

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

December 11, 2025



Virtual / Call In: Active Minds Mondays
Story of Toys



Make Something: Shimmering Snow Globes
with guest teacher Beth Harper



Holiday Movie Party: The Classics
(Rudolph, Frosty, and Santa Claus Is Coming to Town)



Evergreen Library Memory Café: Holiday
Sing Along with Montessori School of
Evergreen Kindergartners



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, December 11, 2025 – 5:30 pm – HYBRID MEETING <ul style="list-style-type: none"> • 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) 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. Approve Minutes of November 13, 2025 Special Board Meeting B. Approve Minutes of November 20, 2025 Board Meeting C. Trustees adopt 2026 Governance Process Calendar (4.3.2 and 4.3.2B) D. STAT Courier Contract Renewal

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

	<p>E. Contract for Removal, Reinstallation, and Equipment Purchase of Arvada Automated Materials Handling System</p> <p>F. 2026 Contract Amendment for Sierra ILS, Innovative Interfaces, Inc.</p>
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 (November 2025)</p> <p>B. 2026 Budget Adoption. Library Board adopts final recommended 2026 budget and authorizes the Executive Director to implement the spending plan.</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	<p>Board Governance:</p> <ul style="list-style-type: none"> Informational Only: Adopted 2026 Board Meeting Schedule
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>2026 Board Meeting Schedule</u></p> <ul style="list-style-type: none"> January 8, 2026 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room January 15, 2026 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room February 12, 2026 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room February 19, 2026 – 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	<p>Announcements/General Information Sharing</p> <ul style="list-style-type: none"> Report of the Chair – Correspondence, Other Other Announcements

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

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>Collective Bargaining</u>. Statutory citations 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.• 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: December 11, 2025

RE: Consent Agenda for the December 11, 2025 Board Meeting

- A. Library Board of Trustees adopt the Minutes of the November 13, 2025 Special Board Meeting
- B. Library Board of Trustees adopt the Minutes of the November 20, 2025 Board Meeting
- C. Library Board of Trustees adopt the 2025 Governance Process Calendar (4.3.2 and 4.3.2B)
- D. Library Board of Trustees authorize the STAT Courier Contract Renewal
- E. Library Board of Trustees authorize the contract for Removal, Reinstallation, and Equipment Purchase of Arvada Automated Materials Handling System
- F. Library Board of Trustees authorize the 2026 Contract Amendment for Sierra ILS, Innovative Interfaces, Inc.

**Minutes of the Special Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
November 13, 2025**

CALL TO ORDER – SPECIAL MEETING

The special 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 November 13, 2025. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m.

Other Trustees present: Emelda [Bing] Walker (Vice-Chair), Charles Jones (Secretary), Renny Fagan, Jill Fellman and Nikki Jain Brown.

Absent: Pam Anderson.

Staff present: Donna Walker, Executive Director; Matt Griffin, Chief Strategy & Operating Officer; Bernadette Berger, Chief Information Officer; Lisa Smith, Chief People & Culture Officer; Cynthia Kiyotake, Chief Libraries & Inclusion Officer; Elise Penington, Director of Communications and Engagement; Julianne Rist, Library Planning & Policy Senior Advisor; Jessica Paulsen, Assistant Director of Public Services for Customer Experience; Lizzie Gall, Assistant Director of Public Services for Resources and Programs; Amy Bentz, Assistant Director of Library Design Projects and Planning; Amber Fisher, Executive Assistant; Kelci Rude, Administrative Coordinator Supervisor; and Ryan Turch, Technology and Innovation Operations Supervisor.

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.

Executive Director and Strategy & Operations

A. 2026+ Strategic Plan Presentation; Guest: Greg Bellomo, GPS

Matt Griffin, Chief Strategy & Operating Officer introduced the topic and noted that Greg Bellomo, Donna Walker and Lisa Smith will share information on the 2026+ strategic plan. Included in the presentation was a recap of the Overall Process, Board Involvement and Progress, a Review of Objectives and Values in Context of Updated Mission, Vision, Board Ends and next steps.

In response to Board comments regarding the title of the Creating Place, Objective #4 Embrace Service Innovation, the Executive Director noted that she will bring back that objective for further discussion.

Next steps include alignment with the duration of the plan, Board consensus, developing a

mobilization plan, communicating internally and externally, and developing measures to determine impacts.

The Board expressed appreciation for the excellent work on the 2026+ Strategic Plan.

Communications & Engagement

A. “Northwest Jeffco Library and South County Library Naming” Presentation

Elise Pennington, Director of Communications and Engagement introduced the topic and noted that Bryan Kratish, Northwest Jeffco Library Manager and Rene Yaws , South County Library Manager will also present information on naming the libraries.

After some discussion, the Board reached general consensus on the Deer Creek Library recommendation for the South County Library. The Executive Director advised the Board that the Library will bring back the naming discussion for the North Jeffco Library and the Board will be asked to take a vote by a formal motion to name the libraries.

The Board expressed appreciation to the Library for the thoughtful and thorough naming process.

BOARD SCHEDULE – NEXT MEETINGS

2025 Board Meeting Schedule

- 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

EXECUTIVE SESSION:

At 6:35 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: Emelda Bing Walker moved to adjourn the Special meeting of the Library Board of Trustees and reconvene in Executive Session. Topic and Statutory citations authorizing an executive session are:

Collective Bargaining.

- Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.
- Pursuant to 24-6-402(4)(b) Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions.

Seconded by Charles Jones, the motion passed by unanimous vote of all Trustees present.

The Chair announced a 5 minutes short break to allow the Board and staff to clear the room, leave the existing ZOOM meeting and then join the Executive Session.

The Chair called the Executive Session to order at 6:43 pm with the following Trustees present: Kim Johnson, Renny Fagan, Jill Fellman, Charles Jones, Nikki Jain Brown and Emelda (Bing) Walker. Also present were Donna Walker, Executive Director; Eric Butler, County Attorney's Office; Steven Spirn, Consultant; Lisa Smith, Chief People & Culture Officer; Cynthia Kiyotake, Chief Libraries & Inclusion Officer; Matt Griffin, Chief Strategy & Operating Officer; Bernadette Berger, Chief Information Officer; Elise Pennington, 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: Emelda Bing Walker moved to adjourn the executive session. Seconded by Jill Fellman, the motion passed by unanimous vote of all Trustees present.

It is noted that Trustee Nikki Jain Brown left the Executive Session at 6:58 pm. The Chair adjourned the executive session at 7:50 pm.

