

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

February 19, 2026



After School Hangout



Black History: Interpretations, Challenges and Hope



Data Privacy



Teen Volunteer Hours



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, February 19, 2026 – 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. For more information on public comment policy please refer to Board Governance Policy 4.3.7: Microsoft Word - January 2026 Board Governance Policy Manual
5. CONSENT AGENDA Action	Approval of Consent Agenda Chair: Call for motion and second A. Approve Minutes of January 8, 2026 Special Meeting B. Approve Minutes of January 15, 2026 Board Meeting C. HVAC Services Contract
6. Foundation	Foundation Update
7. Operational Updates Action as Needed	<u>Executive Director</u> A. Executive Director Report B. 2026 Annual Plan Update C. JCPL Long Term Fundraising Strategy Strategy & Operations A. 2025 Year End Report <u>Finance and Budget</u> A. Financial Report (January 2026) B. Carryforward Request for Fiscal Year 2026 Budget Amendment Chair: Call for motion and second <u>Facilities and Construction Projects</u> A. Evergreen Roof Change Order 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

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

9. Emerging Issues Action as Needed	
10. Ends Action as Needed	Ends: No items.
11. Board Governance Action as Needed	Board Governance: A. Nominating Committee report to the Board: Proposed Slate of Officers B. Bylaws Committee status update C. Library Board of Trustees Review Policy Governance Monitoring Reports 2.0 to 2.4. Adoption will be on the consent agenda for the March 19, 2026 Board meeting unless otherwise instructed by the Board.
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>2026 Board Meeting Schedule</u> <ul style="list-style-type: none"> • March 12, 2026 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • March 19, 2026 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • April 9, 2026 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • April 16, 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	Announcements/General Information Sharing <ul style="list-style-type: none"> • Report of the Chair – Correspondence, Other • Other Announcements
16. EXECUTIVE SESSION	EXECUTIVE SESSION: Call for Motion and Second to recess the regular meeting of the Library Board of Trustees and reconvene in executive session. <u>Executive Director's Review</u> . Statutory citation authorizing an executive session for this topic: <ul style="list-style-type: none"> • Pursuant to 24-6-402(4)(f) Personnel Matters.
17.Reconvene Regular Meeting Action as Needed	Executive Session Summary
18. ADJOURNMENT	Adjournment

CONSENT AGENDA

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

jeffcolibrary.org



TO: Library Board of Trustees

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

DATE: February 19, 2026

RE: Consent Agenda for the February 19, 2026 Board Meeting

- A. Library Board of Trustees Approve Minutes of the January 8, 2026 Special Board Meeting
- B. Library Board of Trustees Approve Minutes of the January 15, 2026 Board Meeting
- C. Library Board of Trustees Approve Haynes HVAC Services Contract

**Minutes of the Special Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
January 8, 2026**

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 January 8, 2026. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m.

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

Absent: Jill Fellman.

Staff present: Donna Walker, Executive Director; 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; Matt Griffin, Finance & Strategy Consultant; 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; Brad Green, TDI Systems and Security Manager; Cheryl Murphy, TDI Service Manager; Amber Fisher, Executive Assistant; Katie O'Loughlin, 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 Pam Anderson, the motion passed by unanimous vote of all Trustees present.

Executive Director and Strategy & Operations

A. Board Reviews New Global Ends Statements 1.0-1.3

The Executive Director advised the Board that they will be voting on the new Ends Statements at the Board meeting next week. There were no questions from the Board.

B. 2026 Annual Plan

The Executive Director introduced the topic and noted that the annual plan is part of policy governance and is the annual performance plan for the Library. The 2026 plan is ambitious and achievable. The plan is in addition to all the other things the Library does every day in service to the public. Projects are grouped under objectives that connect to the Board's Ends. The plan is flexible with multi-year initiatives built in; as projects shift they can move under

other objectives. The projects have deliverables and some have potential metrics. The draft plan is being presented for Board discussion and input.

Matt Griffin, Finance & Strategy Consultant, provided a recap of the overall strategic plan framework, and how the plan fits together underneath the mission, vision and Board ends. The 2026 Annual Plan reflects the first year of execution under the new strategic plan. It is not exhaustive of all work but the higher level strategic projects that work to meet objectives and ultimately the Board Ends. The Library will bring this topic back next week in a more refined version and have more Board conversation.

Every project has identified deliverables and what they mean; concrete outputs, milestones or major activities JCPL thinks the Board and public want to be aware of with demonstrated progress of work throughout year. There is an accountability question; did JCPL do the work with clear measures of how projects are progressing

There are potential metrics in some projects; data points that the work is expected to influence this year. Results are not always immediate but it is expected that some projects will move data points meant to indicate movement toward an objective. Real time feedback; is the work we're doing truly influencing the objective we're setting out to achieve? Is the work moving the needle and the data should give us the answer to that. Some projects will track immediately and some will take time to build the foundation metrics or after the project enters implementation.

Taking all of those together this structure should allow JCPL to have clear line of ends to objective to projects and are they achieving what we want them to achieve.

In response to questions, the Board was advised that:

- The strategic plan structure has remained over the previous few years and the philosophy of organizing projects underneath an objective or initiative has been consistent and organized in a way that shows exactly what each project is working toward. Metrics are a piece new for this year.
- As projects progress we will gain an understanding of those potential metrics that are moving needle the most and where to put resources.
- There will be challenges with overall success measures, how many visitors, collection use in 2026, etc. The Arvada Library will be closed for the whole year and we know fewer people will be using the library. When we add two new libraries those numbers will go up. If we meet these metrics it will show our messaging turning our temporary users to regular users, and we are increasing community use with more new patrons regularly using the library.
- The Communications and Engagement team is developing the patron survey that will measure patron comfort in using the library, access to programs, etc. Part of the project will be making the overall experience better and making sure patrons know all the benefits that come with their library card. We will be trying to reach new people that

just moved to Jeffco, providing a great experience and continuing to learn how we can make a better experience.

- The Library has a careful balance with AI (artificial intelligence) and wants to partner with County where possible. The Library has opportunities for different ways of utilizing AI. County is not teaching patrons and preparing the workforce of the future. The Library has programs and people come to us as a trusted resource and we need to prepare our staff to answer questions. JCPL has been piloting an AI tool. We converse with County constantly and will move forward together and in partnership as much as possible.

The 2026 annual plan reflects the first year of execution under new strategic plan. It is not exhaustive of all work but the higher level strategic projects that work to meet objectives and ultimately ends. The Library will take the Board's input and bring the 2026 annual plan back in a more refined version for more conversation next week.

C. 2026+ Strategic Plan Duration

The Executive Director introduced the topic and noted that the Library has a recommendation for the Board's consideration on the duration of the 2026+ Strategic Plan.

Matt Griffin advised the Board that the Library is recommending that they adopt a 4-year strategic plan, 2026-2029 ending with 2029 designated as a transition and building year for the next strategic plan. Rationales for this recommendation include the capital project timelines, workforce, and operating realities. A 4-year plan will align with capital project timelines with two significant facilities coming on line in a tight window. A 4-year plan gives time to open, operate and stabilize before looking at strategy again. Although not yet ratified the Collective Bargaining Agreement (CBA) is expected for a 3-year period. The staffing model analysis will run through 2030 and a 4-year duration will provide an overlap so the Library is not doing a new strategic plan and staffing analysis in the same year. This will allow the Library to apply those findings and use 2029 as bridge to build the next strategic plan. The final rationale is the ability to focus in on 3-years living and working in the plan with more data in early year 4 to build a new strategic plan.

In response to a question the Board was advised that updates and progress on capital project deliverables are reported monthly in the Executive Directors report.

The Chair advised the Board that the 2026+ Strategic Plan duration will be brought back to the Board at next week's meeting.

D. Deer Creek Library Additional Architectural Design Services

Amy Bentz, Assistant Director of Library Design Projects and Planning introduced the topic and advised the Board that additional scope items were identified at the completion of the Conceptual Design Phase, requiring additional design fees.

In response to questions the Board was advised that:

- Part of the additional design fees involved the area where the current meeting room is located and enclosing the area all along the west side to make the children's area.
- The \$141,600 is the amount the Board previously approved for potential alternates including entitlements, surveying, storm and irrigation. The Library has not needed to utilize those funds yet.

MOTION: Nikki Jain Brown moved that the Library Board of Trustees authorize the Executive Director to amend the contract for additional design services with Eppstein Uhen Architects, Inc. for the Deer Creek Library at a base cost of \$104,950. Seconded by Pam Anderson, the motion passed by unanimous vote of all Trustees present.

Communications & Engagement

A. Northwest Jeffco Library Naming

The Chair advised the Board that the Northwest Jeffco Naming agenda item will be brought back next month.

