

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

April 16, 2026



**Fiction Readers Book Group at Deer Creek:
The Golden Spoon**



Librarian in Training



Lucha Libro



**Shakespeare in the Parking Lot: A
Midsummer Night's Dream**



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA - **AMENDED**

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	<p>Thursday, April 16, 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 March 12, 2026 Special Meeting B. Approve Minutes of March 19, 2026 Board Meeting C. Adopt Bylaws for the Jefferson County Public Library Board of Trustees D. Authorize Intergovernmental Agreement (IGA) for Arvada Library Emergency Egress and Maintenance
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>Libraries and Inclusion</p> <ul style="list-style-type: none"> A. Imagination Library Report B. Jefferson County Public Health & JCPL Memorandum of Understanding – Pilot of JCPL Location for Field Delivered Therapy (FDT) <p>Chair: Call for motion and second</p> <p>Strategy & Operations <u>Finance and Budget</u></p> <ul style="list-style-type: none"> A. Financial Report (March 2026) B. 2026 Budget Supplemental Request Review
8. Action as Needed	<p>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</p>

BOARD MEETING AGENDA - AMENDED

Jefferson County Public Library Board of Trustees

9. Emerging Issues Action as Needed	
10. Ends Action as Needed	Ends: No items.
11. Suggest Agenda Items Action as Needed	<p>BOARD SCHEDULE – NEXT MEETINGS – Location of meetings of the Library Board of Trustees are being determined in cooperation with guidelines from Jefferson County. Information on meeting location will be posted at least one week prior to the scheduled meeting date. <u>2026 Board Meeting Schedule</u></p> <ul style="list-style-type: none"> • 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 • June 11, 2026 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • June 18, 2026 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
12. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
13. Discussion	Evaluate Board Meeting (4.1.9)
14. Information	<p>Announcements/General Information Sharing</p> <ul style="list-style-type: none"> • Report of the Chair – Correspondence, Other • Other Announcements
15. EXECUTIVE SESSION	<p>EXECUTIVE SESSION: Guest Kurt Behn, County Attorney’s Office Call for Motion and Second to recess the special meeting of the Library Board of Trustees and reconvene in executive session. Topic: Executive Director Recruitment. Statutory citations authorizing an executive session are:</p> <ul style="list-style-type: none"> • Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators. • Pursuant to 24-6-402(4)(b) Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions.
16.Reconvene Regular Meeting	Executive Session Summary
17. Board Governance Action as needed	Board Governance
18. ADJOURNMENT	Adjournment

CONSENT AGENDA

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

jeffcolibrary.org



TO: Library Board of Trustees

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

DATE: April 16, 2026

RE: Consent Agenda for the April 16, 2026 Library Board Meeting

- A. Library Board of Trustees Approve Minutes of the March 12, 2026 Special Board Meeting.
- B. Library Board of Trustees Approve Minutes of the March 19, 2026 Board Meeting.
- C. Library Board of Trustees Adopt Bylaws for the Jefferson County Public Library Board of Trustees.
- D. Library Board of Trustees authorize the Executive Director to sign the Intergovernmental Agreement (IGA) for the Arvada Library Emergency Egress and Maintenance.

**Minutes of the Special Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
March 12, 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 March 12, 2026. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m.

Other Trustees present: Emelda Bing Walker (Vice-Chair), Pam Anderson, Renny Fagan, and Jill Fellman.

Absent: Nikki Jain Brown and Charles Jones.

Staff present: Donna Walker, Executive Director; Bernadette Berger, Chief Information Officer; Lisa Smith, Chief People & Culture Officer; Kirsten Ruiz, Chief Strategy & Operations Officer; Cynthia Kiyotake, Chief Libraries and Inclusion Officer; Elise Penington, Director of Communications and Engagement; Julianne Rist, Library Planning & Policy Senior Advisor; Jessica Paulsen, Assistant Director of Public Services for Customer Experience; Lizzie Gall, Assistant Director of Public Services for Resources and Programs; Amy Bentz, Assistant Director of Library Design Projects and Planning; 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 5:31 pm, the Chair called for a motion to recess the special meeting and reconvene in Executive Session.

MOTION: Emelda Bing Walker 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:

Executive Director Position:

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

Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

The Chair announced a 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 5:37 pm with the following Trustees present: Emelda Bing Walker, Renny Fagan, Pam Anderson and Jill Fellman. Also present were Donna Walker, Executive Director; Kurt Behn, County Attorney's Office; Lisa Smith, Chief People & Culture Officer; Elise Pennington, Director of Communications & Engagement; and Amber Fisher, Executive Assistant.

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

CALL FOR ADJOURNMENT OF EXECUTIVE SESSION

MOTION: Emelda Bing Walker moved to adjourn the executive session and reconvene the Special meeting. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

The Chair adjourned the executive session at 6:02 pm.

It is noted that the Library Board of Trustees met in Executive Session concerning Executive Director Position:

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

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

The Chair reconvened the special meeting at 6:10 pm.

Emerging Issues

The Chair announced that on behalf of the Board of Trustees, she wanted to share that Donna Walker has informed us of her decision to retire later this year. Donna's steady leadership and expert guidance have strengthened JCPL's work and our impact on the community. She will leave behind an extraordinary legacy, and big shoes to fill.

In the coming weeks, the Board will begin the important work of developing a thoughtful and transparent process to identify our next Executive Director. We are committed to providing a smooth transition and will keep our staff and community informed as we move forward.

For now, we hope you will join us in expressing our deep appreciation for Donna and help us wish her the very best as she prepares for a well-earned retirement.