It is noted that the Library Board of Trustees met in Executive Session concerning 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.
- Pursuant to 24-6-402(4)(b) Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions.

The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

Charles Jones, Secretary

**Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
November 20, 2025**

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via ZOOM and in-person in the Lakewood Library meeting room on November 20, 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), Pam Anderson, Nikki Jain Brown and Renny Fagan.

Absent: Jill Fellman and Charles Jones.

Staff present: Donna Walker, Executive Director; Cynthia Kiyotake, Chief Libraries and Inclusion Officer; Steve Chestnut, Director of Facilities and Construction; Bernadette Berger, Chief Information Officer; Matt Griffin, Chief Strategy and Operating Officer; Lisa Smith, Chief People and Culture Officer; Julianne Rist, Library Planning and Policy Senior Advisor; Amy Bentz, Assistant Director of Library Design Projects and Planning; Jessica Paulsen, Assistant Director of Public Services for Customer Experience; Lizzie Gall, Assistant Director of Public Services for Resources and Programs; Padma Polepeddi, Assistant Director of Libraries & Inclusion for Community Outreach; Brad Green, TDI Systems and Security Manager; Cheryl Murphy, TDI Service Manager; Amber Fisher, Executive Assistant; Kelci Rude, Administrative Coordinator Supervisor, Ryan Turch, Technology and Innovation Operations Supervisor.

There were additional Library staff members attending the meeting.

The Chair asked that anyone online wanting to provide public comment sign up now by sending a chat message to the meeting host with their name and topic.

APPROVAL OF AGENDA

MOTION: Emelda Bing Walker moved that the Library Board of Trustees approve the agenda as presented. Seconded by Renny Fagan 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 several online form public comments were received and sent to the Trustees. The Chair noted that due to the number of people signed up for public comment, she will extend the 30 minute time to accommodate everyone and limit each commenter to two minutes.

Michelle Sliger, Jill Hinn, Julie Novotny, Amy Schroeder, Sammi Johnson, Amy Christiansen, Dawn Allbee, Leslie Cyranowski, Maya Greer, Brady Woods, Bradley Bruce, Jeny Crownover, Katy Conway, Anna Sparlin, Stephen Haynes, Christine Catramados, Corban Ford, Derek Hammer, Adreanna Hanegan, and Mary Jo Sobocinski, provided public comment regarding, minimum wage, union negotiations, mediation, raises, fund balance, employer of choice, leave and benefits, Columbine Library award, impasse, mediator, end of year bonus, page duties, work schedules, turnover, cost of living and living wage.

The Chair thanked the public comment participants and closed the public comment portion of the meeting at 6:17 pm.

APPROVAL OF CONSENT AGENDA

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

Items on the Consent Agenda

- A. Approve Minutes of October 9, 2025 Special Board Meeting
- B. Approve Minutes of October 16, 2025 2025 Board Meeting

MOTION: Nikki Jain Brown moved that the Library Board of Trustees approve the items on the consent agenda as presented. Seconded by Renny Fagan the motion passed by unanimous vote of all Trustees present.

FOUNDATION UPDATE

The Chair called on Jo Schantz, Foundation Executive Director. Jo Schantz provided highlights of her report including the Whale of a Book Sale in October that raised nearly \$92,000, Colorado Gives Day is December 9, grants received, and the Foundation is pursuing a partnership with the Evergreen Arts Council.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director advised the Board that she and several members of the executive team attended the Leadership Academy Capstone event which is in its third year. Lisa Smith, Chief People and Culture Officer and her team heads up the Leadership Academy. The event included presentations around the participants learning how to become better leaders. The Executive Director shared the Arvada Library Redesign donor book with the Trustees. Last night, the Executive Director attended the Youth Development Program Graduation at the Evergreen Library. Twenty-five high schoolers from across Jefferson County completed an 8-week program that included learning

communication skills, group work, and boundary setting. JCPL's volunteer coordinator, Jessi Bishopp and JCPL staff did an excellent job on this awesome program. The Library provided its 2026 funding request to the Foundation.

B. Capital Building Projects Update

- Conifer: The donor recognition lunch was held on November 14. Thank you to the Trustees and Foundation Board members who were able to attend this lovely event. The donors were happy with the new library and expressed appreciation to everyone involved.
- Northwest Jeffco: JCPL managers continue outreach work to engage the community.
- South County: The project is in the schematic design stage and naming of this library is coming up for the Board this evening.
- Arvada Redesign: JCPL submitted the request for a permit. The final construction schedule is move out by the end of December with alternative services starting in January. Construction is expected to start in January as soon as the permit is received.

C. **Biefel Naming Agreement – Arvada Library Bike Rack**

The Executive Director advised the Board that Nikki Biefel has submitted a naming agreement as a Christmas present for her husband who is an avid cyclist.

MOTION: Pam Anderson moved that the Library Board of Trustees approve the Donation and Name Recognition Agreement between Jean Nicole (Nikki) Biefel, the Jefferson County Library Foundation, Inc., and the Jefferson County Public Library. Seconded by Nikki Jain Brown the motion passed by unanimous vote of all Trustees present.

OPERATIONAL UPDATES

Strategy & Operations

Finance and Budget

A. Financial Report (October 2025)

Matt Griffin, Chief Strategy and Operating Officer, addressed the Board and provided an overview of the monthly financials. On Table 1, quarter 3 investment income came in strong with year-to-date actuals \$3.2 million above budget. It was noted that this line can continue to fluctuate well into 2026. On Table 2, spending remains on track trending to end the year slightly below budget. On Table 3, capital improvements summary line, budget versus year-to-date actuals and encumbrances often appear to be significantly underspent. That is expected given the nature of multi-year projects. The capital budget is developed annually and projects can span multiple years. Each year JCPL conservatively budgets the funds believed to be needed that year. When work or spending doesn't occur in that fiscal year, those dollars will be carried forward into the next year so the project can continue with the same funding. It is not a sign of savings or reduced activity, it is a reflection of project timing and the funds remain committed to the project.

In response to questions, the Board was advised that:

- The Library tries to be as accurate as possible with the annual capital budget and veers on the side of not delaying projects because funding is not available. For example, the Northwest Jeffco total project budget of \$25 million is split across multiple years as accurately as possible. The total project budget does not change unless requested.
- In January 2026 once the 2025 financials are closed the Library will have an accurate understanding of dollars available to carry forward in the capital plan. That information comes to the Board in February 2026 for the approval process and will show in the capital plan in April/May of 2026.