Board Governance

A. Board Reviews Draft Sunshine Resolution LB-01-15-26 for adoption at the January 15, 2026 Board meeting.

The Chair noted that the Board will adopt the Sunshine Resolution next week on the consent agenda.

BOARD SCHEDULE – NEXT MEETINGS

- 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
- March 12, 2026 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- March 19, 2026 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

EXECUTIVE SESSION:

At 7:10 pm, the Chair called for a motion to adjourn the special meeting and reconvene in 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 Nikki Jain Brown, the motion passed by unanimous vote of all Trustees present.

The Chair announced a 5 minute 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 7:17 pm with the following Trustees present: Kim Johnson, Renny Fagan, Charles Jones, Nikki Jain Brown, Pam Anderson and Emelda (Bing) Walker. Also present were Donna Walker, Executive Director; Eric Butler, County Attorney's Office; Lisa Smith, Chief People & Culture Officer; Cynthia Kiyotake, Chief Libraries & Inclusion Officer; Matt Griffin, Finance & Strategy Consultant; Bernadette Berger, Chief Information Officer; Elise Pennington, Director of Communications & Engagement; and Amber Fisher, Executive Assistant.

Trustee Renny Fagan left the Executive Session at 7:52 pm.

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: Pam Anderson moved to adjourn the executive session. Seconded by Emelda Bing Walker, the motion passed by unanimous vote of all Trustees present.

The Chair adjourned the executive session at 8:14 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
January 15, 2026**

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 January 15, 2026. 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), Pam Anderson, Renny Fagan and Jill Fellman.

Absent: Nikki Jain Brown.

Note: Trustee Nikki Jain Brown arrived at 5:41pm as noted in the minutes below.

Staff present: Donna Walker, Executive Director; Cynthia Kiyotake, Chief Libraries and Inclusion Officer; Bernadette Berger, Chief Information Officer; Matt Griffin, Financial Strategy Consultant; Lisa Smith, Chief People and Culture Officer; Elise Pennington, Director of Communications and Engagement; 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; 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: Jill Fellman moved that the Library Board of Trustees approve the agenda as presented. Seconded by Emelda Bing Walker, the motion passed by unanimous vote of all Trustees present.

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.

PUBLIC COMMENT

The Chair advised the Board that no online form public comments were received and there is no one signed up for in-person or virtual public comment.

The Chair closed the public comment portion of the meeting at 5:34 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 December 11, 2025 Board Meeting Minutes
- B. Adopt the Sunshine Resolution LB-01-15-26
- C. Approve Midwest Tape Hoopla Contract Renewal

MOTION: Emelda Bing Walker 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 Hall, Foundation Executive Director. Jo Schantz Hall provided highlights of her report including Library Giving Day on April 1; there are more than \$400,000 in grant requests pending The Spring Whale of a Book Sale is May 28-31 at the Jeffco Fairgrounds. Trustees were invited to attend. A pancake breakfast will be provided by the South Jeffco Rotary with a portion of the proceeds going to the Foundation. The Friends Annual Meeting is March 13, at the Wheat Ridge Recreation Center.

Trustee Renny Fagan noted his appreciation for the work of the Foundation and the opportunity to attend holiday gatherings with both the Foundation and Library Boards.

EXECUTIVE DIRECTOR AND STRATEGY & OPERATIONS

A. Executive Director Report

The Executive Director advised the Board that her report is still in the old report format and next month's report will have different look with a request for feedback from the Board on what they are interested in seeing. The administration restrooms will take a little longer and won't be completed by January 30. The AFSCME vote on the Collective Bargaining Agreement is not expected this week. The Library and AFSCME are working on red lines and making progress.

Note: Trustee Nikki Jain Brown arrived at 5:41pm.

Trustee advocacy opportunities include a Colorado Association of Libraries (CAL) webinar advocating for any and all libraries on January 20. The Executive Director will share more information with Trustees interested in attending. The PLA conference early bird registration is available and Trustees were advised that hotels fill up quickly and it would be helpful to know if anyone is interested by the end of January. The PLA conference is in Minneapolis, Minnesota on April 1-3.

The Chair noted that she loves the mindful space program for teens in Conifer and it is a great

concept.

Trustee Renny Fagan asked to be connected with the Colorado Association of Libraries (CAL) Legislative Committee. The Executive Director will send Trustee Fagan contact information.

B. Capital Building Projects Update

- Arvada Redesign: Working on three things in the written report; Move out, Launch interim services and initiate construction. Move out is complete. Waiting on permits and JCPL is doing what it can to move permitting along.
- Deer Creek: Communication to the public about the new name went out. The South County Advisory Council meeting is on January 27 at 5:00 pm.
- Northwest Jeffco: No updates at this time.

The Chair asked the Executive Director to let the Board know if they can help with the Arvada Redesign permitting.

There were no questions from the Board about the Executive Director's report.

C. Adopt Global Ends 1.0-1.3 and Policies 3.4 Monitoring the Executive Director's Performance and 4.9.5 Library Books & Materials Budget Policy

The Chair noted that the Board reviewed the Global Ends and Policies 3.4 and 4.9.5 at the meeting last week and called for a motion and second.

MOTION: Nikki Jain Brown moved that the Library Board of Trustees adopt the new Board Ends 1.0 through 1.3 and Governance Policies 3.4 and 4.9.5. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

D. 2026+ Strategic Plan Duration

The Chair noted that the Board reviewed the recommendation on the 2026+ Strategic Plan duration at the meeting last week and called for consensus. There were no questions or discussions and the Board reached consensus on the recommended duration of the 2026-2029 Strategic Plan and for the staff to move forward.

E. 2026 Annual Plan

The Executive Director introduced the topic and thanked the Board for their feedback last week. The team has made some adjustments incorporating Board feedback on performance metrics and where projects are placed in the plan. This information is included in the Board's information packet.

Matt Griffin, Financial Strategy Consultant presented the adjustments to the 2026 Annual Plan with a high level look at the framework and walked through the changes and rationale. A

handout was shared with the Board, and will be included in the information packet, that included the vision, mission, Board ends, strategic objectives and JCPL values. The underlying architecture of the annual plan shows how objectives and ends interact and align, and how the annual projects fit into those objectives. It demonstrates how JCPL approaches business conversation around strategic planning and how they live and connect in a particular year. The plan is viewed as a whole on how resources are distributed and aligned; where staff time, resources, and efforts are going across those objectives. This refined framework/architecture is also included in the memo in the Board packet.

Since last week the most significant changes relate to the placement of capital projects. This is not a change to the projects themselves but more accurately reflects the nature of work in 2026 and impact this year.

- Deer Creek is repositioned under increased community use of their library reflecting the interim service work happening this year and focused on getting more library users into the system and increasing use in that community. This does not change the trajectory of project work but reflects that the impact this year is around increasing community use of their library.
- Northwest Jeffco moved under make every visit an exceptional experience. While project planning continues, much of the 2026 work centers on engaging the community. As an example, the location manager is working to shape and bolster connections in the community and reflects the emphasis on that work.
- Wheat Ridge is being clarified to reflect the focus on shape services and spaces to encourage learning and discovery. The 2026 work is around shaping future services and spaces and primarily listening through engagement and understanding of the Wheat Ridge community. The focus is on what the community wants for services not finishing out the capital project in 2026. The positioning is to align the actual work happening this year.

Other adjustments are to the potential metrics incorporating the Board's feedback. The refined metrics are integrated throughout the plan and reflected in the Board's packet. Within the capital projects is an important shift in how potential metrics are framed. Instead of ties to entire projects the metrics are connected to specific interim services or community engagement metrics.

Regarding splitting of interim services and capital projects the outcome the Library came to is to tie those metrics to one interim service and allows the rest of project to continue. The same outcome is applied to community engagement and tied to specific areas of projects. This allows the Library to more clearly track the impact of the work happening this year while also recognizing that the projects span multiple years.

The 2026 annual plan reflects and represents the first year of execution under 2026-2029 strategic plan, reflecting commitments this year and aligns with objectives and allocation of resources. The plan is being presented for Board consensus and upon consensus staff will move forward with the annual plan.

In response to questions, the Board was advised that:

- Community engagement is formal and specifically facilitated to receive input through a variety of methodologies. Community outreach is similar but less formal. For example with Northwest Jeffco the location manager is doing outreach by going to schools and getting to know the principals and groups in northwest Jeffco. The manager is going to community fairs, back to school events and holding some programs but not in a library space. Another example is the South County Advisory Committee which is considered part of a formal community engagement.
- For metrics, as an example, the Library will be looking at Arvada interim services and is it telling us something. If not, the Library will bring it back to the Board. The 2026 annual plan is a living document and changes throughout the year but not without informing the Board. JCPL's data team will have a new Chief Strategy and Operations Officer coming in with their own ideas on measurements and metrics. The Library feels that the potential metrics in the 2026 annual plan are pretty good and we will see how good as we start measuring.