The Chair noted that in general, the Board has some things to discuss. The Chair suggested that the Board asks the Executive Director to work with Lisa Smith, Chief People and Culture Officer, to identify some search firms and provide suggestions for a selection process for the Board. The Chair asked for and received consensus from the Board on that direction.

The Chair noted that she is inclined to wait until the Board has information from some search firms on how long the recruitment process will take and once the Board knows that information then the Board can have discussions on what that looks like for the Board. The Chair noted that in her experience each firm has their own process. There will likely be options for the Board to discuss including the formation of a Board committee to work directly with a search firm and the structure and time commitment of that committee.

In response to requests for clarification, the Board advised the Executive Director that the identification of search firms would include soliciting proposals from recruitment firms specialized in public libraries to support this effort. The Library will include in the solicitation a minimal scope of work including pricing, recommended process with timeline, working with the Board to confirm the job description, meeting with the committee to review initial applicants for qualifications, assistance in narrowing down to semi-final candidates and a public process for finalists. The scope of work would be minimal in acknowledgment of search firms innovations in executive recruitment processes that the Board would want to know about. The Board would like information back next month to get started with the process.

The Chair noted that in the morning she will be advising the Board of County Commissioners via email about the retirement of the Executive Director and will copy the Board on that communication. At about the same time, Elise Pennington, Director of Communications and Engagement will post a letter on the Chair's behalf to the entire staff and is developing a communication plan for internal and external audiences when more information is available to be shared.

The Chair advised the Board and the Executive Director to reach out to her with any additional input, questions or requests for clarifications.

On behalf of the Board the Chair expressed deep appreciation to the Executive Director and they are looking forward to hearing more about her future plans.

The Executive Director thanked the Board and noted that it has been an honor to serve and be a part of the achievements we accomplished together. The Executive Director further noted that she is happy to support the Board in a smooth transition and celebrating our work together as she prepares for what's next.

There were no other emerging issues.

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

- 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 6:23 pm

Charles Jones, Secretary

**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

**Bylaws for the Jefferson County Public Library Board of Trustees
Adopted: April 16, 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 Secretary shall assume their duties upon election and shall serve for term of one year or until their successor are 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 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 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.

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
Amy Bentz, Assistant Director of Library Design

DATE: April 9, 2026

RE: Arvada Intergovernmental Agreement: Emergency Egress and Maintenance Obligations

Background

Jefferson County Public Library (JCPL) requested an Intergovernmental Agreement (IGA) with the City of Arvada to mitigate an emergency egress issue at the Arvada Library property. The outdoor parcel of 891 square feet on the west side of the Arvada Library location opens into Arvada City Property, commonly known as Arvada Olde Town Square. The existing emergency egress for this area allows patrons to exit the library via two doors along the west outdoor space. This outdoor area is not currently enclosed on the south side so individuals can egress along the west side of the building to the south and access the public sidewalk while fully within the library property. An addition under the Arvada Library redesign will block access to the public sidewalk so one must egress the west outdoor area by passing through Olde Town Square, thus necessitating the IGA to properly egress the building and the outdoor area.

As part of the Arvada Library redesign, JCPL is requesting the city's permission to add fencing and gates as well as landscaping to existing planters. JCPL will install a new fence and gates on the western side of the property, a fence along the south side of the outdoor area and add landscaping to existing planters. The fence and gates are on the City of Arvada's Olde Town Square property and existing planters are centered on the property line of the Arvada Library and the City of Arvada. JCPL will be responsible for the construction, maintenance, and care of the gated fence, as well as the installation, maintenance, and care of any landscaping within the planters. City of Arvada will be responsible for the maintenance and care of the existing irrigation system within the planters and shall ensure that the planters receive adequate irrigation.

Budget

There are no unbudgeted costs associated with this agreement.

Requested Action

We are requesting the Board of Trustees authorize the Executive Director to execute an IGA with the City of Arvada for this emergency egress and maintenance obligations at the April 16, 2026 regular Library Board meeting. The City of Arvada will authorize and sign this agreement after Library Board approval. **This item will be placed on the consent agenda for the April 16, 2026 board meeting unless otherwise instructed by the Board.**

Attachments:

JCPL IGA Agreement
Exhibit A – Legal Description
Exhibit B – Site Plan

AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF ARVADA AND JEFFERSON COUNTY PUBLIC LIBRARY FOR EMERGENCY EGRESS AND MAINTENANCE OBLIGATIONS RELATING TO THE REDESIGN OF THE ARVADA PUBLIC LIBRARY

1. PARTIES. The Parties to this Intergovernmental Agreement (“IGA” or “Agreement”) are the City of Arvada, a Colorado home rule municipal corporation, whose mailing address is 8101 Ralston Road, Arvada, CO 80002 (“Arvada” or the “City”) and Jefferson County Public Library, a governmental agency whose mailing address is 100 Jefferson County Parkway, Golden, CO 80419 (“JCPL”). The Parties may be referred to individually as a “Party” and collectively as the “Parties.”

2. RECITALS AND PURPOSE.

2.1. C.R.S. § 29-1-203, as amended, permits and encourages local governments to make the most efficient and effective use of their powers and responsibilities by cooperating and contracting with other local governments in order to provide any lawfully authorized function, service, or facility.

2.2. Each of the Parties is authorized to establish, maintain, and provide access to its respective properties and facilities to further cooperation for the benefit of the Parties and the community.

2.3. The Arvada Library is located within the Olde Town Arvada historic district, adjacent to Olde Town Square. It measures approximately 34,200 square feet and was opened in 2006. Since then, it has experienced an increase in number of patrons, program attendance and service requirements.

2.4. A redesign of the Arvada Library is one of the projects in JCPL’s 2024 Strategic Plan to expand services to meet the needs of the community.