B. 2026+ Strategic Plan

The Executive Director introduced the topic and advised the Board that at the meeting last week, the Library presented the 2026+ Strategic Plan Objectives and Values. The Board asked that the Creating Place, Objective #4 Embrace Service Innovation, be brought back for further discussion. The Executive Director noted that the Library took the Board's feedback, reviewed the community engagement information and presented the following recommendation:

Creating Place Objectives:

1. Make Every Visit an Exceptional Experience

Animating Language:

We treat patrons as welcome guests at every point of contact, creating experiences and spaces that meet or exceed their needs. Individually and as a community, patrons recommend their library as a safe and trusted resource.

2. Shape Services & Spaces to Encourage Learning & Discovery

Animating Language:

We approach service and space design with a focus on learning for all ages, backgrounds, and abilities. JCPL is known to be a safe place to explore and incubate ideas together.

The Chair noted that the recommendation captures the vision she had when doing the work earlier in the year. There were no other changes requested by the Board and the Chair called for consensus on the full strategic framework. The Board reached consensus on the 2026+ strategic plan.

The Executive Director expressed appreciation to the Board for their engagement in the process and noted that the Library will move forward with the 2026 and beyond strategic plan. The detailed 2026 annual plan will come before the Board in January 2026.

C. 2026 Recommended Budget

Matt Griffin, Chief Strategy and Operating Officer, advised the Board that the updated 2026 budget tables are included in the information packet and he will walk through the changes since the Board's last review in June. This is the standard process and changes are expected between June and November. The review will highlight what's new and how the updated figures impact the fund balance over time.

2026 Revenue Changes

2026 revenue changes include an adjustment of negative \$140,000. Investment income has been updated with information from the Treasurer's office and increased from \$2.3 million to \$2.6 million. The net revenue increase is \$2.2 million.

2026 Expenditure Changes

Expenditure changes since June include an increase in salaries and benefits of \$535,000 driven by several components in the benefit structure. Health insurance is the largest increase at \$400,000 for a much richer plan for employees and increased cost to employer. Along with increases of \$100,000 in benefits administration, \$50,000 increase in dental and \$20,000 increase in additional benefits, and a \$50,000 decrease in departmental charges the net increase is \$480,000. Salaries and Benefits are at 56% of the total operating budget.

There were no changes to the Capital Budget for 2026 since June. The current plan includes annual repair and maintenance, the South County and Northwest Jeffco library projects and a new ILS system. This list represents only the budgeted projects and does not reflect all the capital work that will occur next year. There are a number of 2025 projects and associated funds that will carry forward to 2026. In April/May of 2026 the chart will expand to include those projects.

Total 2026 Expenditure – Operating, Debt and Capital

2026 expenditures are: Operating at \$49,733,628 (64%), Debt \$0 and Capital at \$28,354,962 (36%) for a total 2026 expenditure of \$78,088,590.

In response to questions, the Board was advised that:

- The Library anticipates having many years to go through this capital building phase of spending more than revenue. That is a key driver in why the fund balance is at the level it is. The Library knows that we will have years of outspending revenue and have to call on the fund balance to support projects for many years. Being above the maximum boundary right now is a good place to be to be able to fund these projects.
- When investment income in the year-to-date budget tables shows as revenue it is received and spendable with the caveat that this entire budget line could go the other direction and lose money. For example, if in June the Board decided to spend this money and then there were losses, that would become an expenditure for the Library.
- The Library acknowledged the request that for preparation of the carryforward discussion next Spring, it would be helpful for the Board to see the cumulative carryforward at this point in time.
- The Library acknowledged the request to separate out the annual repair and maintenance (ARM) budget from the project capital budget in Table 1 under the total expense summary.
- The Library is in a busy condensed capital building cycle at the moment and that is not expected to be ongoing every year. Once the projects are completed the Library will move into more of a refresh cycle. It is unusual to have so many large scale projects and funds carried forward.

- The Library's investment income is managed by the County Treasurer's Office and the Library has no input. As the fund balance reduces the Library expects to see the investment income reduce.

Trustee Anderson provided historical context of Board policy decisions for cash savings versus borrowing. The philosophy behind this is conservative as the cost of borrowing is expensive based on inflation and interest rates. The capital project plan has served the community well in balancing the operating and capital needs committed to when the mil levy was passed by the voters.

5-Year Capital Improvement Plan

In Table 3, the full details of the capital plan for that period shows a long range view of the board's actual commitment of funds over the next 5 years, \$53.6 million in capital projects. This is a structured intentional plan for use of the fund balance outside of day to day operating.

In response to a question the Board was advised that the \$53.6 million does not include the 2025 carryforward.

5-Year Fund Balance Versus Boundaries

By policy, the Board sets upper and lower fund balance limits. The 5-year capital improvement plan's impact on the fund balance shows the balance stays above the upper limit and maintains that throughout 5 years.

10-Year Fund Balance Versus Boundaries

A snapshot of the 10-year capital plan shows two phases of capital projects, the current year's projects now and out years 2030 onwards for the Operations Center, Lakewood and Standley Lake projects. It is also important to review what that does to the fund balance overtime alongside the year over year increase in operations with increases in benefits getting more expensive and built into the forecast. In 2031 onwards the fund balance slopes downwards consistently indicating that beyond that point it becomes more structurally unsustainable with revenues no longer keeping pace. The overall picture is that the 5-year view is manageable and in a healthy cycle, with the outyear's increases, in benefits in particular, the forecast shows that adjustments will need to be made.

In response to a question, the Board was advised that the legal reserve is the Tabor emergency reserve of 3% of the current year's spending plan. The total spendable fund balance would reduce by that Tabor reserve.

The Chair advised the Board that the fund balance fluctuates throughout the year, the balance grows early in the year when property taxes are paid. The Board doesn't look at the fund balance on a monthly basis because of the fluctuations and a monthly review is not helpful. Looking at the fund balance at year end is more helpful. The lower fund balance limit includes the Tabor amount and is set by Board policy. If there is another pandemic or recession like in 2008, the

Library doesn't have to cut hours and staff because we have the operating reserves to lean on. There is some concern in the outyears. The Library operates between the upper and lower limits and with excess to pay for capital projects.

In response to questions the Board was advised that:

- The Library budgets on an annual basis and funds can only be appropriated one year at a time.
- The Board is not asked to approve the 10-year capital expenditure plan.

The Chair advised the Board that they will take a vote in December to authorize the Executive Director to implement the 2026 spending plan and noted that if the Trustees come up with more questions they can reach out to her.