The Chair expressed appreciation to the Library for their work on the 2026 Annual Plan. Trustee Nikki Jain Brown noted that the plan is really well done and makes a lot of sense showing the work and what specifically we will hold ourselves accountable for over the year.

The Chair called for and received Board consensus on the 2026 Annual Plan and for the staff to move forward.

F. Financial Report (December 2025)

Matt Griffin, Financial Strategy Consultant addressed the Board and provided an overview of the monthly financials. On Table 1, year-to-date December 2025 the figures reflect preliminary year end results. In and out adjustments will be happening over the next couple of months. Any material changes will be communicated to the Board. Property tax revenue for December has not yet been received. The Library expects this line item to net to zero. On investment income, fourth quarter numbers have not yet been received. To clarify investment income, the figure shown does represent real cash within the JCPL fund balance. It is possible to see reduction based on the quarter's earnings and this line item as a whole can fluctuate in both directions.

In response to questions, the Board was advised that:

- The Library does not manage its own investments. They are pooled with all County funds and managed by the County Treasurer's Office. The Library is not aware of their strategies and does not control the investments. The Library does not determine the percentage of funds invested.
- The investment income is received quarterly as liquid available to be spent as well as all JCPL fund balance amounts except for the restricted funds.

On Table 2 the salaries and benefits line item is driven by benefits and vacancies and is on trend. Services and charges are under budget due to timing and scope of consulting and professional

fees and legal services. There will be adjustments over the next few months as invoices get closed out. On Table 3 capital year-to- date encumbrances, there is a delay in the financial systems but the Arvada encumbrances will disappear. There will still be adjustments to costs allocated and invoices paid. All items are eligible for carryforward and that will be brought to the Board for discussion in February. This should not be coincided with underspend but what funds are needed to carry forward to continue with the projects. Carry forwards will be discussed in detail next month.

In response to a question the Board was advised that the Library reviews the carry forward eligibility of items in the ARMs to see if they can be carried forward into next year's ARMs depending on what the funds were for. The Library reviews the intent and purpose of those funds.

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

Chair Appointments:

Bylaws Committee Appointments

The Chair announced the appointments of Nikki Jain Brown and Renny Fagan to serve on the committee to review the By-Laws.

Nominating Committee Appointments

The Chair announced the appointments of Pam Anderson and Kim Johnson to serve on the committee to nominate Board officers. The nominations will be brought to the Board in February and the election of officers will be held in March.

The Chair advised the committees that Amber Fisher will send information about serving on the committees to the committee members.

Foundation Board Trustee Representative Appointment

The Chair announced the reappointment of Trustee Renny Fagan to continue to serve as the Trustee representative on the Foundation Board.

Informational: The 2026 Governance Process Calendar as adopted at the December 11, 2025 Library Board meeting was provided to the Board.

BOARD SCHEDULE – NEXT MEETINGS

2026 Board Meeting Schedule

- 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
- March 12, 2026 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- March 19, 2026 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

There were no announcements.

At 6:22 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 Jill Fellman the motion passed by unanimous vote of all Trustees present.

The Chair announced a 6 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 6:30 pm with the following Trustees present: Renny Fagan, Pam Anderson, Jill Fellman, Nikki Jain Brown, Charles Jones and Emelda (Bing) Walker. Also present were Donna Walker, Executive Director; Eric Butler, County Attorney's Office, Bernadette Berger, Chief Information Officer; Lisa Smith, Chief People & Culture Officer; Cynthia Kiyotake, Chief Libraries and Inclusion Officer; Matt Griffin, Financial Strategy Consultant; 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 6:48 pm, the Chair called for a motion to adjourn the Executive Session.

MOTION: Nikki Jain Brown 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

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities and Construction

DATE: February 19, 2026

RE: HVAC Services Contract, Long Building Technologies, Inc.

History of Contract:

Our previous HVAC vendor contract had reached its limitations on contract renewal. JCPL published a new RFP for these services and five vendors responded to the proposal.

JCPL Facilities evaluated the proposals to determine which would best serve JCPL. It was our determination that LONG Building Technologies Inc would be the best suited, and JCPL has used them previously and has been satisfied with their support.

Total Cost:

The proposed costs of the RFP responses ranged from \$86,712.00 to \$199,246.88 per year. LONG Building Technologies' proposal was the lowest cost at \$86,712. That cost covers the base preventative maintenance at all locations for a period of one year. We anticipate that unplanned equipment repairs not covered by the base maintenance fee will bring spending above \$100,000. This is within the 2026 budgeted cost of \$207,000 for HVAC services.

Next Actions:

We recommend that the Library Board of Trustees authorize the Executive Director to enter a one-year contract, with a base sum of \$86,712.00 with the option to renew for four additional one-year terms. **This item will be placed on the consent agenda for the February 19, 2026 Library Board meeting unless otherwise instructed by the Board.**

Foundation Update

EXECUTIVE DIRECTOR REPORT FEBRUARY 2026

Jo Schantz Hall, MNM, CFRE, GPC



SHELLEY READ

FRIENDS ANNUAL MEETING

Please join us for our Friends Annual Meeting on Friday, March 13, 11:30 am to 1:30 pm at the Wheat Ridge Rec Center in Wheat Ridge.

This year's guest presenter is Shelley Read, author of *Go As A River*, an international bestseller that has been translated into 34 languages.

Tickets are \$35 for Friends, \$45 for non-Friends, and \$50 for those purchasing a ticket and one-year Friends membership. More information at www.jeffclf.org or call 303-403-5075.

COMMUNITY CONNECTIONS

- Jan. 16 – Meeting with Evergreen Center for the Arts
- Jan. 16 – Lunch with Board member Jeannie Mann
- Jan. 16 – JCLF New Board member orientation
- Jan. 21 – CSU Extension Advisory Board meeting
- Jan. 21 – Lakewood Foothills Rotary Club Board meeting
- Jan. 22 – Meeting with Board member candidate Scott Moore
- Jan. 26 – Meeting with JCPL liaison Bridget Beatty
- Jan. 27 – Presentation to Arvada Sunrise Rotary Club
- Jan. 27 – JCLF Finance Committee meeting
- Jan. 27 – Volunteer recruitment meeting with JCLF staff
- Jan. 28 – JCLF Board of Directors meeting
- Jan. 29 – PEO Chapter FP tour of Amazon Fulfillment Center
- Feb. 2 – Tour at Deer Creek Library
- Feb. 5 – PEO Chapter FP lunch meeting
- Feb. 9 – Virtual meeting with Donna Walker
- Feb. 10 – Wheat Ridge Business Assn. breakfast meeting
- Feb. 10 – Lakewood Foothills Rotary Club dinner
- Feb. 11 – Lakewood Foothills Rotary Club Board meeting
- Feb. 12 – Applewood Business Assn. luncheon
- Feb. 13 – Meeting with JCLF staff member Megan Fessenden
- Feb. 17 – JCLF Finance Committee meeting
- Feb. 18 – Whale of a Used Book Sale meeting
- Feb. 18 – Lakewood Foothills Rotary Club Foundation meeting
- Feb. 19 – PEO Chapter FP lunch meeting

EVENTS CALENDAR



☑ March 13 – Friends Annual Meeting

☑ March 24 – ABA Business After Hours at JCLF

☑ April 1 – Library Giving Day

☑ April 18 – Shred-a-thon at Jeffco Fairgrounds

☑ May 28-31 – Whale of a Used Book Sale

☑ July 17 – Books On Film benefit

☑ July 31 – Volunteer Appreciation Luncheon

EXECUTIVE DIRECTOR REPORT FEBRUARY 2026

PAGE TWO

Library Giving Day APRIL 1, 2026



Did you know?? There are over 9,000 public libraries that can be found in communities across the nation. And, for all that public libraries provide to these communities, they all have something in common. First, they're accessible to everyone and second, there's no cost to use the library.

BUT, PUBLIC LIBRARIES DEPEND ON YOUR SUPPORT!

Here are key reasons why you should support your public library...

