

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

May 21, 2026



**Family Time: Firefighters Story Time
Wildfires**



Denver Taiko Drummers



Estate Planning Basics



**Summer Reading Kickoff: Bookmobile at
Deer Creek**



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA - AMENDED

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	<p>Thursday, May 21, 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.	Pledge of Allegiance
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 A. Approve April 9, 2026 Special Meeting Minutes B. Approve April 16, 2026 Board Meeting Minutes</p>
6. Foundation	Foundation Update
7. Operational Updates Action as Needed	<p><u>Executive Director</u> A. Executive Director Report B. 2026 Annual Plan Updates</p> <p><u>Strategy & Operations</u> <u>Finance and Budget</u> A. Financial Report (April) B. Update to 2025 Year-End Close C. 2026 Budget Supplemental Request Chair: Call for motion and second D. Long Term Financial Forecast E. 5-year Capital Improvement Projects Update F. 2027 Annual Budget</p> <p><u>Library Design Projects</u> A. Lakewood Library Refresh</p> <p><u>Technology & Digital Innovation</u> A. E-Rate Agreements for Lumen Technologies and Questivity Inc. Chair: Call for motion and second</p>

BOARD MEETING AGENDA - AMENDED

Jefferson County Public Library Board of Trustees

	<p>People and Culture A. Executive Director Recruitment Action as needed</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	<p>Board Governance A. Board Governance Policy 2.6: Compensation and Benefits Chair: Call for motion and second B. Review 2027 Board Governance Budget (Approval at June Board Meeting Consent Agenda) C. Review 2027 Board Meeting Schedule (Approval at June Board Meeting Consent Agenda)</p>
12. 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"> • 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 • July 9, 2026 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • July 16, 2026 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
13. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
14. Discussion	Evaluate Board Meeting (4.1.9)
15. Information	Announcements/General Information Sharing <ul style="list-style-type: none"> • Report of the Chair – Correspondence, Other • Other Announcements
16. EXECUTIVE SESSION	<p>EXECUTIVE SESSION: Guests 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: (1) Executive Director Recruitment. Statutory citations authorizing an executive session are:</p>

BOARD MEETING AGENDA - AMENDED

Jefferson County Public Library Board of Trustees

	<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.
17.Reconvene Regular Meeting Action as needed	Executive Session Summary
18. Board Governance Action as needed	Board Governance A. Search Committee Resolution Chair: Call for motion and second
19. 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: May 21, 2026

RE: Consent Agenda for the May 21, 2026 Library Board Meeting

A. Library Board of Trustees Approve Minutes of the April 9, 2026 Special Board Meeting.

B. Library Board of Trustees Approve Minutes of the April 16, 2026 Board Meeting.

**Minutes of the Special Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
April 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 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, Jill Fellman and Charles Jones.

Absent: Nikki Jain Brown

Note: Trustee Pam Anderson joined the meeting at 5:35 pm as noted below in the minutes.

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; Kelci Rude, 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 Emelda Bing Walker, the motion passed by unanimous vote of all Trustees present.

Strategy and Operations

Facilities and Construction Projects

A. Intergovernmental Agreement (IGA) for Arvada Library Emergency Egress and Maintenance.

Amy Bentz, Assistant Director of Library Design Projects and Planning addressed board and provided information on the Arvada Library Emergency Egress and Maintenance IGA.

Note: Trustee Pam Anderson joined meeting at 5:35 pm

In response to a question, the Board was advised that the fence is on Arvada City property. The Library is planning to have conversations with the City of Arvada on the height of the

fence, and investments and improvements made by the Library.

The Chair noted that approval of the Intergovernmental Agreement is on the consent agenda for the April 16 Board meeting.

Libraries and Inclusion

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

Cynthia Kiyotake, Chief Libraries and Inclusion Officer addressed the Board and presented information on the Memorandum of Understanding between JCPL and Jefferson County Public Health (JCPH). JCPH approached the Library with an opportunity to collaborate with a new field delivered therapy combating syphilis in Jeffco which is on rise. The library is seen as a neutral, welcoming space for patients from underserved population to get their treatments. JCPH also plans to use their new mobile van once it becomes available. JCPL is only providing the location and is not involved at all with patients. If patients choose the library location, JCPH calls the library to book a study room. No names will be used to reserve the study room. The library can provide brochures and a phone number for people wanting to learn more. JCPH anticipates only using library a couple times per month during the three months long trial to see if this does fulfill their wishes to be a neutral site and serve an underserved population.

In response to questions, the Board was advised that:

- The mobile van for this services is not quite ready. The pilot project is May, June and July and the services may be provided through a library study room and van when the van becomes available.
- The treatment will not take place in the study room. Patients will meet JCPH in the study room and treatment will take place in a nearby restroom.
- The service is for people age 18 and older.
- JCPL is only providing the location.

The Chair noted that this item will be on the regular agenda for the April 16 Board meeting and advised the Trustees to send her any questions that may come up in the meantime.

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:

Topic: Executive Director Recruitment. Statutory citations authorizing an executive session are:

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

Seconded by 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: 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 6:27 pm.

It is noted that the Library Board of Trustees met in Executive Session concerning
Topic: Executive Director Recruitment. Statutory citations authorizing an executive session are:

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

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

The Chair reconvened the special meeting at 6:29 pm.

There were no 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

- April 16, 2026 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location:
- 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

The Chair adjourned the special meeting at 6:31 pm.