Facilities & Construction Projects

A. Kleen-Tech Services LLC 6 Month Renewal Contract

Steve Chestnut, Director of Facilities and Construction Projects advised the Board that JCPL issued an RFP for janitorial and carpet cleaning services and completed the evaluation process. After concluding that the award could not move forward, JCPL would like to extend the contract with Kleen-Tech for six months to allow time for the Library to revisit the process.

MOTION: Renny Fagan moved that the Library Board of Trustees authorize the Executive Director to sign a six month renewal contract with Kleen-Tech Services LLC for janitorial services at all locations for up to an additional six months. Seconded by Nikki Jain Brown the motion passed by unanimous vote of all Trustees present.

Communications & Engagement

A. "Northwest Jeffco Library and South County Library Naming"

Elise Pennington, Director of Communications and Engagement advised the Board that the Library is bringing forward a recommendation to name the library currently known as South County the Deer Creek Library. The Library is in the Deer Creek area and it is a well-known name in that community. The Library would like to have further discussion on Northwest Jeffco Library naming options and will bring a recommendation to the Board at a future meeting.

MOTION: Nikki Jain Brown moved that the Library Board of Trustees authorize the Executive Director to name the Library located at 11100 Bradford Road, Littleton, Colorado the Deer Creek Library. Seconded by Emelda Bing Walker, 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

The Trustees reviewed the 2026 governance process calendar. The Chair advised the Board that the 2026 governance process calendar will appear on the consent agenda for adoption at the December 11 Board meeting.

BOARD SCHEDULE – NEXT MEETINGS

2025 Board Meeting Schedule

- December 11, 2025 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- The Chair advised the Board that the 2026 Board meeting invitations will be sent out soon.

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

There were no announcements.

At 7:15 pm, the Chair called for a motion to adjourn the regular meeting and reconvene in Executive Session.

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

(1) Collective Bargaining

- Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.
- Pursuant to 24-6-402(4)(b) Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions.

Seconded by Renny Fagan 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 separate meeting invitation.

The Chair called the Executive Session to order at 7:32 pm with the following trustees present: Renny Fagan, Pam Anderson, Nikki Jain Brown, Charles Jones and Emelda (Bing) Walker. Also present were Donna Walker, Executive Director; Eric Butler, County Attorney's Office, Steven Spirn Consultant; Bernadette Berger, Chief Information Officer; Lisa Smith, Chief People & Culture Officer; Cynthia Kiyotake, Chief Libraries and Inclusion Officer; Matt Griffin, Chief Strategy & Operating Officer; 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.

At 8:53 pm, the Chair called for a motion to adjourn the Executive Session.

MOTION: Kim Johson moved to adjourn the Executive Session of the Library Board of Trustees. Seconded by Emelda Bing Walker, the motion passed by unanimous vote of all Trustees present.

It is noted that the Library Board of Trustees met in Executive Session regarding Collective Bargaining. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

Charles Jones, Secretary

2026 GOVERNANCE PROCESS CALENDAR
JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Month	Governance Process	Monitoring & Ends	Board Action
January	Begin Trustees planning cycle (4.3.2) Chair presents tentative agenda plan (4.3.2.B) Chair appoints committee to review Board Bylaws (4.4.2D) Chair appoints nominating committee for Board officers (4.4.2D)	<ul style="list-style-type: none">Trustees review Global Ends Statements 1.0 - 1.4Review of 2026 Strategic Priorities	Trustees approve the “Sunshine Resolution” Trustees approve budget transfer, requests from the previous calendar year. May be rescheduled based on the process/schedule provided by the County. Chair appoints Trustee representative to Foundation Board
February	Governance Policy 3.4.6 (All policies instructing the Executive Director will be monitored – 2.0 – 2.4 annually in February) <ul style="list-style-type: none">Trustees complete mandated County training (4.1 and 4.8.1A)Executive Director Evaluation Process: Chair solicits informal feedback from trustees after review of current year strategic priorities (Jan), year-end strategic priority results (Feb), and monitoring reports compliance (Feb).	2.0 General Management Constraints 2.1 Treatment of Patrons 2.2 Treatment of Staff 2.3 Financial Condition and Activities 2.4 Asset Protection <ul style="list-style-type: none">Review of Final 2025 Strategic Plan Achievements	Trustees review, amend as needed and approve Board Bylaws. Nominating Committee Reports to Board Trustees adopt Governance Policies 2.0 through 2.4 <ul style="list-style-type: none">Supplemental Budget Amendment for CarryforwardBudget Supplemental Information
March	Executive Director Evaluation Process: Chair and Vice Chair give informal feedback to Executive Director.		Trustees elect Board officers
April			
May	Trustees enlist external audit, as needed Trustees set Governance Budget for next year (4.8.2)		
June	Executive Director presents the annual budget to the Trustees (4.2.5.A). May be rescheduled based on the budget development schedule provided by the County.		Trustees authorize the Executive Director to submit the annual budget request to the BCC (4.2.5.C). May be rescheduled based on the budget development schedule provided by the County.
July	Executive Director Evaluation Process: Chair and EXD initiate packet for feedback		
August	Governance Policy 3.4.6 (All policies instructing the Executive Director will be monitored – 2.5 – 2.9 annually in August) Executive Director Evaluation Process: Chair and EXD initiate packet for feedback	2.5 Financial Planning, Budgeting 2.6 Compensation and Benefits 2.7 Emergency Executive Director Succession 2.8 Board Awareness and Support 2.9 Materials Selection <ul style="list-style-type: none">2026 Strategic Plan Mid-year Update	Trustees adopt Governance Policies 2.5 through 2.9
September	Trustees review Executive Director’s performance and compensation (4.3.6) – Executive Session		
October	Executive Director Evaluation Process: Evaluate process with Board and Executive Director.		
November	Trustees review 2027 governance process calendar		
December	Trustees adopt 2027 governance process calendar (4.3.2 and 4.3.2.B)		Trustees adopt the 2027 budget and authorize the Executive Director to implement the spending plan
	Trustees adopt the annual budget (4.2.5.A)		
	End Trustees planning cycle (4.3.1)		

Ongoing Board Decisions

- Adopt and amend the Board Governance policies
- Adopt and amend Ends policies
- Approve all supplemental appropriations
- Approve fund transfers above the policy limitation
- Approve all property changes

- Directs the Executive Director to sign certain contracts and agreements
- Make determinations regarding naming and recognition requests
- Adopt resolutions of support for local election issues
- Approve mill levy proposals

ADMINISTRATION

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



Jefferson County
PUBLIC LIBRARY

jeffcolibrary.org

TO: Donna Walker, Executive Director

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

DATE: December 11, 2025

RE: 2026-2027 Courier Services Contract - STAT Courier Service, Inc

History of Contract: STAT Courier Service, Inc. Intra- Library Courier

Stat Courier Services provides courier services at all library locations. The Board authorized the Executive Director to enter a contract with Stat Courier in October 2023 for a period of one year. The Board's authorization allowed 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 a second time, for an additional year.