• LIBRARIES PROVIDE ACCESS TO THE INTERNET

100% offer access to the Internet, and nearly 100% offer free WiFi and computer use

• LIBRARIES STRENGTHEN LOCAL ECONOMIES

73% assist with job applications and interviewing skills

68% help patrons use databases to find jobs

48% provide entrepreneurs with business information

36% offer work space for mobile workers

• LIBRARIES MAKE COMMUNITIES HEALTHIER

77% of public libraries offer online health resources

59% provide programs for finding health insurance

• LIBRARIES HELP CHILDREN LEARN

95% provide online homework help and summer reading programs

Sources:
ALA Office for Library Advocacy
ALA Office for Research and Statistics



FUNDING UPDATE

REQUESTS PENDING

- Applewood Community Foundation -- \$5,000 for Library Summer Challenge
- Dinsdale Family Foundation -- \$25,000 for JCLF general operations
- Applewood Plumbing Community Caring Giveaway -- \$5,000 for general operations
- Colliers -- \$1,000 for Friends Community Partnership
- Looking Out Foundation -- \$10,000 for 1000 Books Before Kindergarten
- Pinkard Construction -- \$2,000 for Friends Community Partnership

FUNDS RECEIVED/APPROVED

- Thrivent -- \$500 sponsorship for Books On Film benefit
- Lillis Foundation -- \$2,000 for 1000 Books Before Kindergarten
- City of Golden -- \$1,675 for Friends Community Partnership
- Foothills Vision Center -- \$250 sponsorship for Friends Annual Meeting
- Confluence Companies -- \$500 for Friends Community Partnership
- FirstBank -- \$1,000 for Library Summer Challenge

REQUESTS DENIED

- Mabel Hughes Charitable Trust -- \$25,000 for Early Childhood Literacy

JCLF is



for President's Day
Monday, Feb. 16th

Executive Director



Jefferson County
PUBLIC LIBRARY



ANNUAL PLAN PROGRESS FEBRUARY 2026 EXECUTIVE DIRECTOR REPORT



Equity of Access

OBJECTIVE: INCREASE COMMUNITY USE OF THEIR LIBRARY

Jeffco residents feel a genuine pull to regularly use the library. What we offer as the library enriches their lives.

Annual Plan Progress:

- **Radically Welcoming New Patron Experience:** Redesign of the welcome brochure and hours and location flyer underway.
- ✓ **Deer Creek Library:** Finalize Schematic Design and schematic design cost modeling.

Library Initiatives:

- **Winter Reading:** [Winter Reading](#) is underway now through Feb. 28 with over 1700 patrons registered to participate. Participants explore books and complete activities that match the 16 bingo space descriptions to collect badges and win a finisher prize.
- **Jazz Masters: The Voices that Shaped an Artform** Wil Alston & Kool Grooves present a soulful Black History Month performance honoring Nat King Cole, Ray Charles, Gregory Porter, Leslie Odom Jr., Billie Holiday, and Sarah Vaughan. Through music and reflection, the program celebrates how these iconic voices shaped culture, storytelling, and the evolution of jazz. Saturday, Feb 21 from 2-3:30 p.m. at the Belmar Library.

OBJECTIVE: BRIDGE GAPS TO ACCESS

Each element of JCPL service is designed, delivered and promoted to create the opportunity for everyone to participate. Our tax-supported services are provided free of charge.

Annual Plan Progress:

- **Digital Accessibility:** Rollout Staff Quick Reference Guides
- ✓ **Arvada Redesign:** [Arvada Balsam Temporary Library](#) is open, and demolition has started at Arvada Library. The demolition permit is secured. Executive Director **signed Revocable Licenses on behalf of the Library Board of Trustees.**
 - City of Arvada Fence Revocable Encroachment License
 - City of Arvada Canopy Revocable Encroachment License

Library Initiatives:

- JCPL will welcome the community to a free Spring Author Event, [In Conversation with Lisa Gardner](#), on Saturday, Feb. 21 from 12-4 p.m. at Mile Hi Church in Lakewood. Over 600 people registered to attend in person or online.



Creating Place

OBJECTIVE: MAKE EVERY VISIT AN EXCEPTIONAL EXPERIENCE

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.

Annual Plan Progress:

- ✓ **Northwest Jeffco:** Assess schematic design and pricing.
- **Lakewood Library and Administration Refresh:** Reopen staff breakroom. Determine next steps in completing Administration restroom renovations.

Library Initiatives:

- [AARP Tax Help](#) provided at JCPL in partnership with AARP IRS-certified volunteers.

OBJECTIVE: SHAPE SERVICES AND SPACES TO ENCOURAGE LEARNING AND DISCOVERY

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.

Annual Plan Progress:

- **Wheat Ridge Library Services:** Establish project charter and timeline, contract with community engagement provider, meet with community partners, establish community engagement dates.
- ✓ **AI Innovation and Engagement Strategy:** Offer AI classes to patrons.

Library Initiatives:

- [Everyday AI](#) classes commence for patrons. Five classes offered with three reaching their maximum capacity for registration.



Our People

OBJECTIVE: JCPL IS AN EMPLOYER OF CHOICE

JCPL understands and takes action on what draws people to work here. Together, we intentionally build a culture of belonging for all.

Annual Plan Progress:

- ✓ **Collective Bargaining Agreement (CBA):** Finalize CBA, submit Collective Bargaining BCC Staff Briefing Paper, and conclude ratification votes.
- **Collective Bargaining Agreement (CBA) Implementation:** Implement pay plan for represented staff. Build implementation schedule and begin supervisor training. 2026 Budget Analysis for Supplemental Request.

OBJECTIVE: EMPLOYEES ARE EQUIPPED TO DELIVER ON OUR PROMISES TO THE COMMUNITY

JCPL staff are trained, supported and encouraged to succeed in their role, with a team focus on meeting the library's mission.

Annual Plan Progress:

- **Staffing Analysis:** Scheduled in our 6 month pipeline for kickoff.

Library Initiatives:

- **Monthly Staff Trainings** on Library Ethics, Story Time Experience, Trama Informed Customer Service, New Employee Orientation, and more.
- **Julianne Rist**, Library Planning & Policy Senior Advisor, has been selected as First Vice Chair of the West Metro Chamber of Commerce Advisory Committee.
- **Jenna Markl**, ILL/ACQS Associate, and **Fallon Purdy**, Operations Coordinator, will attend the Colorado Library Consortium (CLiC) Winter Workshop.
- **Erica Cole**, Collections Librarian, and **Sonya Foutch**, Patron Experience Associate, will be attending Colorado Council of the International Reading Association (CCIRA).
- Four staff members including **Matthew Kay**, HR Manager, and **Lisa Smith**, Chief People & Culture Office, will be attending the Annual Mile High Society for Human Resource Management (SHRM).
- **Allie Awe**, Creative Technician, is attending “Tech Talks: A.I. Isn't Magic - How Generative A.I. Actually Works” hosted by Loveland Public Libraries.

EXECUTIVE DIRECTOR SUMMARY OF COMMUNITY ACTIVITIES

- Attend BCC Hearings
- Attend BCC Staff Briefing
- Meeting with Jefferson County Manager
- Complete New Trustee Orientation
- Meeting with Library Foundation Executive Director
- Attend Elected Official/Personnel Board meeting
- Attend County Training: *A Holistic Approach to Crisis Communication for Executives*
- Meeting with Colorado Gives Foundation
- Attend Jeffco Connections Board meeting
- Tour Arvada Balsam site

OPPORTUNITIES FOR BOARD ADVOCACY & ENGAGEMENT

- **CALCON 2026** The Colorado Association of Libraries Annual Conference is Colorado's premier event for library staff from libraries of all types throughout the state. Attendees learn from one another and hear from current experts in trending fields. A Trustee Track is in development. Sept 9-11 Hyatt Regency Aurora. Information provided for planning purposes. Registration is not open yet.
- **2026 ULC Annual Leadership Forum**, September 30-October 2, 2026 | Las Vegas, Nevada. Information provided for planning purposes. Registration is not open yet.
- The **Freedom to Read Foundation (FTRF)** is seeking individuals who are willing to sustain and support the Foundation's mission to express their interest in being slated as a candidate for election to its 2026-2028 Board of Trustees. Election will take place in April 2026. The deadline for nominations or self-nominations is Wednesday, February 18, 2025. Contact Karen Gianni (kgianni@ala.org) with questions or to express interest.



Long - term Fundraising Recommendations

February 19, 2026



Jefferson County
PUBLIC LIBRARY





Input Gathered

1. Key Informant Interviews

- JCPL trustees and executive staff
- Peer library fundraising professionals
- Community partners

2. Civic Leaders Survey

- Elected officials
- JCPL trustees
- Library foundation board members
- Leaders of agency partners

3. JCPL Fund Development Planning Committee

Staffing Options Considered

Contract:
Fund
Development
Consultant

OR

1.0 FTE
Strategic
Partnerships

RULED OUT:
1.0 FTE Fund Development Director



Staffing Recommendation

Phase One (2024-27)

Fund Development Consultant

Phase Two (2028 and beyond)

1.0 FTE Strategic Partnerships

2026 JCPL Staffing Analysis

Operational Recommendations



Purchase Grants Software

Prioritize “full cycle” grants management software to increase efficiency and effectiveness



Designate JCPL Liaison for Library Foundation

Streamline data requests; coordinate grants and reporting requirements; cultivate and steward donors in collaboration.



