant research and submissions

Portfolio: Continuous Process Improvement

Project: Collective Bargaining Agreement

- Continue negotiations

Project: 2026+ Strategic Plan

- Finalize “values” selection with all staff
- 

SERVICE HIGHLIGHTS:

[Hispanic Heritage Month](#)



Celebrate the vibrant traditions of Hispanic and Latin American communities during Hispanic Heritage Month with JCPL!

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:

Bernadette Berger, Chief Technology and Digital Information Officer, and **Elise Penington**, Director of Communications and Engagement, will be attending the Urban Libraries Council Leadership Forum in Cincinnati, Ohio, *Leading with Advocacy: Championing Urban Libraries*

Sarah Leibrandt, Training & Development Manager, and **Sarah Messina**, Training Specialist, are attending the Rocky Mountain Association of Talent Development conference in Denver, CO.

Briana Francis, manager of Kids & Families, attended Imagination Library Colorado (ILCO) in Denver, CO.

Five staff attended FallCon in Denver, CO.

Kelly Duran, manager of Library To You, **Cheryl Mason**, TDI Services manager, attended the Association of Bookmobile & Outreach Services (ABOS) in St. Louis, Missouri.

Hallie Kaiser, manager of Digital Experience, **Joanna Waggoner**, DX Librarian, and **Micheal Casey**, DX Coordinator, are attending BiblioCon in Toronto, Canada. Joanna and Michael will also present tips and tricks on maximizing the BiblioCommons experience.

Karen Walker, Kids & Families Librarian, will be attending Colorado Libraries for Early Literacy (CLEL) conference virtually.

Matt Griffin, Chief Strategy and Operating Officer, attended the Accelerate Conference in Park City, Utah.



HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, OCTOBER 2025

- Attend **Board of County Commissioners** Hearing
- Attend **Jeffco Connections Board** meeting
- Attend **ULC Director/CEO** meetings
- Meeting with Joe Kerby, **Jefferson County manager**
- Meeting with Jo Schantz, executive director, **Jefferson County Library Foundation**
- 1:1 introductory meeting with new trustee, **Nikki Jain-Brown**
- 1:1 meetings with several **Colorado library CEO's**
- Attend **JCPL All Staff Conference**



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

This Donation and Name Recognition Agreement ("Agreement"), dated for reference purposes only Sept. 11 2025, is between Kelly Beaulieu (the "Donor"), the **Jefferson County Library Foundation, Inc.**, a Colorado non-profit corporation (the "Library Foundation"), and the **Jefferson County Public Library** (the "Library"). The Donor, Library Foundation, and Library are collectively referred to herein as the "parties", and hereby agree as follows:

RECITALS

- A. The Donor desires to make a donation in the amount of \$ 3,000 (the "Donation") in support of the Art Wall at Conifer Library (the "Project"); and
- B. The Library Foundation and the Library are proud to recognize the Donation by providing name recognition rights to the Donor at the Project, as more fully set forth herein.

AGREEMENT

NOW, THEREFORE, the parties hereto agree as follows:

- 1. The Donor pledges to make a Donation to the Library Foundation of \$ 3,000, payable in one lump sum on or before Oct. 31, 2025, to aid funding of the Project.
- 2. Donation payments are to be payable to the Jefferson County Library Foundation, Inc., and mailed or hand delivered to the following address:

Jefferson County Library Foundation, Inc.
10790 W 50th Ave., Suite 200
Wheat Ridge CO 80033.
- 3. The Donor, Library Foundation, and Library agree that the Donation will be used for the Project, and as an expression of appreciation the name Beaulieu Family ("Donor Name") shall be displayed at the Project site.
- 4. The Donation may be invested, commingled, or merged with and become part of the general endowment funds and investment assets of the Library Foundation. Guidelines established by the Library Foundation Board of Trustees from time to time determine the investment, allocation of return on investment, and distribution of endowment funds and the allocation of income, loss, fees and expenses associated with endowment funds and securing and administering endowment funds. The Donation and all accounting of the Donation will be subject to these guidelines.

