

**Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
March 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 March 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; Cynthia Kiyotake, Chief Libraries and Inclusion Officer; Kirsten Ruiz, Chief Strategy and Operating Officer; 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: Emelda Bing Walker 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 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

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

FOUNDATION UPDATE

The Chair advised the Board that the Foundation Update is in the packet. Any questions can be directed to the Chair.

EXECUTIVE DIRECTOR AND STRATEGY & OPERATIONS

A. Executive Director Report

The Executive Director advised the Board that National Library Week is April 19-25. The Board of County Commissioners will issue a proclamation acknowledging libraries on April 21, during their public meeting. The Board will receive invitations. Cynthia Kiyotake, Chief Libraries and Inclusion Officer and Brianna Francis, Kids and Families Manager, will represent JCPL on the Jeffco/Bell Policy Center Early Childhood Education (ECE) Policy Blueprint Steering Committee. They will have decision making ability at the policy level on that committee. The Executive Director attended the Friends Annual meeting last Friday. This year's guest presenter was author Shelley Read, international bestselling author.

B. 2026 Annual Plan Update

The Executive Director shared the postcard sent to welcome people who have recently moved into Jefferson County and introduce them to JCPL resources. Yesterday, JCPL received the construction permit for the Arvada Library Redesign project. Demolition is ongoing but construction can now officially begin. A more durable sign was installed on the Northwest Jeffco Library site. JCPL is working on getting a new contractor to complete the administration restrooms. The Library is developing a community survey for Wheat Ridge that is expected to go out in early April. JCPL is working with the Senior Resource Center and the City of Wheat Ridge to get everybody involved and engaged. To celebrate our staff and the completion of the Collective Bargaining Agreement, Chief Executive Team officers visited sites, provided treats and swag with a congratulatory message.

Lisa Smith addressed the Board and provided a brief update on the Collective Bargaining Agreement Implementation. The Labor Management Committee held its first meeting today. Membership includes four representatives from both sides and a fifth person on each side, Steven Sprin for the Library and an AFSCME representative. The update included information on raises and one-time payments that will be reflected in all represented employee paychecks as of March 20.

The Executive Director advised the Board that Steve Chestnut, Director of Facilities and Construction Projects is retiring on April 3. Steve has been with JCPL since 2011 and was instrumental in helping the library through some challenging times. The Executive Director thanked Steve for his service and noted that he will be missed.

People & Culture

A. JCPL Volunteer Program

Lisa Smith, Chief People and Culture Officer introduced Jessi Bishop, Volunteer Services Coordinator who provided information on the JCPL Volunteer Program. Volunteers support JCPL's mission by freeing up staff time for higher level work, increasing capacity for programming, outreach, and more. 73% of JCPL's volunteers are 18 and under; 18% are over 60 and 9% are between 19 and 59. Volunteers serve in many different roles at the library. Over 700 volunteers have given their time to JCPL in the past year for approximately 19,729 hours of service. An additional 233 teens participated in drop in teen volunteer programs. Future plans include utilizing the new volunteer management system in 2026 and increasing focus on casual and group volunteer opportunities to grow capacity and build more library advocates among our patrons.

In response to questions the Board was advised that:

- All volunteers go through a screening and training process and Jessi Bishop meets with each volunteer individually. Training is based on the volunteer role. For example JCPL provides storytime training to make sure the volunteers receive appropriate training to match JCPL standards. Volunteers receive additional training on site from the teen librarian at that location.
- JCPL has chosen not to try and calculate the in-kind salary for volunteer hours because it is not a very good measure of the impact, is hard to quantify as volunteer work doesn't translate well to salaried positions.
- The JCPL Volunteer Program is in a sustaining mode with a great balance that supports the work of staff without taking work away from staff and JCPL is not looking to widely expand the number of volunteers at this time.

The Board expressed deep appreciation to Jessi Bishop for her outstanding work with the volunteer program noting that it is great to see the diversity and gender equity in volunteers. The Board also noted how much they love how JCPL supports the teens in our community.

Strategy & Operations

Finance and Budget

A. Financial Report (February 2026)

Kirsten Ruiz, Chief Strategy and Operating Officer presented information on the February 2026 monthly financials. Real property tax revenue has not been recorded for February. Other revenue includes insurance recovery for the Evergreen Library roof. Investment income is low because the accrual happens at the end of December; and that will reverse again when cash is received. Operating expenses are as expected.