2.5. As part of the redesign, JCPL is requesting the City’s permission for emergency access to the City of Arvada’s property, commonly known as Arvada Olde Town Square, from a west side entrance to and from the Arvada Public Library. See Exhibit A.

2.6. Additionally, the proposed redesign includes: (1) JCPL installing landscaping within the existing planters which are centered on the property line of the City and JCPL’s property; and (2) JCPL installing a gated fence on the western side of the planters on the City’s property. See Exhibit B.

2.7. The Parties wish to cooperate by providing the terms and conditions by which JCPL can access Arvada’s property, as more fully described in Exhibit, and the duties and responsibility of the Parties with regards to the maintenance of the planters and the gated fence.

2.8. For good and valuable consideration, the receipt and sufficiency of which is expressly acknowledged, the Parties agree as set forth herein.

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3. EXHIBITS.

4.1. IGA Documents. The IGA Documents shall consist of this IGA together with the following:

Exhibit A: Legal Description; and

Exhibit B: Technical Drawings.

All exhibits referred to in this IGA are attached hereto and are, by reference, incorporated herein for all purposes.

4.2. Interpretation of IGA Documents. In the event any matter, term, provision, or condition that is the subject of this IGA requires clarification or is in dispute, or is the subject of a difference of opinion, then the terms of this IGA shall control, and then the terms of **Exhibit A**, and then **Exhibit B**, in that order.

5. TERM, RENEWAL, AND TERMINATION.

5.1. Effective date. This IGA will become effective and binding upon execution by the last Party to sign it.

5.2. Term & Termination. The term of the IGA shall continue uninterrupted unless terminated by the mutual consent of the Parties upon a minimum of 120 days written notice, or unless terminated by Arvada for failure of JCPL to comply with any of its obligations or duties as described herein, after 30 days written notice of a failure to perform is provided by Arvada with opportunity for the JCPL to cure such failure to comply.

6. OBLIGATIONS OF THE PARTIES.

6.1. Generally. Both Parties will be responsible for the maintenance and care of their respective properties and facilities.

6.2. JCPL's obligations. JCPL will be responsible for the installation, maintenance, and care of any landscaping within the planters and the construction, maintenance, and care of the gated fence.

6.3. Arvada's obligations. Arvada will be responsible for the maintenance and care of the irrigation system within the planters. Arvada shall ensure that the planters receive adequate irrigation. Arvada hereby permits JCPL staff to enter Arvada property for purposes of fulfilling JCPL's obligations in this section. 3

7. NECESSARY PERSONNEL, EQUIPMENT, AND FACILITIES. Each Party will maintain the level of personnel, equipment, and facilities necessary to meet its obligations under this Agreement.

7.1. Except as may otherwise be set forth herein, nothing in this Agreement requires either Party to fund the activities of the other Party.

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8. NOTICES. Any notice required by this Agreement must be in writing and must be given by certified mail or registered mail, postage and fees prepaid, to the address set forth below, or at such other address as has been previously furnished in writing, to the other Party or Parties. Such notice will be deemed to have been given when deposited in the United States mail.

Arvada: Attn: Director of Economic Development
City of Arvada
8101 Ralston Road
Arvada, Colorado 80002

Library: Jefferson County Public Library
100 Jefferson County Pkwy
Golden, CO 80419

A Party may designate an employee or volunteer to be responsible for the day-to-day administration of this Agreement. A Party may change the designated day-to-day administrator. Notices that are not required to be sent by U.S. Mail under this Agreement may be sent to the administrator by email.

9. GENERAL PROVISIONS.

9.1. Force majeure. Any delays in or failure of performance by either Party of its obligations under this Agreement shall be excused if such delays or failure are a result of acts of God, fires, floods, strikes, labor disputes, accidents, regulations or orders of civil or military authorities, shortages of labor or materials, or other causes, similar or dissimilar, which are beyond the control and such Party.

9.2. Agreement to cooperate only. The Parties are entering into this IGA understanding that it is intended only to facilitate cooperation between the Parties in the provision of the Services set forth herein. No separate entity is created by this Agreement.

9.3. Employees to remain the employee of the Party. An employee or volunteer of a Party will remain the employee of that Party for all purposes under this Agreement throughout the term of the initial or any renewal term of this Agreement.

9.4. Governmental immunity.

9.4.1. Each Party shall be responsible for its own negligent or intentional acts or omissions, and for those of its employees and volunteers.

9.4.2. The Parties intend that nothing herein shall be deemed or construed as a waiver by either Party of any immunities, rights, benefits, or protections afforded to them under the Colorado Governmental Immunity Act (Section 24-10-101, C.R.S., et seq.).

- 9.4.3. The Parties agree that in the event any claim or suit is brought against either or both Parties by any third party as a result of the operation of this Agreement, both Parties will cooperate with each other and with the insuring entities of both Parties in defending such claim or suit.
- 9.4.4. The Parties enter this Agreement as separate, independent government agencies and maintain that status throughout.
- 9.5. Insurance. Each Party must, at its own expense, keep in full force and effect during the term of the Agreement, and during the term of any renewal, extension, or amendment of the Agreement, insurance reasonably sufficient to insure against the liability assumed by that Party under the terms of this Agreement. A Party's failure to secure and maintain sufficient insurance, including through self-insurance, at any time during the pendency of this Agreement do not relieve that Party of its obligations under this Agreement.
- 9.6. Additional documents or action. The Parties agree to take any additional action and execute any additional documents that are necessary to carry out this Agreement.
- 9.7. Assignment. This Agreement may not be assigned by either Party without the prior written consent of the other Party.
- 9.8. Paragraph captions. The captions of the paragraphs are set forth only for the convenience and reference of the Parties and are not intended in any way to define, limit, or describe the scope or intent of this IGA.
- 9.9. Integration, amendment, and severability. The Parties may amend this Agreement at any time. Any amendments must be in writing and will be incorporated into and made a part of this Agreement. If any provision of the Agreement is held invalid or unenforceable, no other provision shall be affected by such holding, and all the remaining provisions of this Agreement shall continue in full force and effect.
- 9.10. Default. Time is of the essence. If any payment or any other condition, obligation, or duty is not timely made, tendered, or performed by either Party, then this Agreement, at the option of the Party who is not in default, may be terminated by the non-defaulting Party, in which case, the non-defaulting Party may recover such damages as may be proper. If the non-defaulting Party elects to treat this Agreement as being in full force and effect, the non-defaulting Party shall have the right to an action for specific performance or damage or both.
- 9.11. Waiver of breach. A waiver by a Party to this Agreement of the breach of any term or provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by either Party.
- 9.12. Fund availability. Financial obligations of the Parties after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available.