5. This Agreement is governed by Jefferson County Library's Guidelines for Naming and Name Recognition, which are incorporated herein. By entering into this Agreement, the Donor agrees to all of the terms and conditions contained therein, including the following:
 - a. Signage. The sign recognizing the donation will be placed in an appropriate location, and its design shall be consistent with the Library's image and building design requirements. The wording of the sign shall be mutually agreed upon by the Donor and the Executive Director of the Library.
 - b. Duration. These name recognition rights will last through Oct. 31, 2030. Donor shall have a right of renewal at the end of the naming period to extend the naming rights for an additional donation and an additional period to be mutually determined by the parties.
 - c. Approvals.
 - (i) All naming acknowledgements will be approved by the Library Board of Trustees.
 - (ii) A re-approval process with input by the Donor shall be necessary in the following situations:
 - (a) Major renovation of the space;
 - (b) Sale, destruction, removal or abandonment of the facility; or
 - (c) A change in the name, business focus or viability of the Donor entity.
 - d. Standards of Conduct. Should the Donor violate acceptable standards of integrity and civic leadership, the Library, in its sole discretion, may elect to remove the Donor's name from the Library.
6. No items recognizing the Donation will be ordered until the full amount of the Donation has been received by the Library Foundation.
7. The Donation shall be nonrefundable unless the Library Board of Trustees does not approve the acknowledgement or the Library or Library Foundation are unable to fulfill their obligations due to some unforeseen circumstances.
8. If, in the opinion of the Library Board of Trustees or the Executive Director of the Library, all or part of the Donation cannot, in the future, be applied usefully to the purposes provided in this Agreement, it may be used for any related purpose which, in the opinion of the Executive Director of the Library will most nearly accomplish the wishes of the Donor as expressed herein.
9. No donations will be refunded for any reason unless the Library or Library Foundation is unable to fulfill its obligations due to unforeseen circumstances.

10. Miscellaneous Provisions.

- a. Tax Consequences. Donor, and not the Library Foundation nor the Library, is solely responsible for determining the tax consequences to Donor of the within transaction including, without limitation, any monetary value assigned to the naming right.
- b. Venue and Governing Law. Venue for any and all legal actions regarding this Agreement shall lie in the District Court in and for the County of Jefferson, State of Colorado, and this transaction shall be governed by the laws of the State of Colorado.
- c. Invalid Provisions. If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, such provisions shall be fully severable; this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement; and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement. Furthermore, in lieu of such illegal, invalid or unenforceable provision, there shall be added automatically as a part of this Agreement a legal, valid, and enforceable provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible.
- d. Amendments to Agreement. This written Agreement constitutes the entire Agreement of the parties. No representations, promises, terms, conditions or obligations regarding the subject matter of this Agreement, other than those expressly set forth herein, shall be of any force and effect. No modification, change or alteration of this Agreement shall be of any force or effect, unless in writing, signed by both parties.
- e. Further Acts. The parties agree to perform or cause to be performed such further acts as may be reasonably necessary to consummate the transaction contemplated hereby.
- f. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and all of which counterparts together shall constitute but one and the same instrument.
- g. No Presumption Regarding Drafter. The parties acknowledge that they have each been advised by counsel in the drafting of this Agreement, and accordingly hereby agree neither party shall be deemed to be the drafter of this Agreement, and therefore no presumption for or against the drafter shall be applicable in interpreting or enforcing this Agreement.

[SIGNATURES FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the parties have executed this agreement this 11th day of September, 2025.

Donor:

By: Kelly Beaulieu
(Print Donor's Name)
Date: 9-11-25

APPROVED AS TO FORM:

Assistant County Attorney

Jefferson County Library Foundation

Jo Schantz Hall
By: Jo Schantz Hall, Executive Director
Date: Sept 19, 2025

Jefferson County Public Library

By: Donna Walker, Executive Director
Date: _____

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



jeffcolibrary.org

TO: Library Board of Trustees
FROM: Donna Walker, Executive Director
DATE: October 16, 2025
RE: Arvada Library Redesign Update

History of Project:

The Arvada Library redesign project was approved by the JCPL Board of Trustees as part of its Facilities Master Plan (FMP) and is fully funded in the 2025 budget.

Two more deliverables of this project are now completed:

- Finalize Design Development
- Complete construction drawings with guaranteed maximum price (GMP)

Over the last several months, EUA architects worked with staff and the community in redesigning the Arvada Library location. JCPL is pleased to share high-level elements of the design and how these elements meet the themes discovered in our community engagement.

