

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

March 19, 2026



Lunar New Year 2026 Celebration



Bring Back the Pollinators



Life Savors' Storytelling Group: Strings



Make Something: Triptych Painting



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA - AMENDED

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	<p>Thursday, March 19, 2026 – 5:30 pm – HYBRID MEETING</p> <ul style="list-style-type: none"> • ONLINE MEETING VIA ZOOM • In-Person at Lakewood Library meeting room, 10200 W. 20th Avenue, Lakewood 80215
1.	<p>Call to order & attendance (4.5.8) A. Verbal roll call – Each Trustee announces their presence by stating their name.</p>
2.	<p>Pledge of Allegiance</p>
3. Agenda Action	<p>Approve Agenda Chair: Call for motion and second</p>
4. Public Comment	<p>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.</p> <p>For more information on public comment policy please refer to Board Governance Policy 4.3.7: Microsoft Word - January 2026 Board Governance Policy Manual</p>
5. CONSENT AGENDA Action	<p>Approval of Consent Agenda Chair: Call for motion and second</p> <ul style="list-style-type: none"> A. Approve Minutes of February 9, 2026 Special Meeting B. Approve Minutes of February 19, 2026 Board Meeting C. Trustees Adopt Policy Governance: Monitoring Reports 2.0 to 2.4. D. Serial Subscription Contract - EBSCO Information Services, 2nd Renewal
6. Foundation	<p>Foundation Update</p>
7. Operational Updates Action as Needed	<p>Executive Director</p> <ul style="list-style-type: none"> A. Executive Director Report B. 2026 Annual Plan Updates <p>People & Culture</p> <ul style="list-style-type: none"> A. JCPL Volunteer Program – Guest: Jessi Bishop, Volunteer Services Coordinator <p>Strategy & Operations</p> <p><u>Finance and Budget</u></p> <ul style="list-style-type: none"> A. Financial Report (February 2026) B. Carryforward Request for Fiscal Year 2026 Budget Amendment Chair: Call for motion and second <p>Facilities & Construction Projects</p> <ul style="list-style-type: none"> A. Facility Master Plan Update B. Janitorial and Carpet Cleaning Services Contract – Integrated Cleaning Services Chair: Call for motion and second

BOARD MEETING AGENDA - AMENDED

Jefferson County Public Library Board of Trustees

	<p style="text-align: center;">C. Modified Intergovernmental Agreement (IGA) for Standley Lake Trailhead Chair: Call for motion and second</p>
8. Action as Needed	Items Removed From Consent Agenda (4.3.4): The Board may address and/or vote on any items that were removed from the Consent Agenda
9. Emerging Issues Action as Needed	
10. Ends Action as Needed	Ends: No items.
11. Board Governance Action as Needed	<p>Board Governance:</p> <p>A. Trustees Elect Officers:</p> <ul style="list-style-type: none"> • Emelda Bing Walker for Vice-Chair: One-year term April 2026 to March 2027 • Charles Jones for Secretary: One-year term April 2026 to March 2027 <p style="color: red;">Call for motion and second</p> <p>B. Bylaws Committee Proposed Revisions</p>
12. Suggest Agenda Items Action as Needed	<p>BOARD SCHEDULE – NEXT MEETINGS –</p> <p>Location of meetings of the Library Board of Trustees are being determined in cooperation with guidelines from Jefferson County. Information on meeting location will be posted at least one week prior to the scheduled meeting date.</p> <p><u>2026 Board Meeting Schedule</u></p> <ul style="list-style-type: none"> • 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 • May 14, 2026 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • May 21, 2026 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
13. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
14. Discussion	Evaluate Board Meeting (4.1.9)
15. Information	<p>Announcements/General Information Sharing</p> <ul style="list-style-type: none"> • Report of the Chair – Correspondence, Other • Other Announcements
16. ADJOURNMENT	Adjournment

CONSENT AGENDA

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

jeffcolibrary.org



Jefferson County
PUBLIC LIBRARY

TO: Library Board of Trustees

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

DATE: March 19, 2026

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

- A. Library Board of Trustees Approve Minutes of the February 9, 2026 Special Board Meeting.
- B. Library Board of Trustees Approve Minutes of the February 19, 2026 Board Meeting.
- C. Library Board of Trustees Adopt Policy Governance Monitoring Reports 2.0 to 2.4.
- D. Library Board of Trustees authorize the Executive Director to sign a one-year contract renewal with EBSCO Information Services for serials subscriptions.

**Minutes of the Special Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
February 9, 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 February 9, 2026. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m.

Other Trustees present: Charles Jones (Secretary), Pam Anderson, Renny Fagan, and Jill Fellman.

Absent: Nikki Jain Brown and Emelda Bing Walker.

Staff present: Donna Walker, Executive Director; Bernadette Berger, Chief Information Officer; Lisa Smith, Chief People & Culture Officer; Kirsten Ruiz, Chief Strategy & Operations 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; Padma Polepeddi, Assistant Director of Libraries & Inclusion for Community Outreach; 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: Jill Fellman 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 SESSION:

At 5:32 pm, the Chair called for a motion to recess the special meeting and reconvene in Executive Session.

MOTION: Pam Anderson moved to recess the Special meeting of the Library Board of Trustees and reconvene in Executive Session. Topic and Statutory citation authorizing an executive session are:

Collective Bargaining.

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

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

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

The Chair announced a 5 minute 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 5:36 pm with the following Trustees present: Kim Johnson, Renny Fagan, Charles Jones, Pam Anderson and Jill Fellman. Also present were Donna Walker, Executive Director; Eric Butler, County Attorney's Office; Lisa Smith, Chief People & Culture Officer; Matt Griffin, Finance & Strategy Consultant; Bernadette Berger, Chief Information Officer; Elise Pennington, Director of Communications & Engagement; and Amber Fisher, Executive Assistant.

It is noted that the session was recorded and that the recording will be retained for the required 90 days.

CALL FOR ADJOURNMENT OF EXECUTIVE SESSION

MOTION: Jill Fellman moved to adjourn the executive session. Seconded by Pam Anderson, the motion passed by unanimous vote of all Trustees present.

The Chair adjourned the executive session at 5:48 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)(b) Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions.
- Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.

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

The Chair reconvened the special meeting at 5:52 pm.