Total Cost:

The base cost for last year was \$455,578.61 and the initial one-year term renewal is \$473,799.76. This is approximately 4% higher than the annual contract cost for the year 2025-2026. The new contract cost reflects increased services for book returns, holds lockers, and express services. JCPL has reviewed the pricing and believes it to be a fair increase based on inflation and market prices.

Next Actions:

Staff requests the Library Board of Trustees to authorize the Executive Director to sign a one-year contract renewal with STAT Courier Service, Inc., in the base amount of \$473,799.76.

This item will be placed on the consent agenda for the December 11, 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: Bernadette Berger, Chief Information Officer

DATE: December 11, 2025

RE: Contract for Removal, Reinstallation, and Equipment Purchase of Arvada Automated Materials Handling System (Book sorter)

History of Contract: Automated Materials Handling System

In 2022, JCPL contracted with RFID Library Solutions, Inc. to purchase and install an Automated Materials Handling (AMH) system at its Arvada location. The AMH functions well and meets JCPL's requirements to provide an available and reliable service, which both patrons and staff use daily. Due to the planned renovations at the Arvada location in 2026, the current AMH system will need to be fully removed, modified, and reinstalled when the Arvada location is ready to reopen in 2027. The updated design for the renovated space also requires additional equipment to integrate with the existing AMH system.

The Library would like to enter into an agreement with RFID to remove the AMH at the Arvada location in January 2026, modify and reinstall the sorter upon completion of the Arvada library renovations estimated to be completed for Q1-2027, and install additional components required for the new design.

Budget:

The total fee for removal and reinstallation of the Arvada AMH to be paid to RFID Library Solutions, Inc shall not exceed \$148,425. This expenditure is included in the Arvada Library remodel project.

Requested Action:

We would like to ask the Board of Trustees to authorize the Library Executive Director to sign an agreement with RFID Library Solutions, Inc. for this Arvada project. **This item will be placed on the consent agenda for the December 11, 2025 Library 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: Bernadette Berger, Chief Information Officer

DATE: December 2, 2025

RE: 2026 Contract Amendment for Sierra ILS, Innovative Interfaces, Inc.

History of Contract:

Sierra is the name for a suite of products commonly referred to as an Integrated Library System (ILS). Sierra, owned by Innovative Interfaces, Inc. (III), is the ILS that Jefferson County Public Library uses for material management, circulation, cataloging, and acquisitions. In addition to the Sierra modules, JCPL also purchases iTiva language subscription, decision center, and cloud hosting from III. The library is currently under a three-year contract with III through December 31, 2025.

Total Cost:

Extending the Sierra agreement for one year from January 1, 2026 to December 31, 2026 will cost \$324,862.47, which aligns with prior costs and remains within the approved budget.

Next Actions:

I would like to ask the Board of Trustees to authorize the Library Executive Director to renew our agreement with Innovative Interfaces, Inc. for the Sierra ILS and supporting modules for an additional one-year term. **This item will be placed on the consent agenda for the December 11, 2025 board meeting unless otherwise instructed by the Board.**

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Foundation Update

EXECUTIVE DIRECTOR REPORT DECEMBER 2025

Jo Schantz Hall, MNM, CFRE, GPC

COMMUNITY CONNECTIONS

- Nov. 21 – JCLF All-staff meeting
- Nov. 21 – Rocky Mountain Literary Festival committee meeting
- Dec. 3 -- Dist. 5450 Rotary Club Presidents meeting
- Dec. 4 – PEO Chapter FP holiday luncheon
- Dec. 8 – Meeting with Donna Walker
- Dec. 9 – Wheat Ridge Business Assn. holiday luncheon
- Dec. 9 – Lakewood Foothills Rotary Club holiday dinner
- Dec. 10 – Presentation to Wheat Ridge Optimist Club
- Dec. 11 – Applewood Business Assn. holiday luncheon
- Dec. 11 – JCPL Trustee meeting
- Dec. 16 – JCLF Finance Committee meeting
- Dec. 17 – JCPL Combined Management Team meeting
- Dec. 17 – Golden Pantry & Thrift Board and Volunteer holiday party

RECENT FUNDING REQUESTS

- Kaufmann Foundation -- \$10,000 Early Childhood Literacy
- Galena Foundation -- \$25,000 Early Childhood Literacy
- Harmes Fishback Charitable Trust -- \$10,000 Early Childhood Literacy
- MB Glassman Foundation -- \$10,000 Early Childhood Literacy
- McGee Foundation -- \$20,000 Early Childhood Literacy
- YMT Family Foundation -- \$2,000 for 1000 Books Before Kindergarten
- Ploughshares Foundation -- \$10,000 Early Childhood Literacy

REQUESTS PENDING -- ARVADA LIBRARY NAMING RIGHTS

- SouthState Bank
- Taddonio Family Foundation
- Arvada Sunrise Rotary Club & Arvada Jefferson Kiwanis Club
- IOOF Lodge #2

Our Foundation office/warehouse complex will be closed from Wednesday, December 24 through Thursday, January 1 in observance of the winter holidays.



Tuesday, December 9, is Colorado Gives Day! Each year, our nonprofit (and thousands of other nonprofits across the state) rely on this end-of-year campaign to push us over the fundraising goal line for the year. To those of you who have donated since the campaign began on November 1 -- Thank you for your support!

2026 FRIENDS ANNUAL MEETING

Friday, March 13, from 11:30 am to 1:00 pm, is the date and time for our 2026 Friends Annual Meeting at the Wheat Ridge Rec Center. This year, we are featuring acclaimed Colorado author SHELLEY READ as our keynote speaker.

Shelley is a fifth generation Coloradoan who lives with her family in the Elk Mountains of the Western Slope. She was a Senior Lecturer at Western Colorado University for nearly three decades, where she taught writing, literature, environmental studies, and Honors, and was a founder of the Environment & Sustainability major and a support program for first-generation and at-risk students.

