

**Minutes of the Regular Meeting of the  
JEFFERSON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
February 19, 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 February 19, 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), Renny Fagan, Jill Fellman and Nikki Jain Brown.

Absent: Pam Anderson.

**Staff present:** Donna Walker, Executive Director; 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; Steve Chestnut, Director of Facilities and Construction Projects; 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 Nikki Jain Brown the motion passed by unanimous vote of all Trustees present.

**PUBLIC COMMENT**

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

The Chair closed the public comment portion of the meeting at 5:32 pm.

**APPROVAL OF CONSENT AGENDA**

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

### Items on the Consent Agenda

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

**MOTION:** Nikki Jain Brown moved that the Library Board of Trustees approve the items on the consent agenda as presented. Seconded by Jill Fellman 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 the Friends Annual meeting on March 13 at the Wheat Ridge Recreation Center, Applewood Business Association After Hours on March 24, Library Giving Day on April 1, Shred-a-thon on April 18; Whale of a Used Book Sale May 28-31, Books on Film Benefit on July 17, and the Volunteer Appreciation Luncheon on July 31.

### **EXECUTIVE DIRECTOR AND STRATEGY & OPERATIONS**

#### A. Executive Director Report

In response to a request from the Board at the Feb 9th special meeting, the Executive Director advised the Board that AFSCME provided public voting results on Friday, February 6. The vote was passed by a majority of the membership and the vote was certified by the Council. JCPL and AFSCME are working on signing of the CBA.

#### B. 2026 Annual Plan Update

The Executive Director advised the Board that her report is in a new template that connects to the annual plan. The Board indicated that they liked the new template.

The Executive Director noted some highlights and updates including that the Deer Creek schematic design pricing was completed yesterday. The 2026-2029 strategic plan rollout started yesterday at the All Staff Town Hall and the rollout will continue with internal and external audiences.

Implementation of the CBA includes full day supervisor training starting Monday. On Saturday there are two events, the signature author program with Lisa Gardner at the Mile High Church and the Jazz Masters Belmar event. At the end of the report is a yearlong look at conferences for trustees.

#### C. JCPL Long Term Fundraising Strategy

Included in the 2025 annual plan was a project to develop a 3-5 year fundraising plan with success measures and targets leveraging pilots in 2024 and 2025. The long-term fundraising strategy aligns with the strategic priorities of the new 2026-2029 strategic plan. Bridget Beatty with Bridget Beatty Consulting will provide the results of that project.

Bridget Beatty addressed the Board and provided information on JCPL's long term fundraising plan. For the past two years the consultant role has focused on procuring grants of \$25,000 or more to supplement Foundation funding. Additionally, key informant interviews were conducted and

library fundraising professional around country were consulted. In collaboration with the Foundation an electronic survey was sent to Jeffco elected officials, Library Board Trustees Foundation Board members and leaders of agencies. A fund development planning committee was formed and charged with taking input and determining the best path forward. There were three takeaways; fundraising should not be a core function of the library, there is a heightened need for public support of libraries and civic engagement, library advocacy and partnerships are critical. The Committee ultimately decided that because JCPL will be conducting a staffing analysis in 2026 it makes sense to stay the course with the contract role and focus on grants of \$25,000 or greater, building public support in general and being agent of good will. If the staffing recommendation is compatible with the analysis for a full time position that could be a dedicated staff role in 2028.

In response to questions, the Board was advised that:

- Context numbers on how much the Foundation raises for JCPL were not provided and that was purposeful.
- Operational recommendations include grant software to improve efficiency and effectiveness, a consultant official liaison to the Foundation to coordinate activities, streamlining data requests to reduce the burden on library staff and coordinate information needed for grant applications and reporting on grants secured. JCPL is also working on rolling out a client relationship management system (CRM).
- Current work underway includes publishing JCPL fundraising priorities that can be shared with everybody in the community. In April the Library will convene civic leaders and survey participants to learn about JCPL's new strategic plan and fundraising priorities. They will be asked to be our allies and spread the word about fundraising. This focus on relationships is key to success over time. A proactive approach to protecting our libraries, not fundraising events, but activities that build affinity for libraries and providing unique opportunities for donors to experience the impact of their investments.
- It is not typical for libraries to have fundraising development professionals on staff. Denver Public Library has an administrator of grants and their Foundation focuses on donors, naming and grants in a joint fundraising effort. Los Angeles County Library has the same consultant configuration as JCPL. A common configuration is Friends and Foundations are seen as one entity with Friends doing activities like book sales while Foundations work on different fundraising.
- The staffing analysis will help determine where the gaps in staffing are and if we're filling a gap, what kind of role and skillsets are required and how to classify that position. Now is not the time to make that move. There is a good opportunity to continue with the consultant, Bridget Beatty and the Foundation working together.
- The way we will be convening civic leaders on April 30 is very much a dialogue on the alignment of JCPL's strategic plan and fundraising priorities. There will be some opportunities to educate with the ultimate goal of civic leaders leaving with ideas and tangible ways they can support the Library. A lot of people associate capital campaigns with the Foundation and that has not been the case for JCPL. Through conversations and other methods the Library could try to track increases in awareness. The Trustees will be invited to the April 30 event.