PUBLIC COMMENT

The Board values public participation. Those who would like to address the Library Board can do so virtually, in-person, or online. The opportunity to address the Library Board does not include a question and answer session or response. Additionally, the Library Board does not respond to anonymous questions or comments. Comments will be acknowledged in the minutes of the meeting.

The Chair advised the Board that no online form public comments were received and there were no in-person or online signups for public comments.

The Chair closed the public comment portion of the meeting at 5:53 pm.

People & Culture

A. Collective Bargaining Agreement

The Executive Director introduced the topic and advised the Board that the union voted yes on the Collective Bargaining Agreement and the Library is moving to the next step in the process which is a vote by the Library Board of Trustees. The Executive Director acknowledged the bargaining teams, Board and everyone who supported the work to get to this important milestone in JCPL history.

Lisa Smith, Chief People & Culture Officer presented information on the Collective Bargaining Agreement between the Jefferson County Public Library and the American Federation of State, County, and Municipal Employees (AFSCME).

In response to questions, the Board was advised that:

- Two very important pieces in the agreement include compensation and the formation of a labor management committee. The committee establishes a structure for ongoing conversations. The members of the committee will work together and bring recommendations to JCPL leadership.
- JCPL currently has an incident reporting system and certain people get reports to respond to and provide backup. Incident reports will open to everyone in the organization for transparency. JCPL will be providing training in the next couple of months so staff understand the expectations around having access to this information. The formation of a safety, health and security committee will provide opportunity for staff to continue to address issues. JCPL will look at expanding staff in that area in the next staffing assessment.
- The union had a concern that the library could at some point engage in layoffs based on future finances. This provision is intended to limit the period of time the Library could do that until within 2 years of a budget cycle. For instance if the financial analysis for 2030 indicates insufficient funds to pay all staff the Library would not be able to contemplate layoffs until the 2028 budget cycle.
- The duration of the agreement is from the date it is fully ratified by all parties to December 31, 2028. Issues could continue to be brought up in the labor management committee and actual negotiation could possibly happen but would be very limited. Compensation would be discussed during the budget cycle and it is possible there would be wage reopeners. When we approach December 31, 2028 we would get together and look at the contract.
- The Executive Director will make a request for the exact union voting results.
- The Library is working on an entire wage scale for pages. The scale will have 4 quartiles

based on seniority, 1-5 years, 5-10 years, etc. Everyone in that pay category will shift to that wage scale.

- Staffing minimums are per location for patron facing positions. The Library is working with the Libraries and Inclusion team on implementation and impacts moving forward. As new branches come on line the labor and management committee would review staffing minimums and make recommendations to Library leadership.

AUTHORIZE COLLECTIVE BARGAINING AGREEMENT

Renny Fagain moved that the Library Board of Trustees adopt Resolution LB-02-09-26 approving the tentative agreement between the Jefferson County Public Library (Library) and the American Federation of State, County, and Municipal Employees (AFSCME) dated January 27, 2026, and authorizing the Executive Director to execute any documents necessary to effectuate the agreement. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

On behalf of the Library Board, the Chair expressed congratulations and appreciation to the negotiating teams and everyone who dedicated a lot of time and effort to reach this agreement. As was the Board's intent from the outset, the Trustees believe the agreement supports employees and aligns with the operational needs, long term sustainability and our shared values.

There were no emerging issues.

The Chair noted that the February 12 Study Session would be cancelled.

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.

2026 Board Meeting Schedule

- 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
- 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

The Chair adjourned the special meeting at 6:18 pm

Charles Jones, Secretary

**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.

Charles Jones, Secretary

**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: March 19, 2026

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: March 19, 2026

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 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: March 19, 2026

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

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discrimination and harassment. The Library adheres to a formal complaint process, which is 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 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 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: March 19, 2026

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

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division demonstrate all outstanding obligations which would show any debt as part of the report. 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

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\$100,000 when an emergency situation exists and must inform the Board about all emergency 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

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property and buildings, whether owned or leased, must be reviewed and approved by the Board.

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.

**GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY
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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: March 19, 2026

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.

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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 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.**

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

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.

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 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.

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

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.

**GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY
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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.

**GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

- 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.

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Cynthia Kiyotake, Chief Libraries & Inclusion Officer
Lizzie Gall, Assistant Director of Libraries & Inclusion for Resources & Programs

DATE: March 12, 2026

RE: Serials Subscription - EBSCO Information Services, 2nd Renewal

History of Contract: EBSCO for Serial Subscriptions

EBSCO Information Services is the current JCPL vendor for our serials subscriptions. We have been working with EBSCO for serials subscriptions since 2018 and we have a very satisfactory working relationship with them. The current contract term will end in June 2026, but we have the option to renew yearly with Board approval, for a total of five years. This would be the second of four possible renewals.

This request is being brought before the Board now for approval because our preparations for placing and submitting the EBSCO orders begin in advance of the contract term to ensure JCPL's subscriptions renew without interruption.

Total Cost:

The anticipated cost for subscriptions from EBSCO is \$145,000. This amount is within the approved 2026 Library Books & Materials budget.

Next Actions:

We request that the Library Board of Trustees authorize the Executive Director to sign a one-year contract renewal with EBSCO Information Services for serials subscriptions. **This item will be placed on the consent agenda for the March 19, 2026 board meeting unless otherwise instructed by the Board.**

Foundation Update



■ MARCH 2026

JCLF Executive Director Report

By Jo Schantz Hall, MNM, CFRE, GPC

Shred-a-Thon Coming April 18th

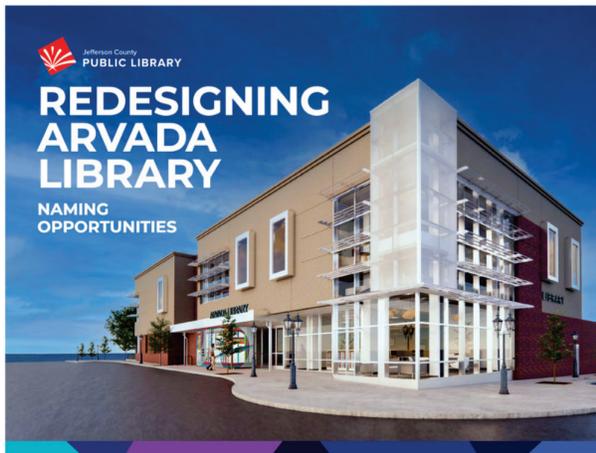
JCLF is hosting a fundraising shred-a-thon on Saturday, April 18th, from 9 am to noon at the Jefferson County Fairgrounds parking lot, 15200 W. 6th Avenue in Golden. Suggested donation is \$30 per vehicle.