Shelley holds degrees in writing and literary studies from the University of Denver and Temple University's Graduate Program in Creative Writing. She is a regular contributor to Crested Butte Magazine and Gunnison Valley Journal, and has written for the Denver Post and a variety of publications.



Go As a River, her first novel, is inspired by the landscape she comes from and has been translated into 34 languages. This book won both the 2024 High Plains Book Award for Fiction and the Reading the West Book Award for Debut Fiction



Executive Director Report



DECEMBER 2025 EXECUTIVE DIRECTOR REPORT

2025 Annual Plan Progress in December

Portfolio: Service Point Development & Expansion

Program: New Construction

Project: Deer Creek Library

- Initiate schematic design
- New Library name communications

Program: Building Redesign

Project: Arvada Library

- Prep alternate space for move in
- Prep library for move out
- **Farewell for Now** event

Program: Tenant Finish

Project: Conifer Library

- Open House grand opening celebration
- Contracting for new internet service provider

Portfolio: Embracing Innovation & Change

Program: Fundraising Development

- Continue grant research and submissions
- Define 2026 fundraising target
- Align fundraising strategy with 2026+ strategic plan

Portfolio: Continuous Process Improvement

Project: Collective Bargaining Agreement

- Continue negotiations through mediation

SERVICE HIGHLIGHTS:

Farewell for Now, Arvada Library Arvada Library will close early next year for remodeling. Stop by on Dec. 13 for our [Closure Celebration](#) and share your favorite memories through a collaborative community art piece. Visit the [Arvada Library project page](#) to learn more about alternative services at the [former home of Arvada K-8 School](#) during the closure.

[New Year's for the Early Birds](#) Can't stay awake for the midnight ball drop? We've got you covered. Celebrate Noon Year's Eve at the library with stories, crafts, dancing and a balloon drop countdown to noon! Bring the whole family to enjoy these kid-friendly festivities at locations across the county and ring in the new year with midday fun for your little ones!





ADVOCACY AND ENGAGEMENT OPPORTUNITY FOR TRUSTEES

[Public Library Association \(PLA\) Conference 2026](#) will be in Minneapolis, Minnesota, April 1–3, 2026. Registration is open. Please let Amber know if you'd like to attend.

HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, DECEMBER 2025

- Attend **Board of County Commissioners/Municipalities** Quarterly meeting
- Attend **Board of County Commissioners** Hearings
- Attend **Conifer Library** Open House
- 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**
- Attend **Jeffco EDC** Holiday Party
- Attend **Elected Officials/Personnel** Board meeting
- Attend **Arvada Library Farewell for Now** Celebration



Operational Updates

Business Strategy and Finance

jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Matt Griffin, Chief Strategy & Operating Officer

DATE: December 11, 2025

RE: Finance Monthly Report

A. Budget to Actual Tables – November 2025

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

November property tax revenue has not yet been recorded. Year-to-date, 95% of the budgeted collection has been received.

JCPL remains on track with its overall budget, with no areas of concern at this time.

In November, the Library Foundation provided funding of \$8,413 to JCPL. The Library contributed \$8,435 in-kind support in November. Year-to-date, the Library has received \$87,956 in funding and provided \$84,200 in-kind support to the Foundation, with a ratio of 1.04.

B. 2026 Budget Adoption

Since June 2025, the Library's 2026 budget has been refined to reflect updated revenue projections and revised operating costs.

On November 18, 2025, the Board of County Commissioners adopted the 2026 budgets for both the County and the Library.

As part of this finalization, several revenue categories were adjusted. Interest earnings increased by approximately \$2.0 million, and the fair-value adjustment improved by an additional \$300,000. Offsetting these gains were decreases of \$90,000 in property tax revenue and \$50,000 in Urban Renewal Area revenue.

Operating expenditures were also updated to reflect refined estimates. Within Salaries & Benefits, health insurance increased by \$400,000, benefit administration costs increased by \$100,000, dental coverage increased by \$50,000, and retirement contributions decreased by \$20,000. Across direct costs, updates include a \$68,000 increase—driven primarily by a \$60,000 increase in property insurance and a \$60,000

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increase in liability insurance, partially offset by a \$45,000 reduction in fleet costs. Treasurer's fees decreased by approximately \$40,000 due to the downward revision in property tax revenue.

Indirect costs were adjusted to reflect internal county allocations, resulting in a net reduction of \$80,000.

Overall, these changes reflect routine annual refinements as more precise financial information becomes available throughout the County's budget development cycle.

As a result, the overall expenditure for 2026 now stands at \$78,088,616. This allocation of expenses is outlined as follows:

- Operating: \$49,733,654
- Debt Service: \$0
- Capital Projects: \$28,354,962

The 2026 Budget includes funding for an additional 6.5 full-time equivalent (FTE) positions to support JCPL's growth. This brings the total authorized and funded positions for 2026 to 300 FTE.

Action Item:

We request that the Library Board of Trustees adopt the 2026 budget and authorize the Executive Director to implement the spending plan contained therein.

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

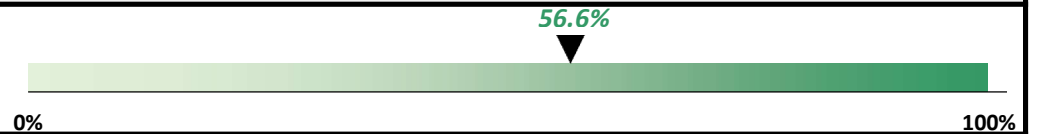
Revenue and Expenditure	2025 Budget	YTD Actual 11/30/2025	\$ Variance 2025 Budget	% Variance 2025 Budget
Revenues				
Property Taxes (net adjustments)	59,744,973	59,681,403	63,570	100%
Grants, Funds & Donations	560,427	352,245	208,182	63%
Investment Income	2,009,000	3,209,524	(1,200,524)	160%
Other Revenue	35,000	159,803	(124,803)	457%
Total Revenues	\$ 62,349,400	\$ 63,402,975	\$ (1,053,575)	101.7%
Expenditures				
Operating	47,918,946	39,136,795	8,782,151	82%
Financing & Debt Service	-	-	-	
Capital Projects	49,385,963	15,934,552	33,451,411	32%
Total Expenditures	\$ 97,304,909	\$ 55,071,347	\$ 42,233,562	56.6%