The Trustees expressed appreciation to Bridget Beatty for her excellent work.

## **Strategy & Operations**

### **A. 2025 Year End Report**

The Executive Director introduced the topic by acknowledging that the 2025 Year End Report represents the end of JCPL's 2020-2025 six year strategic plan. Over the course of this time there were five challenging strategic priorities: Create libraries for the future; Reach more people; Focus on building literacies; Be the third place and Grow sustainably. Providing the year-end report is part of the Board's governance calendar.

Matt Griffin, Financial Strategy Consultant, presented highlight of the 2025 Year End Report. This report formally closes out the 2020-2025 strategic plan and reflects six years of sustained and complex execution including a pandemic. As a review, JCPL launched a strategic plan that included a multi-year capital project acceleration, expansion of digital and alternative services, measurable literacy outcomes and strengthening the organizational infrastructure.

Over this strategic cycle, JCPL advanced one of the most significant capital programs in JCPL's history, including:

- Opening the new Conifer Library
- Positioning Arvada for construction
- Advancing Northwest Jeffco and Deer Creek through design
- Launching Express West Arvada and a new Bookmobile
- Establishing formal Library Design Standards

Community demand is growing. The 2025 success measures demonstrate sustained growth in use, reach and satisfaction, including:

- 10.2M total collection use
- 16.9% growth in e-material circulation
- Nearly 2M visits
- 230,632 program participants
- 40% market penetration
- Net Promoter Score of 84

JCPL's signature programs are producing measurable behavioral outcomes, including:

- 24,225 Summer Challenge participants
- 2,050 new families enrolled in 1000 Books Before Kindergarten
- 1,600+ Raise a Reader participants
- 98% of program completers using additional library services

In 2025, JCPL invested deliberately in long-term organizational sustainability, including:

- Completing the compensation analysis
- Integrating findings into the CBA and 2026 budget
- Establishing digital accessibility standards
- Advancing AI strategy development
- Finalizing the 2026+ Strategic Plan

In response to questions, the Board was advised that:

- JCPL's market is Jefferson County. The Library utilizes OrangeBoy metrics to determine market penetration as a percentage of Jeffco households with an active library card. An active library card is used at least once in the past 12 months.
- OrangeBoy data includes customer segmentation for a more detailed analysis of cardholders. For example, infrequent user would be a strong category to target or users that primarily check out children's books.
- Regarding physical vs. e-materials it is a complicated time for JCPL. The primary print supplier went out of business at the end of last year. The preference component is driven by platform. JCPL consolidated all of its content into Overdrive Libby. Digital often becomes available faster than print materials. It is not intentional to not have print materials.

The Trustees expressed appreciation to the Executive Director and staff for a fantastic job, noting that they are impressed with the accomplishments and demonstrated importance JCPL has in our community. The Trustees noted that they enjoyed hearing results of outreach programs and it is great to be part of an organization that makes a conscious effort to reach out to families and kids and have that welcoming all-inclusive environment. The Chair noted that while working on the 2020-2025 strategic plan nobody could have seen what was 6 months in front of us. To still be as successful against those targets and goals after all that is remarkable. It is one thing to improve an organization that is struggling and challenged and entirely something else to improve a system already clicking on all cylinders.

### Finance and Budget

#### A. Financial Report (January 2026)

Matt Griffin presented information on the January 2026 monthly financials. One item to note is that the 2025 actuals are not reflected in the tables. The Library does expect some adjustments to 2025 through the first quarter of 2026 and any material changes will be brought forward to the Board. On table 4, grants, funds and donations shows insurance recovery related to the Evergreen roof. On Table 3 several capital projects show spending against zero budget. This ties directly to the carryforward process. Once complete we'll see changes to that budget column. Spending itself is aligned to total project plans. Financial activity is progressing as expected for January.

#### B. Carryforward Request for Fiscal Year 2026 Budget Amendment

Matt Griffin presented information on the 2026 carryforward request. The request includes projects funded in one fiscal year but not completed and the unspent funds are requested to carryforward the following year. Not all unspent funds are carried forward. Funds are internally reviewed to see the exact dollars still required to complete a project. If they are not required they remain in the fund balance available to be used. Certain projects are not included because they already have sufficient funding in 2026 to support anticipated spending for this year. From a governance perspective this is a standard annual step to maintain and align an accurate budget. Authorization to submit the carryforward budget amendment will be requested at the March

meeting.