Optimize CRM for Fundraising

Document “friend - raising” interactions in upcoming client relationship management system.



Build Allies. Expand Partnerships.

Publish fundraising priorities in alignment with JCPL Strategic Plan launching in 2026.

Convene civic leaders to announce strategic plan and fundraising priorities.

Focus on relationships and success over time versus annual targets.

Conduct “friend - raising” activities that ultimately contribute to fundraising.



Thank you.



www.linkedin.com/in/bridget-beatty



Strategy and Operations

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

jeffcolibrary.org



Jefferson County
PUBLIC LIBRARY

TO: Donna Walker, Executive Director

FROM: Matt Griffin, Financial Strategy Consultant

DATE: February 19, 2026

RE: 2025 Year End Report

The 2025 Year End Report will be provided before the meeting.

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

jeffcolibrary.org



Jefferson County
PUBLIC LIBRARY

TO: Donna Walker, Executive Director

FROM: Matt Griffin, Financial Strategy Consultant

DATE: February 19, 2026

RE: Finance Monthly Report

Budget to Actual Tables

The Budget to Actual Tables for January 2026 will be forwarded before the meeting and will include the analysis discussion.

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

jeffcolibrary.org



TO: Donna Walker, Executive Director
FROM: Matt Griffin, Financial Strategy Consultant
RE: Carryforward Request for Fiscal Year 2026
DATE: February 19, 2026

Carryforward Request for Fiscal Year 2026

As part of the budgeting process, unspent funds from the prior fiscal year may be carried forward into the current year when needed to support planned expenditures. Not all unspent funds are carried forward—only those necessary to meet anticipated financial requirements in the new fiscal year, as determined through JCPL’s review process. Any funds that are not carried forward remain in the JCPL fund balance and are available for future use.

Several projects received funding in 2025 but remained in progress at year-end. To align budget with projected 2026 expenditures, the following unspent funds are requested to be carried forward into the 2026 budget:

Item	Carryforward Request
Lakewood meeting room – Audio Visual	\$170,000
IT Incident Management and Inventory	\$80,000
Arvada Alternative Services	\$56,912
Access Control Upgrades	\$78,306
Arvada Family Place Redesign	\$27,000
Library Refresh	\$750,000
Admin Office Reconfiguration	\$151,126
Lakewood Restrooms	\$115,284
Evergreen Library Roof Repair	\$1,023,959
Arvada Redesign	\$13,838,190
Total	\$16,290,777

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



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Capital Projects Not Included in Carryforward

Certain capital projects currently underway, most notably the Deer Creek Library and Northwest Jeffco Library projects, are not included in this carryforward request. For these projects, sufficient funding is already appropriated within the approved 2026 budget to cover anticipated expenditures. As a result, no additional carryforward or budget amendment is required at this time. These projects will continue to be monitored and managed within existing 2026 budget.

Next Action:

This item is presented for discussion at the February meeting. Authorization to submit the carryforward budget amendment will be requested at the March meeting.

Board Governance

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

POLICY TYPE: MANAGEMENT LIMITATIONS

POLICY 2.0

POLICY TITLE: *GENERAL MANAGEMENT CONSTRAINT*

MANAGEMENT LIMITATIONS

Initial Monitoring on *Policy 2.0: GENERAL MANAGEMENT CONSTRAINT*

I hereby present my monitoring report on your Management Limitations policy 2.0 “General Management Constraint”, in accordance with the monitoring schedule set forth in Board policy. I certify that the information contained in this report is true.

Signed: _____, Executive Director

Date:

BROADEST POLICY PROVISION

The Executive Director shall not cause or allow any practice, activity, decision or organizational circumstance that is unlawful, imprudent, or in violation of commonly accepted professional ethics and best practices for public library management.

EXECUTIVE DIRECTOR’S INTERPRETATION: I understand this constraint to include all operational activities that occur within the Library. It does not include activities or decisions occurring or made at the Board level.

I interpret “unlawful” to mean I will not fail to ensure that all operational activities are within legal requirements as imposed by all relevant governing bodies, including federal, state, county and city statutes and ordinances.

In matters of prudence and ethics, the Board has comprehensively interpreted these concerns throughout the “Management Limitations”. In areas where no specific Board policy exists; I will use the test of “reasonable and prudent” to evaluate the circumstances. In addition, I understand that “commonly accepted professional ethics and best practices for public library management” is an additional qualifier of the Board’s intentions. By this, if an issue arises which I believe my response would be judged ethical and prudent but for some reason inconsistent with common practices in public libraries; I would not necessarily have the authority to proceed.

REPORT (COMPLIANT): The implementation of the above measures is incorporated into specific monitoring reports provided to the Board on each of the other Management Limitations policies. I therefore am focusing this response on this policy provision proscribing against any “unlawful” actions or situations.

I can report compliance.

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

POLICY TYPE: MANAGEMENT LIMITATIONS
POLICY TITLE: *TREATMENT OF PATRONS*

POLICY 2.1

MANAGEMENT LIMITATIONS

Initial Monitoring on **Policy 2.1: *TREATMENT OF PATRONS***

I hereby present my monitoring report on your Management Limitations policy 2.1 “Treatment of Patrons”, in accordance with the monitoring schedule set forth in Board policy. I certify that the information contained in this report is true.

Signed: _____, Executive Director

Date:

BROADEST POLICY PROVISION

With respect to interactions with patrons, the Executive Director shall not cause or allow conditions or procedures which are unfair, unsafe, disrespectful, unnecessarily intrusive, or which fail to provide confidentiality in use of facilities and resources, and which fail to provide a high level of customer service.

EXECUTIVE DIRECTOR’S INTERPRETATION: I understand this to mean that the Library may not operate without having and enforcing specific policies that clarify patron rights and staff actions toward patrons. The Executive Director, staff and legal counsel review the policies as needed.

REPORT: The Library requires regular reporting from all units on these elements. Initial and follow-up reports are issued to Management for review or action.

1. I shall not elicit and maintain patron information for which there is no clear necessity.

EXECUTIVE DIRECTOR’S INTERPRETATION: It is our responsibility to protect the patron’s privacy in their use of the library, its programs and services, neither requesting nor maintaining information (visual, written or otherwise) about our patrons beyond that either required by law or business necessity.

REPORT (COMPLIANT): We are committed to keeping information about an individual’s use of the library only as long as needed in order to provide Library services. Full and current policies for the public will be posted on the JCPL website and updated when and as conditions change.

Colorado State law (CRS 24-90-101 et seq.) requires that we treat as confidential information about materials users check out, information they access, and their use of the library. CRS 24-73-101, 102, 103 requires that we keep patron personally identifiable information secure and properly dispose of this information.

I can report compliance.

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

2. **I shall not collect, review, transmit, store or destroy patron information in a manner that fails to protect against loss of or improper access to that information.**

EXECUTIVE DIRECTOR'S INTERPRETATION: It is my interpretation that we must ensure that the documents or online gathering of patron data are handled in a manner, from collection until destruction, that avoids inappropriate access or loss of such data.

REPORT (COMPLIANT): We are committed to keeping information about an individual's use of the library only as long as needed in order to provide Library services. Full and current policies for the public will be posted on the JCPL website and updated when and as conditions change.

Colorado State law (CRS 24-90-101 et seq.) requires that we treat as confidential information about materials users check out, information they access, and their use of the library. CRS 24-73-101, 102, 103 requires that we keep patron personally identifiable information secure and properly dispose of this information.

I can report compliance.

3. **I shall not fail to maintain facilities that provide a reasonable level of privacy, both aural and visual, and that are reasonably free from public distraction and disturbance.**

EXECUTIVE DIRECTOR'S INTERPRETATION: Our libraries are designed and managed to serve large populations of users at one time. As such, the library provides many venues for quiet reading and study, computer privacy, individual and group study space, etc. All libraries have spaces and/or equipment to assist with this and staff is instructed to assist patrons with finding a suitable work environment that meets their needs.

REPORT (COMPLIANT): Library programs and services are designed to protect patron privacy in the use of the library. As new technologies and services are added to our program of service, operational activities are vetted between library staff, the Chief Libraries & Inclusion Officer and the Chief ~~Technology & Digital Innovation~~ **Information** Officer. When space limitations exist, every effort is made to protect as much patron privacy as possible.

I can report compliance.

4. **I shall not fail to maintain the confidentiality of a patron's use of the JCPL and patron record except as required by law.**

EXECUTIVE DIRECTOR'S INTERPRETATION: Records of patrons' usage of the Library will not be divulged except when necessary for normal library operations or as provided for in CRS 24-90-119, "Privacy of User Records." I have been designated "Custodian of Library Records" by the Board and can make reasonable exception to this requirement.