Next Action:

EUA Architects, Inc. will be presenting the completed design at the October 16 regular meeting of the Library Board of Trustees for your information.

A Guaranteed Maximum Price (GMP) of this design will also be presented for trustee information, discussion and potential action.

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
Steve Chestnut, Director of Facilities and Construction

DATE: October 16, 2025

RE: Arvada Construction Guaranteed Maximum Price

Purpose:

This memo requests the Library Board of Trustees to authorize expenditures for construction of the Arvada Library redesign project.

Background:

In November 2024, the Board authorized the library to enter into a general contracting agreement with FlintCo for the construction of Arvada Library redesign. FlintCo has been involved in the design of the building as a partner in our Construction Manager/General Contractor (CMGC) delivery model. The design has now been finalized; the guaranteed maximum price (GMP) has been established based upon that design. As stipulated in their contract, FlintCo will perform the work to construct the library redesign at a guaranteed maximum price.

GMP:

Flintco has proposed a GMP of \$10,477,490. This is within the Board approved budget where the construction line of the project was \$10,676,148 .

Next Actions:

We are requesting that the Library Board of Trustees authorize the Executive Director to proceed with FlintCo for the construction of the Arvada Library Redesign, based on the final Guaranteed Maximum Price of \$10,477,490.

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

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

DATE: October 16, 2025

RE: Lease for Arvada Alternative Services

Background:

As part of the Arvada Library redesign project, JCPL intends to lease a temporary space to offer alternative services during construction. Staff did a search of the area to find a space that is geographically close to the Library for patron convenience and of adequate size to fit our need.

Recommendation:

The result of the search in the area identified the K-8 school located at 58th and Balsam as one of the schools that is being closed by Jeffco School District. The site includes an existing library and office space that meet our operational needs, along with remaining furniture and shelving that can be repurposed. It also offers adequate parking and is located approximately 0.6 miles from the current Arvada Library. Based on these factors, JCPL recommends proceeding with a lease agreement with Jefferson County School District for an estimated 14-month period.

Cost:

The cost of the lease agreement would be \$62,085 per year or \$5,173 per month. The total projected cost for the 14-month lease term is approximately \$72,422.

The library would not be responsible for equipment maintenance or building utilities under this agreement but would be required to provide janitorial and limited snow removal services for the duration.

Next Actions:

Staff recommends that the Board authorize the Executive Director to enter into the lease agreement with Jefferson County Public School District for the property located at 5751 Balsam Street, Arvada, CO.

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: October 16, 2025

RE: Finance Monthly Report

Budget to Actual Tables – September 2025

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

In September, JCPL recorded \$0.1M in Real Property Tax revenue. Year-to-date, 94.8% of the budgeted collection has been received.

JCPL remains on track with its overall budget, with no areas of concern at this time. Financial performance through the end of the third quarter is steady and consistent with expectations. Revenues continue to trend close to budgeted levels, while expenditure remains well-managed across all major categories.

In September, the Library Foundation provided funding of \$12,551 to JCPL. The Library contributed \$7,461 in-kind support in September. Year-to-date, the library has received \$84,153 in funding and provided \$68,249 in-kind support to the Foundation, with a ratio of 1:23.

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

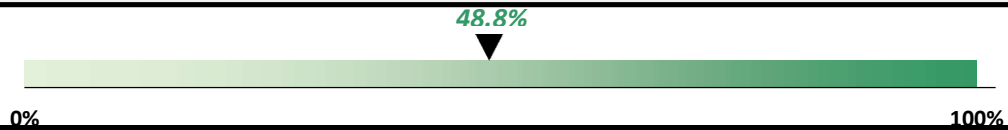
Revenue and Expenditure	2025 Budget	YTD Actual 09/30/2025	\$ Variance 2025 Budget	% Variance 2025 Budget
Revenues				
Property Taxes (net adjustments)	59,744,973	59,563,619	181,354	100%
Grants, Funds & Donations	560,427	324,077	236,350	58%
Investment Income	2,009,000	1,946,582	62,418	97%
Other Revenue	35,000	133,564	(98,564)	382%
Total Revenues	\$ 62,349,400	\$ 61,967,842	\$ 381,558	99.4%
Expenditures				
Operating	47,918,946	32,392,947	15,525,999	68%
Financing & Debt Service	-	-	-	
Capital Projects	49,385,963	15,055,821	34,330,142	30%
Total Expenditures	\$ 97,304,909	\$ 47,448,768	\$ 49,856,141	48.8%