% 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 11/30/2025	\$ Variance 2025 Budget	% Variance 2025 Budget
Operating Expenditures				
Salaries & Employee Benefits				
Salaries	19,267,433	15,716,030	3,551,403	82%
Awards & Bonuses	275,000	51,693	223,307	19%
Other	7,478,592	6,875,477	603,115	92%
Total Salaries & Benefits	\$ 27,021,025	\$ 22,643,200	\$ 4,377,825	84%
Library Collections				
Library Books & Materials	7,692,199	6,319,775	1,372,424	82%
Library Periodicals	205,000	210,952	(5,952)	103%
Total Library Collections	\$ 7,897,199	\$ 6,530,727	\$ 1,366,472	83%
Supplies and Other				
Supplies	1,915,452	1,442,167	473,285	75%
Services & Charges	7,851,593	5,542,131	2,309,462	71%
Interdepartmental Direct Charges	713,165	599,787	113,378	84%
Treasurers Fees	902,081	895,221	6,860	99%
Interdepartmental Indirect Charges	1,618,431	1,483,562	134,869	92%
Total Supplies and Other	\$ 13,000,722	\$ 9,962,868	\$ 3,037,854	77%
Total Operating Expenditures	\$ 47,918,946	\$ 39,136,795	\$ 8,782,151	81.7%

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

	2025 Budget	YTD Actual 11/30/2025	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	426,014	-	426,014	(7,383)	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	445,486	-	445,486	274,858	n/a	n/a
ARM-04 Book Sorter Replacement	40,000	5,032	-	5,032	34,968	n/a	n/a
ARM-05 IT Infrastructure Replacement	450,000	292,198	-	292,198	157,802	n/a	n/a
Capital Projects							
Document Management System	-	-	-	-	-	198,977	160,000
South County Library	13,198,826	10,764,899	1,491,715	12,256,614	942,212	12,558,434	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	-	112,011	1,029,529	141,471	
Columbine Library Roof Repair	-	-	-	-	-	670,708	
Northwest County Library	14,589,599	491,556	1,186,009	1,677,565	12,912,034	5,406,667	25,970,270
Arvada Library Redesign	14,752,433	900,751	202,292	1,103,043	13,649,390	1,192,023	14,895,781
Conifer Library Tenant Finish	2,360,590	2,090,829	-	2,090,829	269,761	2,230,639	2,500,400
Lakewood Restrooms	500,000	229,621	12,703	242,324	257,676	242,324	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	\$ 15,934,552	\$ 2,892,719	\$ 18,827,271	\$ 30,558,692		

<p align="center">TABLE 4 JEFFERSON COUNTY PUBLIC LIBRARY GRANTS, FUNDS & DONATIONS BUDGET TO ACTUAL</p>

	2022 Actual	2023 Actual	2024 Actual	2025 Budget	YTD Actual 11/30/2025	\$ 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)	
El 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	74,671	90,760	45%
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	\$ 77,347	\$ 88,084	47%
Jefferson County Library Foundation							
	131,894	127,180	141,576	100,000	87,956	12,044	88%
Total Jefferson County Library Foundation	\$ 131,894	\$ 127,180	\$ 141,576	\$ 100,000	\$ 87,956	\$ 12,044	88%
Total Grants, Funds & Donations	\$ 934,133	\$ 1,481,061	\$ 545,084	\$ 560,427	\$ 352,245	\$ 208,182	63%
Other Funds Received Outside of Library Fund							
Digital Equity - American Rescue Plan (FD181)	-	3,482	622,374	96,090	9,362	86,728	10%
Digital Equity - Rescue Plan (FD036)	-	-	-	205,241	-	205,241	0%

TABLE 1
JEFFERSON COUNTY PUBLIC LIBRARY
REVENUE AND EXPENDITURE SUMMARY
2026 PROPOSED BUDGET

Revenue and Expenditure	2022 Actual	2023 Actual	2024 Actual	2025 Budget	2026 Proposed Budget	\$ Variance 2025 to 2026	% Variance 2025 to 2026
Revenues							
Property Taxes (net adjustments)	51,799,286	50,731,594	59,219,333	59,744,973	62,855,736	3,110,763	5%
Grants, Funds & Donations	567,830	291,142	1,004,810	394,996	250,000	(144,996)	-37%
Investment Income	(1,267,054)	3,405,570	4,404,919	2,009,000	2,655,549	646,549	32%
Other Revenue	277,205	718,310	5,176,872	200,431	124,973	(75,458)	-38%
Total Revenues	\$ 51,377,267	\$ 55,146,616	\$ 69,805,934	\$ 62,349,400	\$ 65,886,258	\$ 3,536,858	5.7%
Expenditures							
Operating	36,867,267	40,594,363	45,461,735	47,918,946	49,733,654	1,814,708	4%
Financing & Debt Service	621,945	621,745	623,700	-	-	-	0%
Capital Projects	1,996,095	3,773,829	8,356,694	49,385,963	28,354,962	(21,031,001)	-43%
Total Expenditures	\$ 39,485,306	\$ 44,989,937	\$ 54,442,129	\$ 97,304,909	\$ 78,088,616	\$ (19,216,293)	-19.7%

Fund Balance	2022 Actual	2023 Actual	2024 Actual	2025 Budget	2026 Proposed Budget
Beginning Fund Balance	43,285,918	55,177,878	65,334,558	80,698,364	45,742,855
Ending Fund Balance	55,177,878	65,334,558	80,698,364	45,742,855	33,540,550
Fund Balance Above/(Below) Minimum	42,333,562	51,547,904	63,246,881	30,155,505	17,068,979

TABLE 2
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
2026 PROPOSED BUDGET