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9.13. Payments to constitute current expenditures. Financial obligations of the Parties, if any, after the current year are contingent on funds for that purpose being appropriated, budgeted and otherwise made available by the governing body of either Party. The Parties' obligations under the Agreement shall be from year to year only and shall not constitute a multiple-fiscal year direct or indirect debt or other financial obligation of the Parties within the meaning of Article X, Section 20 of the Colorado Constitution.

9.14. No third-party beneficiaries. It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the Parties, and nothing contained in this Agreement shall give or allow any such claim or right of action to any other third party on this Agreement. It is the express intention of the Parties that any person other than the Parties receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.

9.15. Entire agreement; Binding effect. This Agreement represents the entire agreement between the Parties and, except for written amendment authorized by the Parties, there are no oral or collateral agreements or understandings. This Agreement shall inure to the benefit of, and be binding upon, the Parties, their respective legal representative, successors, heirs, and assigns; provided, however, that nothing in this paragraph shall be construed to permit the assignment of this Agreement except as otherwise expressly authorized herein.

9.16. Attorneys' fees, costs, and expenses. In any dispute arising from or relating to this Agreement, the prevailing Party shall be awarded its reasonable attorneys' fees, costs, and expenses, including attorneys' fees, costs, and expenses incurred in collecting or executing upon any judgment, order, or award.

9.17. Governing law and venue. This Agreement shall be governed by the laws of the State of Colorado. Venue for any action arising under this Agreement or for the enforcement of this Agreement shall be in the appropriate court for Jefferson County, Colorado.

9.18. Counterpart execution. This Agreement may be executed in several counterparts and by facsimile, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

DATED this _____ day of _____, 2026.

CITY OF ARVADA, a Colorado home
rule municipal corporation

Jessica Garner

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

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Jefferson County
PUBLIC LIBRARY

Director of Economic Development
8101 Ralston Road
Arvada, CO 80002

ATTEST:

City Clerk

APPROVED AS TO FORM:

Rachel A. Morris, City Attorney

By: _____

JEFFERSON COUNTY PUBLIC LIBRARY

Donna Walker
Executive Director,
Donna.walker@jeffcolibrary.org

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Jefferson County
PUBLIC LIBRARY

Exhibit A

AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF ARVADA
AND JEFFERSON COUNTY PUBLIC LIBRARY FOR EMERGENCY EGRESS AND
MAINTENANCE OBLIGATIONS RELATING TO THE REDESIGN OF THE ARVADA
PUBLIC LIBRARY

EXHIBIT A
SHEET 1 OF 2

LAND DESCRIPTION

A PARCEL OF LAND BEING A PORTION OF LOT 2, ARVADA LIBRARY MINOR SUBDIVISION
RECORDED AT RECEPTION NO. 2006103884 LOCATED IN THE SOUTHEAST QUARTER OF SECTION
11, TOWNSHIP 3 SOUTH, RANGE 69 WEST OF THE SIXTH PRINCIPAL MERIDIAN, CITY OF ARVADA,

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COUNTY OF JEFFERSON, STATE OF COLORADO BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF SAID LOT 2, ALSO BEING THE NORTHERLY RIGHT-OF-WAY LINE OF WEST 57TH AVENUE, FROM WHENCE THE SOUTH QUARTER CORNER OF SECTION 11, BEARS S15°48'45"W A DISTANCE OF 708.41 FEET, SAID POINT ALSO BEING THE POINT OF BEGINNING;

THENCE ALONG THE SOUTHERLY LINE OF SAID LOT 2, AND NORTHERLY RIGHT-OF-WAY LINE OF SAID WEST 57TH AVENUE, S89°45'44"W A DISTANCE OF 8.50 FEET;

THENCE N00°11'20"W ALONG A LINE LYING 8.50 FEET WEST OF AND PARALLEL WITH SAID EASTERLY LINE OF LOT 2, A DISTANCE OF 104.80 FEET TO A POINT ON THE NORTHERLY LINE OF PARCEL 4 AS SHOWN ON ALLEY VACATION ORDINANCE NO. 3964, RECORDED AT REC. NO. 2005068168 AND A POINT ON THE EASTERLY LINE OF SAID LOT 2;

THENCE ALONG SAID EASTERLY LINE THE FOLLOWING TWO (2) CONSECUTIVE COURSES:

1) N89°45'44"E A DISTANCE OF 8.50 FEET;

2) S00°11'20"E A DISTANCE OF 104.80 FEET TO SAID NORTHERLY RIGHT-OF-WAY LINE, AND TO THE POINT OF BEGINNING;

PARCEL CONTAINS 891 SQUARE FEET OR 0.020 ACRES MORE OR LESS.

ALL LINEAL DIMENSIONS ARE IN U.S. SURVEY FEET.