REPORT (COMPLIANT): We are committed to keeping information about an individual's use of the library only as long as needed in order to provide Library services. Full and current policies for the public will be posted on the JCPL website and updated when and as conditions change.

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Colorado State law (CRS 24-90-101 et seq.) requires that we treat as confidential information about materials users check out, information they access, and their use of the library. CRS 24-73-101, 102, 103 requires that we keep patron personally identifiable information secure and properly dispose of this information.

I can report compliance.

- 5. I shall not fail to ensure that patrons receive prompt, courteous service from competent, well-trained staff.**

EXECUTIVE DIRECTOR'S INTERPRETATION: Educational and training requirements for knowledge, skills and customer service are required and provided to effect useful and respectful service toward our patrons.

REPORT (COMPLIANT): The Library ensures that all hires possess the required education, training and experience for their jobs and have the training required to successfully fulfill their job requirements. Mechanisms are in place for patron complaints and compliments.

I can report compliance.

- 6. I shall not fail to set and convey the policies for the use and circulation of library materials; fines/charges for damaged or lost items; a fee schedule for non-basic Library services; and policies for the use of bulletin boards and meeting/study rooms.**

EXECUTIVE DIRECTOR'S INTERPRETATION: Policies are in place that effectively direct public use of materials, resources, and facilities, so that all patrons can use our libraries and resources in a reasonable and responsible manner. We inform patrons of these policies. Staff is also versed in the policies such that they can address and discuss them with patrons.

REPORT (COMPLIANT): All of the library policies regarding library use are reviewed and updated as needed.

I can report compliance.

- 7. I shall not fail to enforce clearly articulated policies regarding content and control standards for Internet use and safety.**

EXECUTIVE DIRECTOR'S INTERPRETATION: Internet use policies derive largely from state law, as interpreted by the Library and attorney. Access to internet sites complies with filtering as required by law and Board-directed library policy. Staff and the public are made aware of these policies so that user and staff expectations are clear. Staff is trained to recognize non-compliant use and intervene if necessary.

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

REPORT (COMPLIANT): Our principal responsibility is to be compliant with state statute and Library Board direction within the limits of technology.

I can report compliance.

8. **I shall not fail to convey that parents, guardians or caretakers are responsible for monitoring the activities and library use and controlling the behavior of children or other persons requiring supervision during their library visit.**

EXECUTIVE DIRECTOR'S INTERPRETATION: It is my understanding that we have a responsibility to inform parents/guardians/caretakers that it is their responsibility, not the Library's, to control use and provide reasonable supervision to their children or charges when visiting/using the library. Staff is directed to intervene when inappropriate or illegal behaviors/actions interfere with or disrupt others' use of the library and its resources.

REPORT (COMPLIANT): Norms and practices in the Library's Code of Conduct have been developed to assist staff in making these decisions. We also have our Code of Conduct posted on our website and will print it when asked by our public.

I can report compliance.

9. **I shall not fail to inform patrons, when appropriate, of this policy, and to provide an open, accessible patron comment process.**

EXECUTIVE DIRECTOR'S INTERPRETATION: It is my understanding that we must inform patrons of library policies that concern and/or protect their use and rights in the library. As well, we must provide a patron comment process so that patrons have the opportunity to express their concerns to administration and management.

REPORT (COMPLIANT): The library uses several means by which to solicit and engage in patron comment including personal interactions with staff, electronic and print comment forms, an open-door process for the public to speak with management or administration, electronic and telephone communications and electronic options on the website. We also have our policies posted on our website and will print them when asked by our public.

I can report compliance.

10. **I shall not fail to take appropriate steps to safeguard the safety of library patrons.**

EXECUTIVE DIRECTOR'S INTERPRETATION: I understand that this provision requires me to develop and implement policies and practices to ensure patron safety.

REPORT (COMPLIANT): We strive to maintain a high level of patron safety conditions. To confirm our safety standards, key staff along with local law enforcement conduct safety audits of public use areas. We also maintain and use safety/emergency mechanisms such as fire extinguishers and sprinklers, detection and alarm systems, AEDs and surveillance cameras. As well, each library establishes a working relationship with their local law enforcement agencies. The

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

library's Person-In-Charge program trains staff to assist with patron safety be it physical safety, threat or medical.

I can report compliance.

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

POLICY TYPE: MANAGEMENT LIMITATIONS
POLICY TITLE: *TREATMENT OF STAFF*

POLICY 2.2

MANAGEMENT LIMITATIONS

Initial Monitoring on *Policy 2.2: TREATMENT OF STAFF*

I hereby present my monitoring report on your Management Limitations policy 2.2 “Treatment of Staff”, in accordance with the monitoring schedule set forth in Board policy. I certify that the information contained in this report is true.

Signed: _____, Executive Director

Date:

BROADEST POLICY PROVISION

With respect to the treatment of staff and volunteers, the Executive Director shall not cause or allow conditions that are unfair, unsafe, disrespectful or inconsistent with the Jefferson County Personnel Rules, by which the Library abides.

EXECUTIVE DIRECTOR INTERPRETATION: The Board has comprehensively addressed this policy in the provisions below. My interpretations and reporting data are appended below.

Accordingly, pertaining to staff, I shall not:

- 1. Operate without a written personnel manual, which clarifies personnel rules for staff.**

EXECUTIVE DIRECTOR INTERPRETATION: The Library must have in place a personnel manual that sets forth the rules and policies regarding employment with the Library.

REPORT (COMPLIANT): The Library uses the Jefferson County Personnel Rules for our personnel manual.

I can report compliance.

- 2. Fail to provide staff with avenues for non-disruptive, internal expression of opinions.**

EXECUTIVE DIRECTOR INTERPRETATION: I understand this policy to mean that staff must know and be allowed to freely express their support, opposition, and concerns with the Library’s policies and practices without fear of reprisal, and in accordance with the rules and regulations established in SB22-230 **and the Collective Bargaining by County Employees Act (COBCA).**

REPORT (COMPLIANT): New Library staff members are made aware that open and honest communication is encouraged at Jefferson County Public Library during their orientation process, and long-standing staff members are aware of this through administrative and management messaging. Jefferson County Public Library is an Equal Opportunity Employer and does not tolerate discrimination and harassment. The Library recruits, hires, trains and promotes employees without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or any other status protected by Federal or State law. The Library will not tolerate retaliation for opposing discrimination and harassment. The Library adheres to a formal complaint process, which is

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

available to staff, through Jefferson County Personnel Rules. Certain complaints made by employees in the collective bargaining unit may be subject to additional processes involving AFSCME representation.

I can report compliance.

3. Fail to acquaint staff with these Federal, State and County laws and Library policies.

EXECUTIVE DIRECTOR INTERPRETATION: It is my responsibility to ensure that all staff is informed of these policies.

REPORT (COMPLIANT): These policies are available [online](#), on the [JCPL website](#), staff intranet or included in the personnel manual and staff has access to them. Staff are required to sign off annually on personnel rules.

I can report compliance.

4. Allow staff to be unprepared to deal with emergency situations.

EXECUTIVE DIRECTOR INTERPRETATION: I understand this to mean that staff will be informed and trained on emergency policies and practices and appropriate staff will be trained to deal with emergency situations.

REPORT (COMPLIANT): The Library schedules regular Person-In-Charge (PIC) trainings where staff receives additional training for emergency situations. In turn, all libraries have a trained “Person in Charge” (PIC) on duty during hours of operations. Director-level staff are available to serve as the Senior PIC where immediate assistance and direction is provided to the location/library PIC, staff and law enforcement. Further, all incidents are reported and evaluated, to improve future response. Additional support and training is provided by subject-matter experts as needed to prepare staff to respond to specific circumstances. Staff are required to review and sign off annually on basic safety [guidelines training](#).

I can report compliance.

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

POLICY TYPE: MANAGEMENT LIMITATIONS

POLICY 2.3

POLICY TITLE: *FINANCIAL CONDITION AND ACTIVITIES*

MANAGEMENT LIMITATIONS

Initial Monitoring on *Policy 2.3: FINANCIAL CONDITION AND ACTIVITIES*

I hereby present my monitoring report on your Management Limitations policy 2.3 “Financial Condition and Activities”, in accordance with the monitoring schedule set forth in Board policy. I certify that the information contained in this report is true.

Signed: _____, Executive Director

Date:

BROADEST POLICY PROVISION

With respect to financial condition and activities, the Executive Director shall not cause or allow the development of fiscal jeopardy, or a material deviation of actual expenditures from the Library Board’s Ends priorities.