This is the fourth year in a row that our Foundation has held this event, which has grown to the point where we were forced to move to a larger location!

New this year, we are adding a partner agency -- Goodwill! Their truck will be at the same location ready to take donated appliances and electronics, including computers, monitors, laptops, and cell phones. There is no charge for taking the electronics donations. However, **NO TVS OR LARGE APPLIANCES, PLEASE.**

We are also being supported by South Jeffco Rotary Club, whose members will be assisting in traffic control.

Arvada Library Naming Rights Now Available!



JCLF is actively seeking donors who want to claim a naming right at the remodeled Arvada Library.

Naming rights range from \$1,000 (for bike racks and service kiosks) up to \$7,500 (for the Community Partnership Area and study rooms) and from \$15,000 (for the Quiet Reading Area and the Active Reading Area) to \$50,000 (for the Children's Area and the Library's Meeting Room). There are many other naming opportunities where patrons can show their support for this popular branch location.

Naming rights remain in place from five years (for contributions less than \$10,000) up to 10 years (for donations at \$10,000 and above). All naming rights give the donor first right of refusal after the select naming period.*

Other donations are welcome, as well! Gifts up to \$999 will provide the donor with recognition on a donor wall displayed at the library.

For more information on naming rights and donations, please contact Jo Schantz Hall at 303.403.5077.



* All naming rights must first be voted on and approved by JCPL Trustees

PAGE TWO

■ MARCH 2026

JCLF Executive Director Report



FUNDRAISING UPDATE



RECENT REQUESTS PENDING

- Ent Credit Union YES Grants -- \$5,000 for 500 Books Before Middle School
- Atmos Energy -- \$5,000 for Library Summer Reading
- Dream Books -- \$1,000 for Friends Community Partnership
- AARP Flagship Grant -- \$13,268 PowerUp digital literacy for seniors
- Comcast -- \$5,000 Friends Community Partnership

REQUESTS APPROVED/RECEIVED

- Denver7 – In-kind publicity, Friends Community Partnership
- Dr. Jackie O’Beirne -- \$250 Friends Annual Meeting sponsorship
- Poulos, Somers and Marshall -- \$250 Friends Annual Meeting sponsorship
- Thrivent/Nathan Richter -- \$500 Books On Film sponsorship

REQUESTS DENIED

- Pinkard Construction -- \$2,000 Friends Community Partnership

COMMUNITY CONNECTIONS

- Feb. 20 -- Meeting & site visit with Board member prospect Katrina Fahrion
- Feb. 23 – Meeting with Bridget Beatty
- March 3 – Meeting & site visit with Kathryn Zarlengo, Zarlengo Foundation
- March 5 – RM Literary Festival meeting at Evergreen Arts Center
- March 5 – PEO Chapter FP luncheon meeting
- March 6 – Colorado Gives Foundation investment meeting
- March 10 – Wheat Ridge Business Assn. breakfast meeting
- March 12 – Applewood Business Assn. lunch meeting
- March 18 – Combined Mgmt. Team meeting
- March 19 – Golden Pantry & Thrift Board meeting



MARK YOUR CALENDARS!

**SPRING WHALE OF A USED BOOK SALE -- MAY 28 - 31
JEFFERSON COUNTY FAIRGROUNDS IN GOLDEN**

Executive Director



MARCH 2026 EXECUTIVE DIRECTOR REPORT

ANNUAL PLAN PROGRESS

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:** Launched consistent library card signup at signature and outreach events. Reinstated “welcome postcards” to new Jeffco residents.
- **Deer Creek Library:** Commenced design development phase. Continue weekly bookmobile stop and program delivery.

Library Initiatives:

- [Neighborhood Networking Families and Nannies](#) at the Lakewood Library
- [Spring Break](#) programming at all locations

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:** Staff Quick Guides update published; Digital Accessibility Essentials training required for all new hires.
- **Arvada Redesign:** Receive permit; initiate construction. Over 50 programs offered in March.

Library Initiatives:

- More than thirty programs offered in Spanish, including conversation circles, book clubs, and story times.

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:** Update ROM for vendor discussion. Install more durable temporary sign on property.
- **Lakewood Library and Administration Refresh:**
- **New Integrated Library System (ILS):** Complete the project charter.

Library Initiatives:

- **Prom Swap Festival** at Arvada Balsam. Twenty-nine people attended this event that provided formal wear and fitting guidance free of charge.

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:** Select community events for engagement applicability. Finalize community survey.
- **Expand Creative Technology Learning:** Staffed hours at Belmar Create Space hours now match library open hours.
- **AI Innovation and Engagement Strategy:** AI+Robotics workshops offered at Evergreen and Conifer Libraries. Continue Everyday Artificial Intelligence classes.

Library Initiatives:

- **A Belmar Book Tasting:** Select and sample book cuisines from different genres. Hors d'oeuvres and mocktails will be served.

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):** This project is complete. All deliverables met by Feb 11 2026.
- **Collective Bargaining Agreement (CBA) Implementation:** Complete supervisor training. Launch the Labor Management Committee (LMC). Update operating procedures with county partners.

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:

- **Elise Penington**, Director of Communications & Engagement, and **Clara Ouko**, Promotions & Marketing Manager, attended an all-day 2026 Jeffco Leadership Summit.
- **Joanna Waggoner**, Digital Experience Librarian, attended Electronic Resources & Libraries Fest.
- **Michael Casey**, Web Content Coordinator, **Cheryl Murphy**, TDI Services Manager, and **Noah Allooh**, Software Systems Administrator will be attending Computers in Libraries Conference.
- **Briana Francis**, Kids and Family Manager, will be attending Power Up.
- **Jonah Vallez**, Creative Technology Supervisor, is attending the SXSW EDU Conference.