BASIS OF BEARINGS BEARINGS

ARE BASED ON THE WESTERLY LINE OF THE SOUTHEAST QUARTER OF SECTION 11, TOWNSHIP 3 SOUTH, RANGE 69 WEST OF THE SIXTH PRINCIPAL MERIDIAN, ASSUMED TO BEAR S00°11'41"E AND BEING MONUMENTED BY A #6 REBAR WITH 2" ALLOY CAP PLS #27258 IN RANGE BOX AT THE CENTER QUARTER CORNER AND A 2" ALUMINUM CAP PLS #36053 IN RANGE BOX AT THE SOUTH QUARTER CORNER.

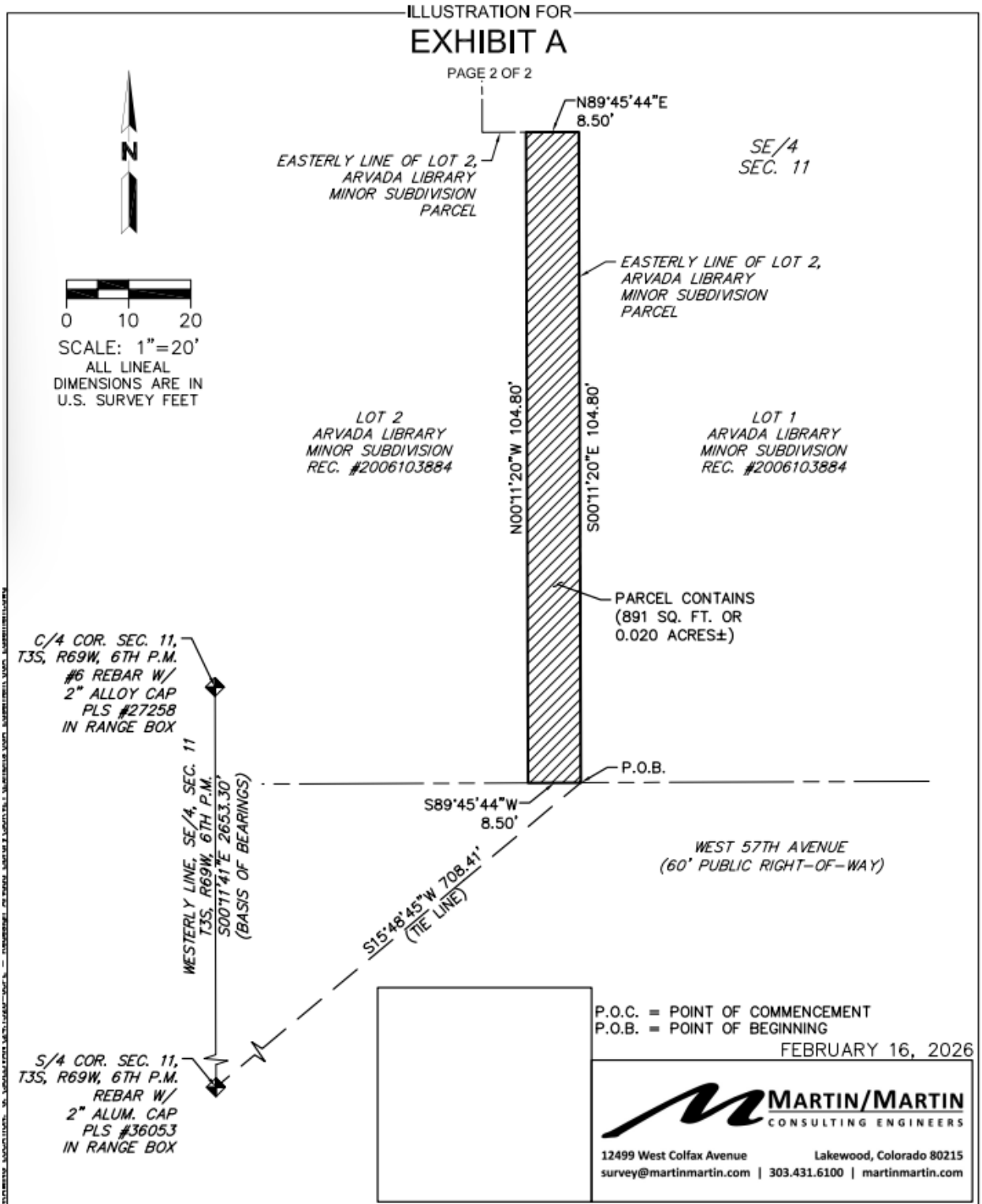
RYAN R. BRYSON, PLS
COLORADO PLS #38538
FOR AND ON BEHALF OF
MARTIN/MARTIN INC.

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10200 W. 20th Ave.
Lakewood, CO 80215
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Exhibit B

AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF ARVADA
AND JEFFERSON COUNTY PUBLIC LIBRARY FOR EMERGENCY EGRESS AND
MAINTENANCE OBLIGATIONS RELATING TO THE REDESIGN OF THE ARVADA
PUBLIC LIBRARY