EXECUTIVE DIRECTOR INTERPRETATION: The Board has comprehensively interpreted this policy in the provisions below. My interpretations and reporting data are appended below.

Accordingly, I shall not:

1. Exceed the Library’s total expenditure authorization for operations or capital development.

EXECUTIVE DIRECTOR INTERPRETATION: This requirement prohibits my spending on behalf of the library above the pre-set operations and/or capital development authorizations established by the Library Board and adopted by the Board of County Commissioners during the budget approval process. If circumstances arise where expenditure above the appropriated level is necessary, I must follow the budget transfer process or the supplemental appropriation process, outlined in the Library’s Budget Expenditure policy or the provisions of 4 below.

REPORT (COMPLIANT): The Library’s expenditure is reviewed monthly against the total amount authorized and reported in the financial statement. This report discloses year-to-date and projected expenses to the end of the year and is included in the monthly Board reports for informational and review purposes. It also includes any required requests and processes for budget transfers when circumstances arise that require expenditures above the appropriated amount.

I can report compliance.

2. Incur debt (with exception of procurement cards, which are to be paid in full when due).

EXECUTIVE DIRECTOR INTERPRETATION: I understand that no library debt can be incurred without the approval of the Library Board other than short-term procurement card debt, which must always be paid when due. The Library Board can authorize debt as defined in the “Library Law,” or by entering into long-term capital debt by other means.

REPORT (COMPLIANT): Monthly financial statements issued by the Strategy & Operations division demonstrate all outstanding obligations which would show any debt as part of the report.

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These reports are compiled and reviewed monthly by the Library Board.

I can report compliance.

3. Fail to get Library Board approval for:

A. Use of the Library Fund

EXECUTIVE DIRECTOR INTERPRETATION: Accordingly, expenditures that have not been approved by the Board cannot be made in advance.

REPORT (COMPLIANT): Monthly financial reports regularly report compliance with this limitation. Requests come before the Board when its approval is required for an expense change.

I can report compliance.

B. Use of Fund Balance

EXECUTIVE DIRECTOR INTERPRETATION: This limitation requires Board review and approval before any use of fund balance can take place, with the exception of automatic working capital drawdowns until tax collection proceeds are posted to our fund.

REPORT (COMPLIANT): All use of reserves (and requests for use of reserves) is shown on budget development plans or financial reports, which are reviewed and approved by the Board.

I can report compliance.

4. Adding any salaried staff positions. This means that no new standard FTE positions beyond currently authorized positions can be added unless they are recommended by me and approved by the Library Board according to their authority under Colorado Library Law.

EXECUTIVE DIRECTOR INTERPRETATION: This means that no new salaried positions can be added unless they are recommended by me and approved by the Library Board.

REPORT (COMPLIANT): I review and act upon all requests for staffing changes which are in the annual budgeting process.

I can report compliance.

5. Authorize transfers of greater than \$100,000 among line items and categories within the operational fund.

EXECUTIVE DIRECTOR INTERPRETATION: Budget transfers less than \$100,000 between expense lines are allowed without board approval but non-emergency transfers greater than \$100,000 require Board authorization. The Executive Director may authorize transfers in excess of \$100,000 when an emergency situation exists and must inform the Board about all emergency

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transfers as soon as practical.

REPORT (COMPLIANT): All budget transfers follow the above guidelines, and any transfers are reported in the monthly financial statements.

I can report compliance.

6. Fail to settle payroll obligations and payables in a timely manner.

EXECUTIVE DIRECTOR INTERPRETATION: This means that we must process all payables in as timely a manner as possible if not in accordance with the vendor's dictates. Payrolls are processed in accordance with County policy.

REPORT (COMPLIANT): Payables are processed in a timely manner, normally weekly. With regard to payroll, all staff is paid bi-weekly, pay periods end every other Saturday and paydays are every other Friday.

I can report compliance.

7. Allow payroll or other tax payments or other government ordered payments or filings to be overdue or inaccurately filed.

EXECUTIVE DIRECTOR INTERPRETATION: The schedules of tax payments to other government units are strictly observed. The principal payment is payroll taxes.

REPORT (COMPLIANT): Payroll taxes are paid by the County as part of normal payroll practice and are reflected in our financial statements.

I can report compliance.

8. Expend more on a capital project than the amount previously authorized by the Board.

EXECUTIVE DIRECTOR INTERPRETATION: This means that capital project expenditures greater than approved must not occur without Board approval. However, small transfers (being no more than 10% of the total cost of the project or \$100,000, whichever is less) between individual project funds may be necessary, as they are completed.

REPORT (COMPLIANT): Monthly capital projects reports show the comparison between budgeted and actual expense of each project.

I can report compliance.

9. Acquire, encumber, lease or dispose of real property.

EXECUTIVE DIRECTOR INTERPRETATION: By statute, the Library Board is the only authority empowered to hold and acquire property. This means that all decisions regarding real property and buildings, whether owned or leased, must be reviewed and approved by the Board.

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REPORT (COMPLIANT): The Library Board holds the authority for acquiring property. The Library Board approves all leases, disposals and acquisitions of real property. The Library Board also approves all issues of debt which could encumber real property.

I can report compliance.

10. Accept gifts or grants from sources that are not, in fact and appearance, legal and consistent with the mission and values of the library.

EXECUTIVE DIRECTOR INTERPRETATION: This means that the Library (nor I on behalf of the Library), cannot accept any gifts or grants when they appear to be inconsistent with our mission and role.

REPORT (COMPLIANT): Through the Agreement between the Library and the Jefferson County Library Foundation, some gifts to the Library are processed through the Foundation. These require Library review. Gifts or grants processed through the Library require executive director or designee review. The Library retains the right to specify the disposition of any gift.

I can report compliance.

11. Fail to pursue material receivables after a reasonable grace period.

EXECUTIVE DIRECTOR INTERPRETATION: This means that we must take action to recover material receivables. Material receivables are defined as accounts with an accumulation of overdue payables in the amount greater than \$500.00 for over 28 days.

REPORT (COMPLIANT): Accounts over \$500.00 and over 60 days overdue are notified and informed of the need to submit payment. Accounts past due over 90 days may be sent to collection.

I can report compliance.

12. Fail to exercise adequate internal controls over receipts and disbursements to avoid unauthorized payments or material dissipation of assets.

EXECUTIVE DIRECTOR INTERPRETATION: This means that we must have in place a process of checks and balances to maintain accountability both for payments and for inventory control.

REPORT (COMPLIANT): All payments by the Library are subject to multiple reviews by staff so that payments are only made for goods and services that the library has decided upon. If there are discrepancies, processing stops until a review can determine the validity of the claim. Inventories of equipment and supplies are carefully evaluated on a regular basis to ensure proper disposition of those assets.

I can report compliance.

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POLICY TYPE: MANAGEMENT LIMITATIONS
POLICY TITLE: *ASSET PROTECTION*

POLICY 2.4

MANAGEMENT LIMITATIONS

Initial Monitoring on **Policy 2.4: *ASSET PROTECTION***

Signed: _____, Executive Director

Date:

BROADEST POLICY PROVISION

The Executive Director shall not allow the Library's assets to be unprotected, inadequately maintained or unnecessarily risked.

EXECUTIVE DIRECTOR INTERPRETATION: The Board has comprehensively interpreted this policy in the provisions below. My interpretations and reporting data are appended below.

- 1. I shall not fail to ensure against theft and casualty losses to at least replacement value, including coverage for Library materials, works of art, mechanical systems, computer equipment and systems, property while in transit, donated items, items not owned by the Library on exhibit/display and all Library facilities, including those buildings not open to the public (Administration, the Library Service Center and Support Services).**

EXECUTIVE DIRECTOR INTERPRETATION: I understand this provision to mean that the library must have in place a means to ensure against significant loss as expressed in any of the manners above. As well, we must be responsive to the changing value of said items, to changing conditions of risk, and to changes in insurance practices and law.

REPORT (COMPLIANT): The library's insurance program is part of the County's Risk Management program, and we contribute to the pool of coverages as specified by that Department. Some of those coverages are self-insured within the pool and some are purchased from agencies, as appropriate. The Library can direct our specific requirements. The Library periodically commissions an independent consulting assessment of our needs and adjusts the county pool coverages as necessary.

I can report compliance.

- 2. I shall not fail to ensure against loss or damage to library facilities by implementing a disaster response plan.**

EXECUTIVE DIRECTOR INTERPRETATION: I understand this provision to mean that we must maintain a comprehensive program of disaster response to ensure that the Library facilities are protected from significant loss from natural or man-made disasters.