EXECUTIVE DIRECTOR SUMMARY OF ACTIVITIES

- Meeting with the Bell Policy Center re: Jeffco Early Childhood Education (ECE) Policy Blueprint
- County meeting to discuss potential Personnel Rule changes for Personnel Board consideration
- Meeting with Jefferson County Manager
- Attend and present a topic: Elected/Appointed Officials/Personnel Board meeting
- CAL Legislative Committee meeting
- Friends of the Library Annual Meeting
- Meeting with Jo Schantz Hall, Library Foundation Executive Director
- Board of County Commissioners Hearings
- Urban Libraries Council CEO meetings
- Meeting with County re: Congressionally Directed Spending Grant
- Meeting with an anonymous donor re: a potential new literacy program

OPPORTUNITIES FOR BOARD ADVOCACY & ENGAGEMENT

- **Library Advocacy Day** at the Colorado State Capitol on Monday, March 23rd from 8am - 10am. **What you can do:** Engage both of your legislators and the [Joint Budget Committee](#). You can write an email (or use [this template](#)), set a virtual meeting with a legislator (or a member of their staff), or join in at the Colorado State Capitol on Monday, March 23rd. Fill out [this form](#) to pledge your advocacy so that the CAL Legislative team can support you.
- **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.
- **Dear Appropriator letters:** According to the ALA website, none of our Colorado federal representatives have signed the FY2027 Dear Appropriator letters as of today. Call or mail your congressman (Joe Neguse, Brittany Pettersen, Jason Crow) or their staffer and ask them to sign both The Library Services and Technology Act (LSTA) and the Innovative Approaches to Literacy (IAL) letters. Here is an option to fill out the [ALA's automated email your rep form](#). March 20 deadline.

People and Culture

Strategy and Operations

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Kirsten Ruiz, Chief Strategy & Operating Officer

DATE: March 19, 2026

RE: Finance Monthly Report

Budget to Actual Tables – February 2026

Please see the enclosed Budget to Actual Tables for February 2026.

JCPL Real Property Tax revenue has not been recorded for February as of the provided financials reporting date, approximately \$19.8M is expected. Year-to-date, 0.8% of the budgeted collection has been received.

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

In February, the Library Foundation provided funding of \$4,162 to JCPL. The Library contributed \$7,462 in-kind support in February. Year-to-date, the Library has received \$42,317 in funding and provided \$14,914 in-kind support to the Foundation, with a ratio of 2.8.

**TABLE 1
JEFFERSON COUNTY PUBLIC LIBRARY
TOTAL FUND SUMMARY
2026 BUDGET TO ACTUAL**

Revenue and Expenditure	2026 Budget	YTD Preliminary Actual 02/28/2026	\$ Variance 2026 Budget	YTD % 2026 Budget
Revenues				
Property Taxes (net adjustments)	62,855,736	508,921	(62,346,815)	1%
Grants, Funds & Donations	375,000	481,493	106,493	128%
Investment Income	2,655,549	(944,027)	(3,599,576)	-36%
Other Revenue	-	23,619	23,619	
Total Revenues	65,886,285	70,005	(65,816,280)	0%
Expenditures				
Operating	49,733,628	6,899,381	(42,834,247)	14%
Financial & Debt Service	-	-	-	
Capital Projects	28,354,962	1,097,448	(27,257,514)	4%
Total Expenditures	78,088,590	7,996,829	(70,091,761)	10%

**TABLE 2
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
2026 BUDGET TO ACTUAL**

Operating Expenditure	2026 Budget	YTD Preliminary Actual 02/28/2026	\$ Variance 2026 Budget	YTD % 2026 Budget
Salaries & Employee Benefits				
Salaries	19,581,488	2,635,892	16,945,596	13%
Awards & Bonuses	275,000	370	274,630	0%
Other	7,993,435	1,363,779	6,629,656	17%
Total Salaries & Employee Benefits	27,849,923	4,000,041	23,849,882	14%
Library Collections				
Library Books & Materials	8,368,421	1,257,142	7,111,279	15%
Library Periodicals	229,000	39,154	189,846	17%
Total Library Collections	8,597,421	1,296,296	7,301,125	15%
Supplies and Other				
Supplies	1,935,248	209,127	1,726,121	11%
Services & Charges	8,048,256	1,001,595	7,046,661	12%
Interdepartmental Direct Charges	817,183	128,230	688,953	16%
Treasurers Fees	946,847	7,634	939,213	1%
Interdepartmental Indirect Charges	1,538,750	256,458	1,282,292	17%
Total Supplies and Other	13,286,284	1,603,044	11,683,240	12%
Total Operating Expenditures	49,733,628	6,899,381	42,834,247	14%

**TABLE 3
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2026 BUDGET TO ACTUAL**

Capital Project Expenditure	2026 Budget	YTD Preliminary Actual 02/28/2026	YTD Encumbrances	YTD Actual + Enc	Remaining 2026 Budget	Total Project Actual + Encumbrances	Total Project Budget
Annual Replacement and Maintenance							
ARM-01 Capital Maintenance	325,000	53,387	-	53,387	271,613	n/a	n/a
ARM-02 Furniture & Equipment	40,500	-	-	-	40,500	n/a	n/a
ARM-03 Computer Replacement Plan	959,000	17,238	-	17,238	941,762	n/a	n/a
ARM-04 Book Sorter Replacement	-	-	-	-	-	n/a	n/a
ARM-05 IT Infrastructure Replacement	280,000	80,272	154,085	234,357	45,643	n/a	n/a
Capital Projects							
Northwest County Library	7,651,569	6,000	1,186,009	1,192,009	6,459,560	5,562,637	25,970,270
Conifer Library Tenant Finish	-	9,971	-	9,971	(9,971)	2,358,882	2,500,400
Arvada Library Redesign	-	671,546	169,869	841,415	(841,415)	1,911,782	14,895,781
Evergreen Library Roof Repair	-	-	-	-	-	147,041	-
Library Interiors Refresh Project	-	-	-	-	-	-	750,000
Admin Office Reconfiguration	-	-	-	-	-	-	250,000
Lakewood Restrooms	-	136,404	12,703	149,108	(149,108)	560,696	500,000
Library Integrated Library System (ILS)	1,750,000	-	-	-	1,750,000	-	3,500,000
South County Library	17,348,893	122,630	1,311,380	1,434,010	15,914,883	12,637,257	30,849,540
Total Capital Project Expenditures	28,354,962	1,097,448	2,834,047	3,931,495	24,423,467	-	79,215,991