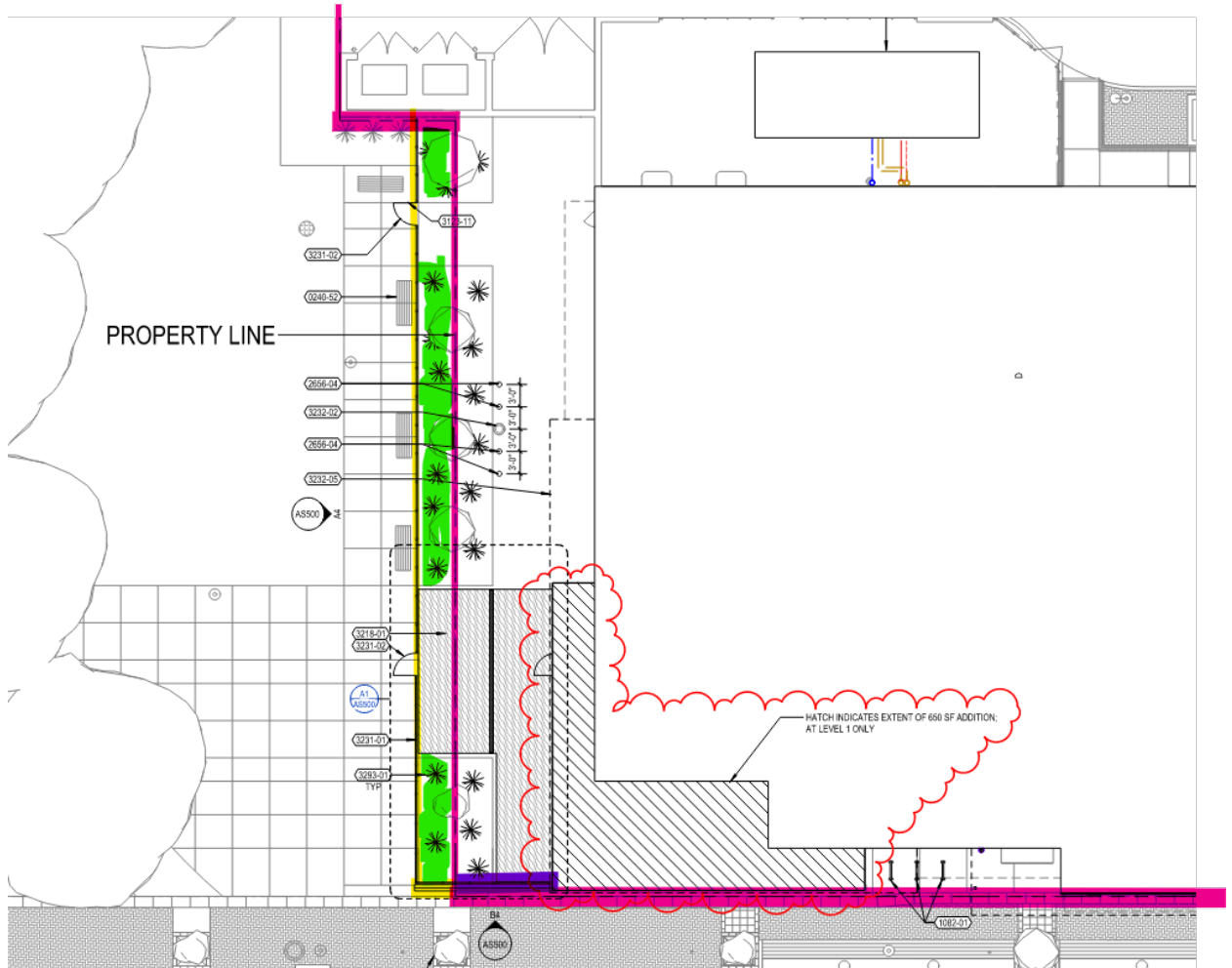
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Site Plan:

- Pink = highlighting property line (City Olde Town Square on left/west side)
- Yellow = highlighting fence and 2 gates on City property
- Purple = highlighting fence area on JCPL property
- Green = landscaping on City Olde Town Square property



Foundation Update

Executive Director



APRIL 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:** Develop New Patron survey.
- **Deer Creek Library:** Complete design development. Provide interim library services.

Library Initiatives:

- [Deer Creek Library and Bookmobile](#) programming.
- [CSU Extension Master Gardeners](#) programming.

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:** Complete Q2 Digital Accessibility Report.
- **Arvada Redesign:** Advance construction toward completion. Approve IGA with City of Arvada. Plan for Dusty Boots tours. Provide interim services during closure.

Library Initiatives:

- [Indie Author Project Contest](#) Opens April 1st.
- [Dia de los ninos Book Fiesta](#) at the Lakewood Cultural Center April 11th.
- Implement free printing.

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:** Confirm project pricing. Initiate Library Naming with staff and community. Continue community outreach.
- **Lakewood Library and Administration Refresh:** Replace all shelving. Upgrade meeting room Audio-Visual system.
- **New Integrated Library System (ILS):**

Library Initiatives:

- Soft launch of LiveChat in English and Spanish on Jeffcolibrary.org.
- Install mobile device charging lockers at all locations.

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:** Launch community survey. Begin in-market community engagement activities. Launch Wheat Ridge Library Services project page on jeffcolibrary.org. Continue meetings with stakeholders. Conduct staff feedback session.
- **Expand Creative Technology Learning:** Approve project charter.
- **AI Innovation and Engagement Strategy:** Finalize Training & Implementation Plan. Offer patron programs.

Library Initiatives:

- [Lighthouse Writers Workshop](#) at the Golden Library

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:** Initiate bilingual differential pay. Present 2026 supplemental budget request to Library Board. Continue update of operating procedures with county partners. Follow up supervisor training.

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:** Complete vendor contract.