In response to a question, the Board was advised that:

- Although it was an approach the Library has taken in the past to continue carrying forward funds from earlier years, the approach the last few years has been to review exactly what's needed in the current fiscal year for carryforward. The total project budgets would not change, just where the spending would take place. The money is still in the fund balance and available.

The Chair advised the Board that approval of the carryforward request will be at the March meeting. If the Trustees have questions in the meantime please reach out to the Chair.

### Facilities and Construction Projects

#### A. Evergreen Roof Change Order

Steve Chestnut, Director of Facilities and Construction Projects provided information on the Evergreen Roof Change Order. FEMA funding and insurance was a long process and in between the time when the RFP was generated and the contract approved; there was a change in the building code requiring roofing materials to increase from 16-gauge to 20-gauge copper. The change order accommodates that increase in cost.

In response to a question, the Board was advised that:

- The difference between the carryforward request and the total project cost reflects materials already purchased for the project.

**MOTION:** Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to sign the change order to the B & M Roofing Replacement Services Evergreen contract in the amount of \$438,634.92. Seconded by Renny Fagain the motion passed by unanimous vote of all Trustees present.

### **ITEMS REMOVED FROM THE CONSENT AGENDA**

No items were removed from the consent agenda.

### **EMERGING ISSUES**

No issues.

### **ENDS**

There were no items.

### **BOARD GOVERNANCE**

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

The Chair advised the Board that on behalf of the Nominating Committee (Pam Anderson and Kim Johnson) the proposed slate of officers is Emelda Bing Walker for Vice-Chair and Charles Jones for Secretary. Kim Johnson will continue as Chair as it is in the middle of the two year term. The election will be held in March.

B. Bylaws Committee status update

Section 2. Term of Office.

Section 4. Vacancies.

The Bylaws Committee, Nikki Jain Brown and Renny Fagan, presented proposed revisions to the Bylaws in Article V Election of Officers. A proposed revision is to adjust the term of the Vice-Chair from one year to two years to align with the Chair's term and for leadership continuity. After some discussion the Trustees noted a preference that in Section 4 Vacancies would continue to be filled at the next available regular meeting. Trustee Fagan will make adjustments to the proposed revisions and provide them for the March meeting.

C. Library Board of Trustees Review Policy Governance Monitoring Reports 2.0 to 2.4.

The Chair advised the Board that adoption of Governance Monitoring Reports 2.0 to 2.4 will be on the consent agenda for the March 19, 2026 Board meeting unless otherwise instructed by the Board.

**BOARD SCHEDULE – NEXT MEETINGS**

2026 Board Meeting Schedule

- 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

**ANNOUNCEMENTS/GENERAL INFORMATION SHARING**

There were no announcements.

At 6:58 pm, the Chair called for a motion to recess the regular meeting and reconvene in Executive Session.

**MOTION:** Jill Fellman moved to recess the regular meeting of the Library Board of Trustees and reconvene in Executive Session regarding:  
Executive Director's Review. Statutory citation authorizing an executive session for this topic:

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

Seconded by Nikki Jain Brown the motion passed by unanimous vote of all Trustees

present.

The Chair announced a 5 minute break to allow the Board and staff time to clear the room, leave the existing ZOOM meeting, and then join the Executive Session in the separate meeting invitation.

The Chair called the Executive Session to order at 7:05 pm with the following Trustees present: Renny Fagan, Jill Fellman, Nikki Jain Brown, Charles Jones and Emelda (Bing) Walker. Also present was 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.

The Chair reconvened the regular meeting at 7:53 pm with the following Trustees present Renny Fagan, Jill Fellman, Nikki Jain Brown and Charles Jones.

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

**MOTION:** Nikkie Jain Brown moved that the Executive Director's salary be set at \$206,697 effective the next available pay period and provide a \$6,000 one-time bonus. Seconded by Jill Fellman, the motion passed by unanimous vote of all Trustees present.

The Board noted that during the performance and compensation review in September, the Executive Director requested that a compensation decision be deferred until the Collective Bargaining Agreement was completed. The County did a full market study for the position of Executive Director of the Library and made an adjustment of 9% and the Board agreed that increase is appropriate. The bonus is in recognition of the Executive Director's outstanding performance. The Board further noted that they could have offered a 3% cost of living increase and chose not to do that in line with the rest of the organization.

The meeting was adjourned at 7:56 pm.

A handwritten signature in black ink that reads "Charles Jones". The signature is written in a cursive, flowing style.

Charles Jones, Secretary