**TABLE 4
JEFFERSON COUNTY PUBLIC LIBRARY
GRANTS, FUNDS & DONATIONS
2026 BUDGET TO ACTUAL**

	2023 Actual	2024 Actual	2025 Preliminary Actual	2026 Budget	YTD Preliminary Actual 02/28/2026	\$ Variance 2026 Budget	YTD % 2026 Budget
<i>JCPL Grants</i>							
Books & Materials - American Rescue Plan							
Books & Materials - State	140,462	134,124	14,173	150,000	-	(150,000)	0%
Columbine Roof Repair - State	-	99,624	-	-	-	-	
Columbine Roof Repair - Federal	-	597,743	-	-	-	-	
Evergreen Roof Repair - State	-	-	-	-	-	-	
Evergreen Roof Repair - Federal	-	-	-	-	-	-	
Car Charging Station - Evergreen	16,500	1,984	-	-	-	-	
Car Charging Station - Columbine	-	-	30,000	-	-	-	
Car Charging Station - Standley Lake	-	-	27,000	-	-	-	
Car Charging Station - Lakewood	-	-	30,000	-	-	-	
Total JCPL Grants	156,962	833,475	101,173	150,000	-	(150,000)	
<i>JCPL Private Donations</i>							
Private Donations up to \$200		250	100	-	-	-	
Private Donations \$201-\$999			669	-	-	-	
Rena Fowler	-	-	1,000	-	-	-	
Colorado Gives - Naumer Family Fund EV Remodel	5,000	-	-	-	-	-	
Anonymous Donor	2,000	-	-	-	-	-	
JCLF - For Evergreen Library (Naming Rights)	-	5,000	-	-	-	-	
Colorado Gives - Hard Times Writing	-	24,509	-	-	-	-	
Colorado Gives - Early Care & Education	-	-	60,000	-	-	-	
El Pomar Foundation	-	-	25,000	-	-	-	
Total Private Donations	7,000	29,759	86,769	-	-	-	
<i>Other Funds Received</i>							
Payroll Funding - American Rescue Plan	856,591	-	-	-	-	-	
E-Rate Reimbursement	149,901	111,966	74,671	125,000	-	(125,000)	0%
Laptop Lending	183,427	33,325	2,676	-	-	-	
Insurance Recovery - Evergreen Roof	-	-	117,581	-	439,176	439,176	
Stadium Funds - Imagination Library	-	50,000	-	-	-	-	
Stadium Funds - Young Authors	-	42,350	-	-	-	-	
Total Other Funds Received	1,189,918	237,641	194,927	125,000	439,176	314,176	351%
<i>Jefferson County Library Foundation</i>	127,180	141,576	102,614	100,000	42,317	(57,683)	42%
Total Jefferson County Library Foundation	127,180	141,576	102,614	100,000	42,317	(57,683)	42%
Total Grants, Funds & Donations	1,481,060	1,242,451	485,483	375,000	481,493	106,493	128%
Other Funds Received Outside of Library Fund							
Digital Equity - American Rescue Plan (FD181)	3,482	622,374	9,362	-	-	-	
Digital Equity - Rescue Plan (FD036)	-	-	-	50,078	-	(50,078)	0%

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



jeffcolibrary.org

TO: Donna Walker, Executive Director
FROM: Kirsten Ruiz, Chief Strategy & Operating Officer
DATE: March 19, 2026
RE: Carryforward Request for Fiscal Year 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 unless grant funded. Unspent grant funds are retained by the grantor.

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	\$13,825,415 ¹
Total	\$16,290,777

¹ Carryforward Request reduced by \$12,775 by actuals recorded in February

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Lakewood, CO 80215
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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:

JCPL requests that the Board of Trustees authorize the Executive Director to submit the carryforward budget amendment in the amount of \$16,290,777.

jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities & Construction and Julianne Rist, Library Planning & Policy Senior Advisor

DATE: March 12, 2026

RE: 2026 Facility Master Plan Update

Background:

In 2017 JCPL commissioned Group 4 Architecture to prepare a Facilities Master Plan (FMP) to guide planning, decision-making, and capital investment in its facilities over the next two decades. The recommendations contained in that plan were presented to the Board in 2018. The FMP is a flexible, “living” plan designed to be reviewed annually to accommodate changes in need and opportunities. JCPL uses the FMP to guide planning, decision-making, and capital investment in its facilities.

Below is a timeline for the updates and presentations to the Board



Process:

Our facility master planning is a data-driven process that leverages previous studies with new analysis of the amount, type, and distribution of space needed to provide excellent library service to Jefferson County communities. This process also informs the budget preparation for the five-year Capital Improvement Plan.

The new 2026-2029 Strategic Plan, and the 2026 annual plan, are two of the major influencers of the annual 2026 update to the FMP. Other data points include population growth projections, drive times between locations, number of cardholders in a specific area, use data of existing services, and potential opportunities to partner with another organization.

Executive Summary 2026 Staff Recommendations:

Staff are recommending that most of the Findings & Recommendations of the FMP remain in place for 2026. JCPL has three capital projects in the design or construction phase that are expected to be completed 2027-2029.

New recommendations are provided below:

- Wheat Ridge moves into Group 1 since it is an active project in the 2026 annual plan.
- Golden Library stays in Group 2, and a market analysis will be completed for the Golden Library Service Area in 2026.
- FMP will be reevaluated in 2027 to confirm that capital plans align with service need projects. Updates to FMP will include library refresh planning and other major capital improvements projects.

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The FMP is an integral part of our 2026 – 2029 strategic plan and a fundamental component of the 5-year Capital Improvement Plan and 2027 budgeting process. To see the detailed findings and recommendations see the 2026 Detailed Staff Recommendations following this memo.

Status of Projects:

<p>Completed</p>	<ul style="list-style-type: none"> • Columbine Library (not part of the original plan) (2017) • Edgewater Library expansion (not part of the original plan) (2018) • Belmar Redesign (2020) • Offsite Services - Ridge Recreation Center holds locker & lending machine, Mountain Resources Center holds locker, Candelas Parkview holds locker, Green Mountain holds locker, Express Library West Arvada (2021-2023) • Location Holds Lockers - Arvada, Belmar, Columbine, Evergreen, Golden Lakewood, Standley Lake, Wheat Ridge (2021-2025) • Evergreen Redesign (2024) • Conifer Relocation (2025)
<p>In Progress</p>	<ul style="list-style-type: none"> • Arvada Redesign • Deer Creek Library (new location) • Northwest Jefferson County Library (new location) • Wheat Ridge Library Services
<p>Future</p>	<ul style="list-style-type: none"> • Golden • Operations Center • Lakewood Redesign/Expansion • Standley Lake Redesign/Expansion

Next Actions: The Board input on this update will be used in the development of the five-year capital plan and 2027 budget.