Library Initiatives:

- **Eighteen JCPL staff** attended the Public Library Association (PLA) Conference in Minneapolis, MN. Two more staff attended the virtual conference. **Clarice Ambler**, Diversity, Equity and Inclusion manager, presented on the topic of *How to Create Compassionate Boundaries*. **Nick Taylor**, Teen Services Manager, and **Tori Sandoval**, Teen Services Outreach Librarian, presented at the virtual conference on *Creating a Queer-Inclusive Teen Advisory Board*
- **Alada Ramsey**, Libraries & Inclusion Manager, **Kensi Vue**, Database Administrator, and **Kathy Halloran**, ILS System Administrator, are attending the Innovated Users Group (IUG) in Chicago, IL.
- **Gloria Perez-Alvarez**, Kids & Family Outreach Librarian, is attending the Children and Teen Services (CATS) Winter Workshop in Pueblo, CO.
- **4 Libraries & Inclusion** staff members are attending the CO Teen Lit Conference in Denver, CO.
- **Samantha Conway**, Lead ILL/ACQS Associate, and **Emily Maya**, ILL/Acquisitions Associate, are attending CO Resource Sharing virtually.

EXECUTIVE DIRECTOR SUMMARY OF ACTIVITIES

- CAL Legislative Committee meeting
- Farewell event for Steve Chestnut
- Elected Officials/Personnel Board meeting
- Meet with Westminster Library leadership
- Jeffco EDC Board of Governors Luncheon
- Meet with Denver Public Library City Librarian
- Meet with Jefferson County Manager
- Board of County Commissioners National Library Week Proclamation
- Good New Breakfast
- Meet with Library Foundation Executive Director
- Board of County Commissioners Budget Carryforward Briefing
- Jeffco State of the County
- JCPL Strategic Fundraising Priority Rollout Luncheon to Community Champions
- Urban Libraries Council CEO meetings

OPPORTUNITIES FOR BOARD ADVOCACY & ENGAGEMENT

- **CALCON 2026** The Colorado Association of Libraries Annual Conference is Colorado's premier event for library staff from libraries of all types throughout the state. Attendees learn from one another and hear from current experts in trending fields. A Trustee Track is in development. Sept 9-11 Hyatt Regency Aurora. Information provided for planning purposes. Registration is open. Let Amber know if you would like to attend.
- **2026 ULC Annual Leadership Forum**, September 30-October 2, 2026 | Las Vegas, Nevada. Information provided for planning purposes. Registration is not open yet.

Libraries & Inclusion

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



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TO: Donna Walker, Executive Director

FROM: Cynthia Kiyotake, Chief Libraries and Inclusion Officer

DATE: April 9, 2026

RE: Jefferson County Public Health & JCPL Memorandum of Understanding - Pilot of JCPL Location for Field Delivered Therapy (FDT)

Background:

Jefferson County Public Health (JCPH) currently provides field delivered therapy treatment (FDT) as part of the JCPH Syphilis Elimination Strategic Initiative. Field-Delivered Therapy is the delivery of medication or a prescription in the field to clients, their partner(s) or both, and is an appropriate option for individuals who are at increased risk for STIs, underinsured or uninsured, unable, or unlikely to seek treatment in a timely fashion (Colorado Department of Public Health & Environment , 2026). This treatment requires three appointments to administer medications. For pregnant women, receiving the treatments in a timely fashion is critical. JCPH received grant funding from the CDC, along with other Colorado counties, to eliminate congenital syphilis. This disease has been targeted due to its increase in the last 5-10 years. Untreated syphilis results in long term health implications, for both the woman and child.

JCPH currently works through a variety of sites, including client residences and clinical locations. JCPH also plans to use their new mobile van once it becomes available. The current JCPH mobile vehicle is specific to providing other public health needs and is unsuitable for this type of initiative.

JCPH reached out in early 2026 to ask for use of a Belmar Library study room to conduct a pilot of using Library space for this type of field delivered therapy. JCPH is specifically looking to support populations who are transient or homeless, and who may not have a confidential space to meet. Belmar Library is also on a bus route which provides important access for the targeted population and is close to the future JCPH site at the Emory Campus. JCPH has requested that we partner with them in in the short term to provide space at one library for this work while other options, such as their sexual health mobile van, are in development. Their goal is to increase accessibility and agency for patients, who may not find other types of community or clinical spaces to be accessible or welcoming.

In addition to providing essential library services, our library buildings are an important neutral space for connecting individuals to other needed community resources, including housing and social services. This partnership is a natural extension of community agencies using our spaces to meet patrons where they are and increase access to needed support.

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Proposal details:

- The pilot to use Belmar Library will run for 3 months, ideally starting April 2026 through the end of July 2026.
- JCPH will work with JCPL to reserve a Belmar Library study room as they make patient appointments. They anticipate treating a small number of patients onsite monthly.
- JCPH will provide medications as needed onsite in the library's single-user restroom. Medication delivery typically takes under five minutes.
- JCPH outcomes: To promote patient agency and comfort by offering an option for a neutral space in which to receive treatment.
- JCPL outcomes: The Library will serve as an interim space to support public health needs in Jefferson County. JCPL will better understand if potential future JCPH partnerships where we could offer external spaces for mobile clinical services are desirable and supportable.

The County Attorney's Office has drawn up a Memorandum of Understanding (MOU), and JCPH has completed their review and approval process.

Total Cost:

There are no costs associated with this agreement.

Next Actions:

We will ask the Library Board of Trustees to authorize the Executive Director to sign the MOU at the April 16, 2026 Board meeting.

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: April 16, 2026
RE: Finance Monthly Report

Budget to Actual Tables – March 2026

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

In March 2026, \$6.07 million of Real Property Tax revenue was recorded. Year-to-date, 42% of the budgeted annual collection has been received, which is consistent with expected collection patterns at this point in the fiscal year. Overall, JCPL remains on track with its budget, and there are no significant financial concerns to report at this time.

During March, the Library Foundation provided \$12,508 in funding to JCPL. The Library provided \$7,928 in in-kind support during the month. Year-to-date, the Library has received \$54,825 in funding and provided \$22,843 in in-kind support, resulting in a ratio of 0.42, meaning that for every \$1.00 in donations received, JCPL has provided \$0.42 in in-kind support.