% Variance 2025 Budget

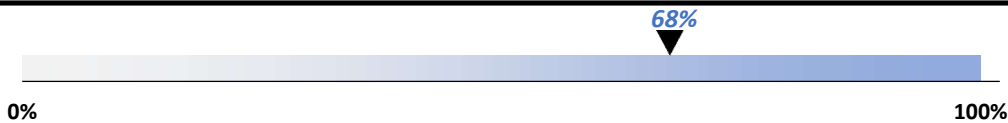
Total Revenues



Total Expenditures



Operating



Debt



Capital



TABLE 2
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
BUDGET TO ACTUAL

	2025 Budget	YTD Actual 09/30/2025	\$ Variance 2025 Budget	% Variance 2025 Budget
<i>Operating Expenditures</i>				
Salaries & Employee Benefits				
Salaries	19,267,433	12,924,646	6,342,787	67%
Awards & Bonuses	275,000	40,053	234,947	15%
Other	7,478,592	5,738,284	1,740,308	77%
Total Salaries & Benefits	\$ 27,021,025	\$ 18,702,983	\$ 8,318,042	69%
Library Collections				
Library Books & Materials	7,692,199	5,178,202	2,513,997	67%
Library Periodicals	205,000	170,264	34,736	83%
Total Library Collections	\$ 7,897,199	\$ 5,348,466	\$ 2,548,733	68%
Supplies and Other				
Supplies	1,915,452	1,241,860	673,592	65%
Services & Charges	7,851,593	4,525,191	3,326,402	58%
Interdepartmental Direct Charges	713,165	467,170	245,995	66%
Treasurers Fees	902,081	893,454	8,627	99%
Interdepartmental Indirect Charges	1,618,431	1,213,823	404,608	75%
Total Supplies and Other	\$ 13,000,722	\$ 8,341,498	\$ 4,659,224	64%
Total Operating Expenditures	\$ 47,918,946	\$ 32,392,947	\$ 15,525,999	67.6%

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

	2025 Budget	YTD Actual 09/30/2025	YTD Encumbrances	YTD Total Actual + Enc	Remaining 2025 Budget	Total Project Actual + Encumbrances	Total Project Budget
Capital Expenditures							
Annual Replacement & Maintenance							
ARM-01 Capital Maintenance	418,631	325,392	-	325,392	93,239	n/a	n/a
ARM-02 Furniture & Equipment	42,000	48,918	-	48,918	(6,918)	n/a	n/a
ARM-03 Computer Replacement Plan	720,344	269,095	-	269,095	451,249	n/a	n/a
ARM-04 Book Sorter Replacement	40,000	4,479	-	4,479	35,521	n/a	n/a
ARM-05 IT Infrastructure Replacement	450,000	252,795	-	252,795	197,205	n/a	n/a
Capital Projects							
Document Management System	-	-	-	-	-	198,977	160,000
South County Library	13,198,826	10,692,566	1,548,745	12,241,311	957,515	12,543,131	30,849,540
Evergreen Library Redesign	172,000	127,237	-	127,237	44,763	4,923,162	5,200,048
Evergreen Library Roof Repair	1,141,540	112,011	21,000	133,011	1,008,529	162,471	
Columbine Library Roof Repair	-	-	-	-	-	670,708	
Northwest County Library	14,589,599	422,327	1,254,770	1,677,097	12,912,502	5,406,199	25,970,270
Arvada Library Redesign	14,752,433	822,309	252,757	1,075,066	13,677,367	1,164,046	14,895,781
Conifer Library Tenant Finish	2,360,590	1,946,395	116,438	2,062,833	297,757	2,202,643	2,500,400
Lakewood Restrooms	500,000	32,297	12,703	45,000	455,000	45,000	500,000
Admin Office Reconfiguration	250,000	-	-	-	250,000	-	250,000
Library Interiors Refresh Pilot	750,000	-	-	-	750,000	-	750,000
Total Capital Expenditures	\$ 49,385,963	\$ 15,055,821	\$ 3,206,413	\$ 18,262,234	\$ 31,123,729		