2026 Detailed Staff Recommendations:

2022 FMP Finding: Countywide, JCPL’s library branches provide less than 71% of the space needed to serve Jefferson County’s current population and lack the capacity to accommodate future community growth. The FMP recommends a system wide target of 0.5-0.6 square feet of branch library space per capita to serve Jefferson County’s current and future population. The lower end of this range is a threshold below which JCPL will experience space related challenges, while the upper end of the range will further enhance service to the community. This space per capita target is a gross square foot measure, meaning that it includes all staff, support and non-assignable spaces associated with service delivery in branches.

2025 Recommendation - No change in this recommendation. By 2030 both Northwest Jeffco and South County are expected to add an additional 70,000 square feet of library space. With the addition of these two libraries, the square foot per capita of library space is expected to reach 0.46. *(Based on https://demography.dola.colorado.gov/assets/html/population_spreadsheets.html, retrieved in February 2026)*

2026 – Update: No change in this recommendation.

2022 FMP Finding: JCPL’s library branches are not distributed equitably relative to community development; branch capacity is disproportionately concentrated in central part of Jefferson County, while southern and northern county areas lag in branch capacity.

2025 Recommendation: Staff continue to recommend using 40,000 sq ft of the 64,000 sq. ft. South County building for library services and evaluating future use of the additional space and a 30,000 sq. ft. with the ability to expand by 10,000 sq. ft. for Northwest Jeffco. Both projects meet the direction of the Board for accelerating the building plan to meet per capita goals and increase access to library services.

2026 – Update: No change in this recommendation

2022 FMP Finding: JCPL’s system wide administrative and operations functions are divided among multiple, undersized facilities scattered across different regions, which keeps the organization from achieving maximum efficiency and effectiveness.

2025 Recommendation: Staff are recommending that the analysis for the Operations Center becomes part of the 2026+ Strategic Plan.

2026 – Update: The Operations Center needs analysis will be part of the 2027 FMP refresh.

2022 FMP Finding: The report compliments JCPL on its destination library service model and recommends that future expansions continue as larger library buildings.

2025 Recommendation: The approach we’ve taken is a combination of adding 2 new destination libraries - Northwest and South County; and augmenting underserved areas with offsite services such as

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hold lockers, material returns, Express Library, van and bookmobile services to ensure equitable access to library services for all Jefferson County residents. Clarified the definition of “destination library” applies to include Northwest and South County but does not apply to the redesign or changes to any existing locations.

2026 – Update: No change to this recommendation.

2022 FMP Finding: Update for Priority Sequencing – The 2022 report created prioritized groups of libraries but did not prioritize within the groups. The groupings focused on increasing access and square footage per capita.

2025 Recommendation: Staff recommend moving from the current three groups to two groups. Group one would stay the same, and we would concentrate resources to complete the current capital projects underway to close it out. Staff recommend removing the Opportunity /Need-Based category and that all remaining locations become part of Group 2.

- Group 1 – Arvada Redesign, New South County Library, New NW Jefferson County Library
- Group 2 – Golden, Wheat Ridge, Operations Center, Lakewood Redesign, Standley Lake Redesign

2026 – Update: Staff recommend continuing with the two groups and that JCPL concentrate resources to complete current Group 1 capital projects which are Arvada Redesign, Northwest Jefferson Library, and Deer Creek Library.

In 2025, the board was informed about redevelopment and changes affecting the Golden and Wheat Ridge locations. We are recommending the following steps for these two locations.

- Wheat Ridge Library moves into Group 1, reflecting the Wheat Ridge Library Services Project in the 2026 annual plan.
- Golden Library stays in Group 2, and as a proactive research step, we will complete a market analysis now that the City of Golden is in active construction for Phase One of the Heart of Golden Redevelopment.

Finally, we recommend that the FMP is reevaluated in 2027 to confirm that capital plans align with the new 2026 - 2029 Strategic Plan and future service needs or opportunity projects. Updates to FMP will include library refresh planning and other major capital improvements projects.

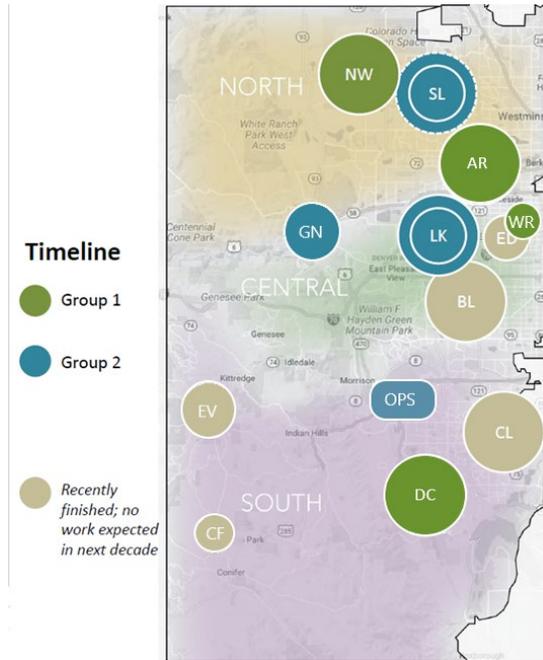
2026 Groups:

- Group 1 – Arvada Redesign, Deer Creek Library, NW Jefferson County Library, Wheat Ridge
- Group 2 – Golden, Operations Center, Lakewood Redesign/Expansion, Standley Lake Redesign/Expansion

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TO: Donna Walker, Executive Director

FROM: Kirsten Ruiz, Chief Strategy & Operating Officer
Steve Chestnut, Director of Facilities and Construction

DATE: March 12, 2026

RE: 2026-2027 Janitorial Services, Integrated Cleaning Services, LLC

History of Contract:

Our previous janitorial and carpet cleaning vendor contract has reached its limitations on contract renewal. The required RFP for those services was published on 5/30/2025; as a result, there were twenty-three (23) vendors who responded to the proposal.

JCPL Facilities evaluated the proposals to determine which would serve the needs of JCPL the best. It was our determination that Integrated Cleaning Services, LLC. would be the best suited for JCPL.

Total Cost:

The proposed costs of the RFP responses ranged from \$557,251.00 to \$1,025,968.00 per year. Integrated Cleaning Services, LLC. cost proposal is \$841,466.26. That cost covers janitorial services as well as carpet and upholstery cleaning for all locations for a period of one year with the option to renew the contract. The proposal submitted by Integrated Cleaning Services, LLC. also contains hourly rates and fees for time and material for the continued maintenance of our unoccupied buildings. This total is expected to be within the Facilities and Construction 2026 budgeted amount of \$867,000.00 for Janitorial Services. JCPL has reviewed the pricing and believes it to be a fair cost based on market prices.