Future Reporting Options

The current financial reporting format provided to the Board requires several manual steps to produce. These manual processes are time-consuming, increase administrative effort, and introduce a higher risk of errors or inconsistencies.

JCPL's financial data is maintained in Workday, with reporting capabilities available through Adaptive Planning, which allow reports to be generated directly from the system of record. These tools can support standardized, repeatable reporting and can be configured to present information at the level of detail most useful to the Board.

To support the Board's review, example alternative report formats have been appended to this packet. These examples are intended to demonstrate options that:

- Reduce manual processing and reporting risk
- Improve consistency and transparency
- Maintain or enhance the clarity of financial information provided to the Board

Staff respectfully requests Board feedback on the proposed report formats and seeks the Board's direction on whether to adopt a modified reporting structure for future monthly financial reports. Pending Board feedback, staff proposes transitioning to the revised format later in the fiscal year to ensure continuity and allow time for refinement.

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

Revenue and Expenditure	2026 Budget	YTD Preliminary Actual 03/31/2026	\$ Variance 2026 Budget	YTD % 2026 Budget
Revenues				
Property Taxes (net adjustments)	62,855,736	26,333,752	(36,521,984)	42%
Grants, Funds & Donations	375,000	54,825	(320,175)	15%
Investment Income	2,655,549	1,182,294	(1,473,255)	45%
Other Revenue	-	474,902	474,902	
Total Revenues	65,886,285	28,045,772	(37,840,513)	43%
Expenditures				
Operating	47,042,904	10,879,390	(36,163,514)	23%
Financial & Debt Service	-	-	-	
Capital Outlay	31,095,764	1,673,068	(29,422,696)	5%
Total Expenditures	78,138,668	12,552,458	(65,586,210)	16%

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

Operating Expenditure	2026 Budget	YTD Preliminary Actual 03/31/2026	\$ Variance 2026 Budget	YTD % 2026 Budget
Salaries & Employee Benefits				
Salaries	19,933,082	4,532,699	15,400,383	23%
Awards & Bonuses	275,000	203,483	71,517	74%
Other	7,641,841	1,719,600	5,922,241	23%
Total Salaries & Employee Benefits	27,849,923	6,455,783	21,394,140	23%
Library Collections				
Library Books & Materials	8,368,421	1,604,256	6,764,165	19%
Library Periodicals	229,000	58,731	170,269	26%
Total Library Collections	8,597,421	1,662,987	6,934,434	19%
Supplies and Other				
Supplies	2,497,565	352,983	2,144,582	14%
Services & Charges	8,383,921	1,669,951	6,713,970	20%
Interdepartmental Direct Charges	1,764,030	577,671	1,186,359	33%
Treasurers Fees	946,847	395,006	551,841	42%
Interdepartmental Indirect Charges	1,538,750	384,688	1,154,062	25%
Total Supplies and Other	14,184,266	2,985,292	11,198,974	21%
Total Expenditures	50,631,610	11,104,063	39,527,547	22%

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TO: Donna Walker, Executive Director

FROM: Kirsten Ruiz, Chief Strategy & Operating Officer

DATE: April 16, 2026

RE: 2026 Budget Supplemental Request

Background

The Board of Trustees recently ratified the Collective Bargaining Agreement with AFSCME which included several articles that impact ongoing costs. We are requesting a supplement to the currently adopted 2026 budget to ensure these items are properly accounted for this fiscal year.

Discussion

This request includes increasing the Library budget for:

- Article 18 Holidays
 - o 2 hours holiday pay per holiday for staff working fewer than 20 hours/week (18.01.03)
- Article 20 Compensation
 - o 7% salary adjustment (20.01.01; represented and non-represented adjustment)
 - o Page wage scale (20.01.02)
 - o One-time payment (20.03.01)
 - o Bilingual pay (20.05.01)
 - o Person-in-Charge (20.05.02)
- Article 24 Education and Training
 - o Library Scholarship Fund (24.02.01)

The CBA includes other articles which may impact library resources, however, we anticipate these will be addressed by reprioritizing tasks rather than increasing resources.

Next Actions:

JCPL requests that the Board of Trustees authorize the Executive Director to submit supplemental budget requests totaling \$ 1,561,429 for FY2026.

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Jefferson County
PUBLIC LIBRARY

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Attachments

Table 1 FY2026 Budget Supplemental Detail

Spend Category	Holiday Pay	Salary Adjustment	Page Wage Scale	One-Time Payment	Bilingual Differentials	PIC Differentials	Scholarship Fund	Total
SC511110 - Salaries (Permanent)		859,450			56,000	25,740		941,190
SC511150 - One-Time Payment				203,114				203,114
SC511210 - Salaries (Temporary)		12,347						12,347
SC511220 - Salaries (Temporary – Page)	46,192	138,621	50,000					234,813
SC511230 - Salaries (Temporary – Substitute)	23,519	33,355						56,874
SC511310 - Overtime		65,000						65,000
SC511910 - Vacancy Savings		-98,000						(98,000)
SC512810 - Medicare	1,011	14,656	725	2,945	812	373		20,522
SC512820 - Old-Age & Survivors Insurance	4,322	62,668	3,100	12,593	3,472	1,596		87,751
SC512840 - Worker's Compensation	139	2,022	100	406	112	51		2,831
SC512950 - Long Term Disability		2,922			190	88		3,200
SC512990 - Short Term Disability		1,633			106	49		1,788
SC535640 - Training & Education							30,000	30,000
Total	75,182	1,094,674	53,925	219,058	60,693	27,897	30,000	1,561,429

Board Governance