In response to questions, the Board was advised that:

- The financial statements are actuals through February so salaries and benefits do not reflect adjustments due to the Collective Bargaining Agreement.
- From an accounting standpoint and county requirements, JCPL's budget is based on annual funding. When you move into project funding, you look at the entire span of the project and how much it will cost over the entire period planned for the project which is a different system and different way of dealing with the same numbers. There are limitations appropriating one year vs the project plan which typically is 3-5 years or longer and making those two things work together.
- JCPL's budget is handled similarly to other government agency budgets.

B. Carryforward Request for Fiscal Year 2026 Budget Amendment

Kirsten Ruiz presented information on the 2026 carryforward request.

MOTION: Renny Fagan moved that the Library Board of Trustees authorize the Executive Director to submit the fiscal year 2026 carryforward budget amendment in the amount of \$16,290,777. Seconded by Emelda Bing Walker, the motion passed by unanimous vote of all Trustees present.

Facilities and Construction Projects

A. Facility Master Plan Update

The Executive Director advised the Board that reviewing the Facility Master Plan (FMP) is typically part of our annual strategic and financial planning. This year the Library is doing an update as we have a new 2026-2029 strategic plan there will not be a trends exercise. Julianne Rist, Library Planning and Policy Senior Advisor and Steve Chestnut, Director of Facilities and Construction Projects presented information on the FMP update. Board input on this update will be used in the development of the five-year capital plan and 2027 budget.

In response to questions, the Board was advised that:

- The 0.5 to 0.6 square foot per capita is based on the population of Jefferson County.
- The Facility Master Plan did inform the mil levy. It became clear the Library was looking at major capital expenditures for remodeling and deferred maintenance during the lean years and the Library needed additional branches and service areas. The Board at that time had strong opinions about not borrowing additional money and using the mil levy the voters approved to address these issues.
- JCPL was doing one major capital project and waiting a year and the Board accelerated the plan to do multiple capital projects at once. The 2027 budget kick off was this week and is part of the reason the FMP is being reviewed with the Board. The Board's input will be used for developing the annual budget, five-year capital improvement plan and longer term financial forecast.
- Budget impacts from the staffing analysis would happen in 2028; the full report won't be available until after the 2027 budget is due.

The Chair noted that the recommendation is to reverify the FMP in 2027 with a full FMP analysis and to include that expense in the 2027 budget.

B. Janitorial and Carpet Cleaning Services Contract – Integrated Cleaning Services

Steve Chestnut advised the Board that the previous vendor met the five year contractual requirement and the Library issued an RFP. JCPL is recommending a contract with Integrated Cleaning Services, LLC, for both janitorial and carpet cleaning. The Library previously had separate companies providing those services. Combining the two services is more efficient and less expensive.

MOTION: Emelda Bing Walker moved that the Library Board of Trustees 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. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

C. Amendment to Intergovernmental Agreement (IGA) for Standley Lake Trailhead

Steve Chestnut presented information on the amendment to the IGA for the Standley Lake Trailhead.

MOTION: Nikki Jain Brown moved that the Library Board of Trustees authorize the Executive Director to sign the amendment to the Intergovernmental Agreement (IGA) with the City of Arvada to assume ownership of the Standley Lake Trailhead structures and furnishings effective December 31, 2026. Seconded by Renny Fagan the motion passed by unanimous vote of all Trustees present.

Steve Chestnut addressed the Board and expressed his appreciation for their support and dedication to making JCPL an amazing institution and something the community can be proud of.

The Board expressed their appreciation to Steve for his service and noted that they have loved working with him and that he will be missed.

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. Trustees Elect Officers:

- 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

MOTION: Renny Fagan moved that the Library Board of Trustees elect Emelda Bing Walker for Vice-Chair and Charles Jones for Secretary for one year terms April 2026 to March 2027. Seconded by Nikki Jain Brown the motion passed by unanimous vote of all Trustees present.

B. Bylaws Committee Proposed Revisions

The Chair introduced the topic and asked the Board if there were any questions or additional discussion on the proposed revisions to the Bylaws.

In response to a question, the Board was advised that the revisions were reviewed by the Library's legal counsel and there were no issues or recommendations.

The Chair advised the Board that the revised Bylaws will come before the Board for adoption at the April Board meeting. The Chair expressed appreciation to the Bylaws committee for their thoughtful work.

BOARD SCHEDULE – NEXT MEETINGS

2026 Board Meeting Schedule

- 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

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

There were no announcements.

The meeting was adjourned at 6:30 pm.



Charles Jones, Secretary