Next Actions:

We would like to ask the Board to authorize the Executive Director to enter into a one-year contract with Integrated Cleaning Services, LLC. in the base amount of \$841,466.26 with the option to renew that contract for an additional four (4) years with Board of Trustees approval for each renewal.

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TO: Donna Walker, Executive Director

FROM: Kirsten Ruiz, Chief Strategy & Operating Officer
Steve Chestnut, Director of Facilities and Construction

DATE: March 12, 2026

RE: Standley Lake Trailhead Intergovernmental Agreement Amendment

Background

On June 18, 2021, Jefferson County Public Library (JCPL) entered a Board approved Intergovernmental Agreement (IGA) with the City of Arvada to identify the responsibilities for construction and maintenance of a Rocky Mountain Greenway Trailhead on Standley Lake Library property. The trailhead has been constructed and opened to the public since 2022.

Discussion

The construction and maintenance IGA did not cover all the necessary language to determine who would control structures, programming and ownership of facilities once the project had been completed. In order to stipulate and formalize ownership and events that impact the library, the library requested an amendment to the IGA, and the City of Arvada has verbally agreed to such.

This amendment would transfer any interest in the shelter and furnishing from the City of Arvada to JCPL effective December 31, 2026. This transfer would not affect the use of the structure by the public since this project was publicly funded through the Rocky Mountain Greenway and the trail would remain available for that use. Both our legal counsel and the Library feel this amendment is necessary to remove ambiguity and monumentalize responsibilities and ownership.

Requested Action

We request the Board of Trustees authorize the Executive Director to execute an IGA with the City of Arvada to assume ownership of the structures and furnishings. It is anticipated that Arvada City Council will authorize signing the agreement in their March 24, 2026 meeting.

Board Governance

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TO: Library Board of Trustees

FROM: Pam Anderson and Kim Johnson, Nominating Committee

DATE: March 19, 2026

RE: Slate of Officers for Election at March 19, 2026 Board Meeting

The nominating committee presents the following slate of officers for election at the March 19, 2026 Board Meeting:

The Vice-Chair and Secretary positions are up for election in 2026.

- Emelda Bing Walker for Vice-Chair: One-year term April 2026 to March 2027
- Charles Jones for Secretary: One-year term April 2026 to March 2027

Call for motion and second

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Jefferson County
PUBLIC LIBRARY

TO: Library Board of Trustees

FROM: Nikki Jain Brown and Renny Fagan, Bylaws Committee

DATE: March 19, 2026

RE: Proposed Revisions to Library Board Bylaws

The Bylaws committee submitted the attached proposed revisions to the Library Board for review. Formal adoption will be requested at the April 16, 2026 Board Meeting.

Attachment: Library Board Bylaws Proposed Revisions

Bylaws for the Jefferson County Public Library Board of Trustees
Adopted: April 17, 2025 Proposed: March 19, 2026

ARTICLE I: NAME

The name of this organization shall be the Jefferson County Public Library Board of Trustees, (Library Board) and existing by virtue of the provisions of the "Colorado Library Law", Section 24-90-101 et. Seq. C.R.S., and, established by the action of the Jefferson County Board of County Commissioners (Board of County Commissioners).

ARTICLE II: PURPOSE

The purpose of the Library Board shall be to govern the affairs of the Jefferson County Public Library according to the applicable statutes and laws, and the duties assigned by the Board of County Commissioners to "establish policies, employ an Executive Director, adopt a strategic plan, recommend a budget and dispense funds, and acquire and oversee libraries and library assets."

ARTICLE III: LIBRARY BOARD

Section 1. Trustees of the Library Board are those who have been duly appointed by the Board of County Commissioners.

Section 2. Ethics. Trustees shall observe these Bylaws, and the Governing Policies of the Library Board, which shall address expectations as to conduct and ethics of the Board.

Section 3. Terms and Reappointments. Length of term and number of terms shall be determined by the Board of County Commissioners.

Section 4. Vacancies. Vacancies shall be filled pursuant to the Colorado Library Law and the policies of the Board of County Commissioners.

Section 5. Removal. A Trustee may be removed only by a majority vote of the Board of County Commissioners and only upon a showing of good cause. Good cause shall include, but not be limited to: Failure to attend, without justification, three consecutive Regular monthly meetings of the Board, or violating the Library Board's Governing Policies.

ARTICLE IV: OFFICERS

Section 1. Number of Officers. The officers of the Library Board shall be a Chair, Vice Chair, and a Secretary.

ARTICLE V: ELECTION OF OFFICERS

Section 1. Date of Election. The officers shall be elected annually at the regularly scheduled Library Board meeting in March by a majority vote of attending Trustees. The nominating committee will be appointed at the January Board meeting, and present a slate of officers at the February Board meeting.

Section 2. Term of Office. ~~The Chair and Vice Chair shall assume their duties upon election and shall serve for a term of two years or until their successor is elected.~~ The ~~Vice Chair and~~ Secretary shall assume their duties upon election and shall serve for terms of one year or until their successors are elected. ~~The Chair shall assume their duties upon election and shall serve for a term of two years or until their successor is elected.~~

Section 3. Number of Terms of Office. A trustee shall not be eligible to serve more than two consecutive terms in the same officer position, except by an affirmative majority vote of attending Trustees at the meeting at which the election is held.

Section 4. Vacancies. A vacancy occurring in the office of Chair shall be filled ~~for the unexpired term~~ by the Vice Chair ~~until the next election~~ as provided in Section 1 of this Article. A vacancy occurring in the office of Vice Chair or Secretary shall be filled for the unexpired term by a trustee elected at a Regular meeting, notice of such election having been given five days in advance of the meeting by the highest-ranking officer.

Section 5. Removal of Officer. Any officer may be removed from office for failure to discharge his/her duties by an affirmative majority vote of attending Trustees at a Regular meeting. The Trustees seeking such action shall give written notice to the officer 5 days prior to voting on such issue at a Regular meeting.