REPORT (COMPLIANT): The Library has a Continuity of Operations (COOP) plan in place that identifies goals and objectives during emergency situations and clearly defines the roles and responsibilities of each director and each division within the organization during an emergency. This plan ensures protection of the library's assets, continuity of operations as well as a rapid response and recovery. The plan identifies resources and establishes back-up systems required to

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maintain internal and external communications, business functions and library operations. The Continuity of Operations Plan (COOP) is updated as personnel changes require but no less than annually. Additionally, the Library is part of the County's Emergency Operations Center's plan.

This provision has one associated implication in Monitoring report 2.3 that establishes emergency spending limits in excess of \$100,000 for the executive director during a disaster.

I can report compliance.

3. **I shall not fail to ensure against loss or damage to library computers, technology equipment and systems by implementing a security and replacement plan.**

EXECUTIVE DIRECTOR INTERPRETATION: In order to be compliant on this measure, we must have in place a security and replacement plan to ensure against loss or damage to the library's technological and communication resources and network.

REPORT (COMPLIANT): The Technology & Digital Innovation division has addressed this in the Continuity of Operations Plan (COOP).

I can report compliance.

4. **I shall not fail to ensure against liability losses to Library Board members, staff and the Library itself, including directors' and officers' liability and errors and omissions coverage, in an amount equal to or greater than the average for comparable organizations.**

EXECUTIVE DIRECTOR INTERPRETATION: This means maintaining a level of protection for Trustees and staff against liability claims while doing the work of the Library.

REPORT (COMPLIANT): Errors and Omissions coverage is a standard element in the Risk Management pool and provides protection for the Trustees and staff.

I can report compliance.

5. **I shall not fail to ensure for general comprehensive on the Library's vehicles.**

EXECUTIVE DIRECTOR INTERPRETATION: I understand this to mean that we must have complete insurance protection for all vehicle operations.

REPORT (COMPLIANT): Complete vehicle operations insurance coverage is in place as part of the county pool and includes comprehensive, collision and liability coverage.

I can report compliance.

6. **I shall not fail to ensure against employee theft and dishonesty.**

EXECUTIVE DIRECTOR INTERPRETATION: I understand this to mean that all library employees who handle cash or warrants must pass a sufficient background check prior to employment and that the library will maintain adequate internal controls to prevent or detect fraud.

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REPORT (COMPLIANT): All employees who handle significant amounts of cash or warrants are covered under the County's crime policy which the Library participates in as part of the Risk Management pool. All library managers and finance staff are responsible for internal controls.

I can report compliance.

7. **I shall not fail to maintain a system for the management of fixed and controlled assets that provides sufficient information for preparation of financial statements, ensures proper use, and provides for their maintenance, replacement and disposal.**

EXECUTIVE DIRECTOR INTERPRETATION: It is my understanding that this provision requires an asset management system that provides a high level of accountability and gives us the necessary information so that we can reflect an accurate value for fixed assets in our financial statements, track material controlled assets, dispose of fixed and controlled assets in conformance with CRS 24-90-109 (1) (i), and make good decisions about the use and management of library assets.

REPORT (COMPLIANT): The Library Strategy & Operations division uses the County's procedure to track assets. Asset additions and inventory are reviewed annually with County staff. The Library disposes of assets in accordance with County policy. This requirement is covered under our asset management policy, Jefferson County asset valuation and inventory control practices, and CRS 24-90-109 (1) (i).

I can report compliance.

8. **I shall not fail to maintain and utilize guidelines for the acquisition, lending and de-accession of art.**

EXECUTIVE DIRECTOR INTERPRETATION: It is my interpretation that the library must maintain art guidelines covering acquisition, de-accession, lending, maintenance and care.

REPORT (COMPLIANT): **JCPL's Collection Development Policy does not distinguish between material types.** ~~The Library's art guidelines recognize the special nature of the library's art collection.~~ The Library maintains guidelines for art donations, acquisition, display, de-accession and lending of art.

I can report compliance.

9. **I shall not fail to employ risk management practices to minimize exposure of the organization, its Board or staff to claims of liability.**

EXECUTIVE DIRECTOR INTERPRETATION: It is my interpretation that the library must maintain risk management practices that minimize and / or limit claims of liability against the library itself.

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REPORT (COMPLIANT): Risk management practices that work to reduce liability are part of the service we receive from County Risk Management. We implement those as directed and appropriate.

I can report compliance.

10. **I shall not allow any purchase wherein normally prudent protection has not been given against conflict of interest.**

EXECUTIVE DIRECTOR INTERPRETATION: I take this to mean that we must have practices in place that guard against staff and board members personally profiting from a procurement decision in which they participated.

REPORT (COMPLIANT): The Library's procurement processes have oversight procedures to minimize the possibility of conflict of interest. Our procurement manual reflects this provision, and it is posted on the Library's intranet. Also, Jefferson County has as part of the Personnel Rules, a "Conflict of Interest" policy which covers most significant issues of conflict, and which is applicable to all library staff. The library's Policy Governance practices ensure this same oversight for board members.

I can report compliance.

11. **I shall not allow for procurement practices which do not serve the best interests of the Library and are not consistent with best practices and Jefferson County Purchasing Guidelines.**

EXECUTIVE DIRECTOR INTERPRETATION: This provision requires that significant procurement decisions be competitive or otherwise made in the best interest of the library. Each such decision must demonstrate, as part of the procurement documents, to have been compliant.

REPORT (COMPLIANT): All procurements and purchases conform to this requirement and are documented in the procurement paperwork.

I can report compliance.

12. **I shall not fail to store and preserve Library records in accordance with a Records Retention schedule and program under the direction of the Jefferson County Records Management department.**

EXECUTIVE DIRECTOR INTERPRETATION: The library, as part of its normal practices must carefully preserve its operational history as reflected in its files and records.

REPORT (COMPLIANT): The library works with the County's Records Management department to develop retention schedules that are consistent with applicable statute and good business practices.

I can report compliance.

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13. I shall not fail to protect intellectual property, information and files from loss, improper access or significant damage

EXECUTIVE DIRECTOR INTERPRETATION: I understand this provision to mean that internal documents, files and other operational information must be carefully protected from loss or damage and that access is limited to the terms of public records' statutes and business practices of confidentiality.

REPORT (COMPLIANT): Operational materials, records and resources are managed under basic business practices of confidentiality and security using available means to do so including locked files, electronic controls, password protection, document and data destruction, etc. Confidential files are kept under careful limits of access. Statutes define much of this process for us and we maintain an active understanding of applicable law.

I can report compliance.

14. I shall not receive, process or disburse funds under controls insufficient to meet the County appointed auditor's standards (as set forth in Management Letter and/or other correspondence).

EXECUTIVE DIRECTOR INTERPRETATION: This means that our financial controls and practices must be conducted in a manner consistent with applicable standards of accountability as required by law and County practices.

REPORT (COMPLIANT): Our financial practices are directed by law and County practices and our Finance division and staff follows these structures accordingly.

I can report compliance.

15. I shall not compromise the independence of the financial auditor or the Board's other external monitoring or advice, such as by engaging parties already chosen by the Board as consultants or advisors.

EXECUTIVE DIRECTOR INTERPRETATION: This provision serves to prevent audit contractors from auditing their own work. This is a practice that can diminish the value and the accuracy of audits and other financial reports. I understand that I must make such financial reporting decisions in a way that ensures independent and accurate audits.

REPORT (COMPLIANT): The County selects our external auditor; auditors that then proceed to evaluate our financial practices under commonly accepted standards and the terms of their contract. We have, from time to time, requested County approval for additional auditing services from the auditors, to help us document the value of some of our practices or to provide the Board with additional information. These requests are made and handled to ensure independent and accurate audits and are not in conflict with this policy provision.

I can report compliance.

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- 16. I shall not endanger the organization's public image, its credibility, or its ability to accomplish Ends.**

EXECUTIVE DIRECTOR INTERPRETATION: The Library's public image and credibility are among its most valuable assets. I understand that a significant part of my work is protecting that asset, taking into account all of our fiscal, technical, informational, service and public relations activities.

REPORT (COMPLIANT): Much thoughtful work goes into our processes of service and support for the goals the community sets for itself. We can point to service outputs, productive partnerships, invitations to participate and other measures that we promote and maintain a positive image in the community.

I can report compliance.

- 17. I shall not change the organization's name or substantially alter its identity.**

EXECUTIVE DIRECTOR INTERPRETATION: The name of this organization is Jefferson County Public Library. In this provision, the Board has determined that identity changes to the name Jefferson County Public Library of any kind must be reviewed and approved by the Board. I further take this to mean that the naming of individual buildings or significant elements of buildings is the Board's prerogative.

REPORT (COMPLIANT): We maintain a careful observance of Board-established names and identities, while investigating the value of selective name changes when such changes can enhance the community's understanding and/or support of our role and our work. In all cases the Library adheres to the Board's naming policy.

I can report compliance.