	2022 Actual	2023 Actual	2024 Actual	2025 Budget	2026 Proposed Budget	\$ Variance 2025 to 2026	% Variance 2025 to 2026
Operating Expenditures							
Salaries & Employee Benefits							
Salaries	14,178,852	15,729,151	16,896,097	19,267,433	19,581,513	314,080	2%
Awards & Bonuses	140,212	588,780	213,172	275,000	275,000	-	0%
Other	6,215,447	6,519,128	7,609,426	7,478,592	7,993,435	514,843	7%
Total Salaries & Benefits	\$ 20,534,511	\$ 22,837,059	\$ 24,718,695	\$ 27,021,025	\$ 27,849,948	\$ 828,923	3%
Library Collections							
Library Books & Materials	7,585,844	7,748,775	7,561,973	7,692,199	8,373,421	681,222	9%
Library Periodicals	177,193	196,889	209,896	205,000	229,000	24,000	12%
Total Library Collections	\$ 7,763,037	\$ 7,945,664	\$ 7,771,869	\$ 7,897,199	\$ 8,602,421	\$ 705,222	9%
Supplies and Other							
Supplies	1,412,124	1,418,096	1,491,832	1,915,452	1,930,249	14,797	1%
Services & Charges	4,396,140	5,414,751	8,367,769	7,851,593	8,048,256	196,663	3%
Interdepartmental Direct Charges	514,052	526,384	566,205	713,165	817,183	104,018	15%
Treasurers Fees	776,989	760,974	918,713	902,081	946,847	44,766	5%
Interdepartmental Indirect Charges	1,470,413	1,691,436	1,626,652	1,618,431	1,538,750	(79,681)	-5%
Total Supplies and Other	\$ 8,569,719	\$ 9,811,640	\$ 12,971,171	\$ 13,000,722	\$ 13,281,285	\$ 280,563	2%
Total Operating Expenditures	\$ 36,867,267	\$ 40,594,363	\$ 45,461,735	\$ 47,918,946	\$ 49,733,654	\$ 1,814,708	3.8%

**TABLE 3
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2026 PROPOSED BUDGET & 5 YEAR CIP**

	2022 Actual	2023 Actual	2024 Actual	2025 Budget	2026 Proposed Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected	Total 2026-2030
Capital Expenditures										
Annual Replacement & Maintenance										
ARM-01 Capital Maintenance	\$ 196,169	\$ 269,674	\$ 296,647	\$ 418,631	\$ 325,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	1,325,000
ARM-02 Furniture & Equipment	31,704	-	21,169	42,000	40,500	40,000	40,000	40,000	40,000	200,500
ARM-03 Computer Replacement Plan	333,399	203,833	373,273	720,344	959,000	650,000	600,000	600,000	600,000	3,409,000
ARM-04 Book Sorter Replacement	525,598	306,474	13,356	40,000	-	-	200,000	200,000	200,000	600,000
ARM-05 IT Infrastructure Replacement	259,904	516,587	216,916	450,000	280,000	550,000	550,000	550,000	550,000	2,480,000
Capital Projects										
Bookmobile Replacement	111,644	-	-	-	-	-	-	-	-	-
Library Belmar Outdoor Space	256,541	-	-	-	-	-	-	-	-	-
Document Management System	17,500	13,963	84,776	-	-	-	-	-	-	-
Location Holds Lockers	-	190,173	62,329	-	-	-	-	-	-	-
Halo Vape Sensors	-	8,059	-	-	-	-	-	-	-	-
South County Library	10,077	-	227,825	13,198,826	17,348,893	-	-	-	-	17,348,893
Evergreen Library Redesign	115,329	2,174,317	2,503,379	172,000	-	-	-	-	-	-
Northwest Jeffco Library	9,127	90,749	3,629,226	14,589,599	7,651,569	-	-	-	-	7,651,569
Conifer Library Opportunity	-	-	139,810	2,360,590	-	-	-	-	-	-
Arvada Library Redesign	-	-	87,820	14,752,433	-	-	-	-	-	-
Golden & Wheatridge Opportunity	-	-	-	-	-	-	1,000,000	15,000,000	-	16,000,000
Library Interiors Refresh Pilot	-	-	-	750,000	-	-	-	-	-	-
Offsite Services	129,102	-	-	-	-	175,000	-	-	-	175,000
Admin Reconfiguration	-	-	-	250,000	-	-	-	-	-	-
Lakewood Restrooms	-	-	-	500,000	-	-	-	-	-	-
Evergreen Roof Repair	-	-	29,460	1,141,540	-	-	-	-	-	-
Columbine Roof Repair	-	-	670,708	-	-	-	-	-	-	-
Operations Center	-	-	-	-	-	-	-	-	1,000,000	1,000,000
New ILS	-	-	-	-	1,750,000	1,750,000	-	-	-	3,500,000
Total Capital Expenditures	\$ 1,996,095	\$ 3,773,829	\$ 8,356,694	\$ 49,385,963	\$ 28,354,962	\$ 3,415,000	\$ 2,640,000	\$ 16,640,000	\$ 2,640,000	\$ 53,689,962

Board Governance



JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

ADOPTED (06-18-2025) 2026 BOARD MEETING SCHEDULE

Schedule and format are subject to change. Information on virtual participation as well as in-person meeting location will be posted at least one week prior to the scheduled meeting date.

<u>LIBRARY BOARD STUDY SESSIONS</u>	
<u>5:30 PM</u>	
<u>Date</u>	<u>Location</u>
January 8	Lakewood Library Meeting Room
February 12	Lakewood Library Meeting Room
March 12	Lakewood Library Meeting Room
April 9 (a)	Lakewood Library Meeting Room
May 14	Lakewood Library Meeting Room
June 11	Lakewood Library Meeting Room
July 9	Lakewood Library Meeting Room
August 13	Lakewood Library Meeting Room
September 10 (c)	Lakewood Library Meeting Room
October 8	Lakewood Library Meeting Room
November 12	Lakewood Library Meeting Room

<u>LIBRARY BOARD MEETINGS</u>	
<u>5:30 PM</u>	
<u>Date</u>	<u>Location</u>
January 15	Lakewood Library Meeting Room
February 19	Lakewood Library Meeting Room
March 19	Lakewood Library Meeting Room
April 16	Lakewood Library Meeting Room
May 21 (b)	Lakewood Library Meeting Room
June 18	Lakewood Library Meeting Room
July 16	Lakewood Library Meeting Room
August 20	Lakewood Library Meeting Room
September 17	Lakewood Library Meeting Room
October 15	Lakewood Library Meeting Room
November 19	Lakewood Library Meeting Room
December 10 (d)	Lakewood Library Meeting Room

^(a)**Passover**

^(b)**Shavuot**

^(c)**Rosh Hashanah**

^(d)**Chanukah**

Arvada Library - 7525 West 57 th Avenue, Arvada	Belmar Library - 555 S. Allison Parkway, Lakewood
Columbine Library - 7706 West Bowles Avenue, Littleton	Edgewater Library - 1800 Harlan Street, Edgewater (Note: Edgewater Library does not have a meeting room. A meeting may be scheduled in the Edgewater Civic Center if a room is available for a Board meeting).
Evergreen Library - 5000 Highway 73, Evergreen	Golden Library - 1019 10 th Street, Golden
Lakewood Library - 10200 W. 20 th Avenue, Lakewood	Standley Lake - 8485 Kipling Street, Arvada