ARTICLE VI: DUTIES OF THE OFFICERS

Section 1. Chair. The Chair of the Library Board shall be its chief governing officer. The Chair shall preside at all meetings of the Library Board and shall fulfill other responsibilities as may be designated from time to time by the Library Board. The Chair shall be the representative of the Library Board to other governmental units on

Commented [TF1]: Added after board meeting discussion.

such matters as have been approved and designated by the Library Board; shall submit the annual budget prepared by the Library Board to the Jefferson County Board of County Commissioners; shall submit an annual report to the Jefferson County Board of County Commissioners.

Section 2. Vice Chair. In the absence of the Chair, or in event of the Chair's inability or refusal to act, the Vice-Chair shall perform the duties of the Chair and when so acting, shall have all the powers of the Chair and shall be subject to all the restrictions upon the Chair. The Vice-Chair shall perform any other duties as may be prescribed by the Library Board.

Section 3. Secretary. The Secretary shall record, or cause to be recorded, the minutes of all meetings of the Library Board and shall perform such other duties as may be delegated by the Library Board, such as acting as temporary Chair in the absence of the Chair and Vice chair.

Section 4. General Duties. All officers shall perform the duties as prescribed in these Bylaws, and as may be further enumerated in the Library Board's Governing Policies.

ARTICLE VII: MEETINGS

Section 1. Regular Meetings. Regular meetings of the Library Board shall be held at least once a month online and/or at a place within Jefferson County. The Library Board establishes its schedule of Regular meetings annually. The Regular meeting schedule, meeting notices and agendas will be posted on the Library's public website. The date, time and place of any Regular meeting of the Library Board may be set or changed by a majority vote of attending Trustees at a Regular meeting. The Library Board may cancel a Regular meeting if no pressing issues warrant a meeting, or in the event of an unforeseen circumstance.

The Chair shall set the agenda in advance for each Regular meeting of the Library Board, adhering to the adopted Governing Policies. A copy will be sent to each Trustee in advance of the Regular meeting. Minutes from previous meetings and documentation supporting agenda items will be sent to each Trustee as part of the agenda packet.

All meetings, votes, and deliberations of the Library Board shall be open to the public, unless otherwise provided by law. The Library Board may determine to hold additional meetings and study sessions. These meetings will be governed by these Bylaws and the Library Board's Governing Policies. All proceedings and records, including meeting

minutes taken at each Library Board meeting will be recorded and made available to the public unless otherwise provided by law.

Section 2. Special Meetings. The Chair, or any three (3) Trustees, may call a Special meeting of the Library Board at any time with no less than 24 hours notice to all Trustees and with adequate advance notice to allow for the public posting of the meeting notice in compliance with CRS 24-6-402(2)(c) full and timely notice to the public. The date, time and place of any Special-meeting of the Library Board may be set or changed by a majority vote of attending Trustees at a Regular meeting. The Library Board may cancel a Special meeting if no pressing issues warrant a meeting, or in the event of an unforeseen circumstance.

Section 3. Quorum, Regular Meeting. Four Trustees shall constitute a quorum for the transaction of business at any Regular meeting. Proxy votes will not be allowed.

Section 4. Quorum, Special Meeting. Four Trustees shall constitute a quorum at any Special meeting. Proxy votes will not be allowed.

Section 5. Votes on Motions. Votes on motions shall be recorded in the minutes as approved or disapproved by voice vote or by roll call when requested by a Trustee. All Trustees, including the Chair, may vote on motions.

Section 6. Public Participation. In addition, there will be an agenda item at each Regular Library Board meeting for the public to address the Library Board. 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. For Special meetings, an agenda item for the public to address the Library Board may be included when appropriate or required. Participation/Public Comment at Regular or Special meetings will be governed by relevant statutes, these Bylaws and the Library Board's Governing Policies.

ARTICLE VIII: BOARD COMMITTEES

The Library Board may establish such committees as deemed necessary to assist in its work. The resolution establishing any such committees shall state the purpose, timeline, composition and authority of each such committee. The adopted Governing Policies will guide the establishment and work of all committees. In the absence of any other

method of selection in the resolution, the Chair shall make appointments to any committee.

ARTICLE IX: PARLIAMENTARY AUTHORITY

Robert's Rules of Order, revised, latest edition may be invoked by majority vote of a quorum present at a Library Board meeting, or by the Chair.

ARTICLE X: EXECUTIVE DIRECTOR AND STAFF

Section 1. Executive Director. The Library Board shall employ an Executive Director to serve as chief executive officer of the Jefferson County Public Library. The Executive Director shall supervise the Library's day-to-day operations in accordance with these Bylaws and the Library Board's Governing Policies then in effect. The selection, removal, determination of salary and other terms of employment of the Executive Director shall require the affirmative vote of a majority of the Library Board. The Executive Director shall serve as a non-voting member of the Library Board.

Section 2. Staff. As specified in CRS 24-90-109 (1)(c), and the Personnel Rules of Jefferson County, all other Library employees shall be appointed by the Executive Director, in accordance with approved personnel rules and budgeted staffing plans.

ARTICLE XI: POLICIES AND ADMINISTRATION

Section 1. Governing Policies. The Library Board shall adopt and revise, at any Regular meeting, Governing Policies to set forth additional guidelines and values for the Library Board's own conduct, and to govern the Executive Director in conducting the operational affairs of the Jefferson County Public Library. These policies shall be available to the public.

ARTICLE XII: FINANCES

Section 1: Budget Approval and Management. The Library Board's Governing Policies shall direct the Executive Director to prepare an annual budget proposal that is consistent with the guidelines adopted by the Board of County Commissioners, and consistent with the objectives and guidelines adopted by the Library Board. The proposed budget schedule will provide for public input and Library Board review and revision, for the Library Board's resolution. Library Board approval of the proposed budget is required prior to submittal to the Board of County Commissioners. Library Board adoption is required prior to the beginning of a fiscal year.

ARTICLE XIII: AMENDMENTS

Section 1. The Bylaws shall be reviewed annually by a committee appointed by the Chair. Proposed changes will be presented to the Library Board at a Regular, scheduled meeting.

Section 2. Amendment by Vote. The Bylaws may be amended by an affirmative vote of a majority of the Library Board of Trustees. Amendments to these Bylaws shall be submitted to the Trustees at least 14 days prior to their proposed adoption.

Section 3. Automatic Amendment. The Bylaws shall conform to the prevailing governing statutes. Amendments as a result of changes to a governing statute shall be automatic, and the subsequent changes shall be given to the Trustees, in writing, as soon as possible.