TABLE 4 JEFFERSON COUNTY PUBLIC LIBRARY GRANTS, FUNDS & DONATIONS BUDGET TO ACTUAL							
	2022 Actual	2023 Actual	2024 Actual	2025 Budget	YTD Actual 09/30/2025	\$ Variance 2025 Budget	% Variance 2025 Budget
JCPL Grants							
Books & Materials - American Rescue Plan	181,757	-	-	-	-	-	
Books & Materials - State	195,797	140,462	134,124	144,996	14,173	130,823	10%
Car Charging Station - Evergreen	-	16,500	1,984	-	-	-	
Car Charging Station - Columbine	-	-	-	-	30,000	(30,000)	
Car Charging Station - Standley Lake	-	-	-	-	27,000	(27,000)	
Car Charging Station - Lakewood	-	-	-	-	30,000	(30,000)	
Total JCPL Grants	\$ 377,554	\$ 156,962	\$ 136,108	\$ 144,996	101,173	\$ 43,823	70%
JCPL Private Donations							
Private Donations up to \$200	340	-	250	-	100	(100)	
Private Donations \$201 - \$999	-	-	-	-	669	(669)	
Colorado Gives - Naumer Family Fund EV Remodel	-	5,000	-	-	-	-	
Anonymous Donor	-	2,000	-	-	-	-	
Anonymous Donor	58,042	-	-	-	-	-	
Anonymous Donor	-	-	-	-	-	-	
Anonymous Donor	-	-	-	-	-	-	
JCLF - Evergreen Library - Naming Rights	-	-	5,000	-	-	-	
Colorado Gives - Hard Times Writing	-	-	24,509	-	-	-	
Colorado Gives - Early Care & Education	-	-	-	-	60,000	(60,000)	
EI Pomar Foundation	-	-	-	-	25,000	(25,000)	
Fundraising Target	-	-	-	150,000	-	150,000	
Total Private Donations	\$ 58,382	\$ 7,000	\$ 29,759	\$ 150,000	\$ 85,769	\$ 64,231	57%
Other Funds Received							
Payroll Funding - American Rescue Plan	263,556	856,591	-	-	-	-	
E-Rate Reimbursement	2,602	149,901	111,966	165,431	53,306	112,125	32%
Laptop Lending	100,145	183,427	33,325	-	2,676	(2,676)	
Stadium Funds - Imagination Library	-	-	50,000	-	-	-	
Stadium Funds - Young Authors	-	-	42,350	-	-	-	
Total Other Funds Received	\$ 366,303	\$ 1,189,919	\$ 237,641	\$ 165,431	\$ 55,982	\$ 109,449	34%
Jefferson County Library Foundation							
	131,894	127,180	141,576	100,000	81,153	18,847	81%
Total Jefferson County Library Foundation	\$ 131,894	\$ 127,180	\$ 141,576	\$ 100,000	\$ 81,153	\$ 18,847	81%
Total Grants, Funds & Donations	\$ 934,133	\$ 1,481,061	\$ 545,084	\$ 560,427	\$ 324,077	\$ 236,350	58%
Other Funds Received Outside of Library Fund							
Digital Equity - American Rescue Plan (FD181)	-	3,482	622,374	96,090	17,558	78,532	18%
Digital Equity - Rescue Plan (FD036)	-	-	-	205,241	-	205,241	0%

Operational Updates

Technology & Digital Innovation

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Bernadette Berger, Chief Information Officer

DATE: October 16, 2025

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

History of Contract: Xcite Audiovisuals, LLC

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

Total Cost:

Cost is expected to be \$175,000

Budget:

This expenditure is within the approved Technology and Digital Innovation 2025 budget.

Next Actions:

We recommend JCPL enter into a contract with Xcite Audiovisuals to complete the Lakewood meeting room audiovisual project in 2025. The contract will begin on December 15, 2025 and will be in effect for 2 weeks. We request the Library Board of Trustees authorize the Executive Director to sign a contract with Xcite Audiovisuals LLC in the base amount of \$175,000.