Charles Jones, Secretary

**Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
April 16, 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 April 16, 2026. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:31 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; 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; Kelci Rude, 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 5:33 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 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

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

Jo Schantz Hall provided highlights of her report including community connections meetings, funding requests, Library Giving Day, spring Shred-A-Thon on April 18 at the Jeffco Fairgrounds, Books On Film Benefit on July 17, and the spring Whale of a Book Sale May 28-30.

In response to a question, Jo Schantz Hall advised the Board that the Shred-a-Thon raises approximately \$4,000.

EXECUTIVE DIRECTOR AND STRATEGY & OPERATIONS

A. Executive Director Report

The Executive Director advised the Board that she attended the Jeffco EDC Board of Governors Luncheon where the EDC shared information on their changes in leadership. JCPL's free printing and copying services went live yesterday with a soft launch.

B. 2026 Annual Plan Update

The Executive Director advised the Board that the Library will complete design/development for Deer Creek in April and interim services continue. Yesterday, the team had a finishes meeting where the manager gets to have some fun and create ambiance. The Arvada redesign construction continues and staff are planning a dusty boots tour for June 4. The Board and city leaders will receive an invitation. Kirsten Ruiz, Chief Strategy and Operating Officer, is working with her team on Northwest Jeffco pricing for the 2027 budget. The Northwest Jeffco naming survey went out and 500 people already responded. The Lakewood Library will close to replace shelving, clean the carpets and to upgrade the audio visual system in the meeting room. The Board will get to experience a library refresh at next month's Board meeting.

In response to a question, the Board was advised that the Lakewood Library will be closed for two weeks during the refresh.

There has been a lot of activity with Wheat Ridge. The team met with stakeholders today and shared the Library's community engagement. The Executive Director noted that she would send more details on the Wheat Ridge community engagement in an email to the Board. The collective

bargaining bilingual differential pay will be initiated in paychecks tomorrow for 31 staff. The second labor management committee meeting was held today. Next week all managers and supervisors will attend more training at the Wheat Ridge Recreation Center.

Jessica Paulsen, Assistant Director of Public Services for Customer Experience will be leaving JCPL to be the Director of Public Services at Denver Public Library. JCPL is happy for Jessica but sorry to see her go.

Libraries and Inclusion

A. Imagination Library Report

Briana Francis, Kids and Families Manager, presented information on Imagination Library, an amazing program for children age 0-5. Started by Dolly Parton, the program expanded from Tennessee to other countries. In Colorado, the program gave away its three millionth book last month.

- Parents and caregivers can enroll any child under five.
- A new book arrives by mail each month.
- When the child turns five, they receive their last book and become an Imagination Library graduate
- 315 million books in the hands of children since 1995
- Children receive special birthday messages from Dolly herself.

In 2023, Jefferson County received \$1.1 million from the sale of the Broncos stadium, and \$50K of that funding was awarded to the library by the County commissioners so we could support Imagination Library Colorado. Imagination Library Colorado (ILCO) administers the program (approving registrations, coordinating book mailings, etc.). JCPL promotes the program within the community.

- \$2.60 per book
- Colorado Department of Early Childhood (CDEC) covers half the cost
- JCPL funds 7,692 books each year
- 4,671 Jefferson County children enrolled
- Six percent opted for bilingual books

In response to questions, the Board was advised that:

- Imagination Library is mindful of the sustainability of the program. Once funding is secured additional zip codes are opened to the program.
- Eligibility is any child 0-5.
- The local affiliate does follow up periodically and do a survey on how the program is performing
- 30 of the 41 zip codes are open to the program in Jeffco.

The Trustees expressed appreciation to Briana for the wonderful work on the Imagination Library program.

B. Jefferson County Public Health & JCPL Memorandum of Understanding Pilot of JCPL Location for Field Delivered Therapy (FDT)

MOTION: Nikki Jain Brown moved that the Library Board of Trustees authorize the Executive Director to sign the Memorandum of Understanding between Jefferson County Public Health and Jefferson County Public Library to pilot a location for Field Delivered Therapy (FDT). Seconded by Emelda Bing Walker, the motion passed by unanimous vote of all Trustees present.

Strategy & Operations

Finance and Budget

A. Financial Report (March 2026)

Kirsten Ruiz, Chief Strategy and Operating Officer presented information on the March 2026 monthly financials. Overall, JCPL remains on track with its budget, and there are no significant financial concerns to report at this time. \$6.07 million of Real Property Tax revenue was recorded. Year-to-date, 42% of the budgeted annual collection has been received, which is as expected at this point in the fiscal year.

Kirsten Ruiz presented sample financial reports for the Board's review and feedback. After some discussion, it was noted that the Board will have further conversations about the financial data they would find most meaningful at the next Board meeting.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

No issues.

ENDS

There were no items.

BOARD SCHEDULE – NEXT MEETINGS

2026 Board Meeting Schedule

- 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

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

There were no announcements.

At 6:31 pm, the Chair called for a motion to recess the regular meeting and reconvene in Executive Session.

MOTION: Emelda Bing Walker moved to recess the Regular meeting of the Library Board of Trustees and reconvene in Executive Session. Topic and statutory citations authorizing an executive session are: Executive Director Recruitment.

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

Seconded by 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 6:38 pm with the following Trustees present: Emelda Bing Walker, Renny Fagan, Charles Jones, Nikki Jain Brown 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: Nikki Jain Brown moved to adjourn the executive session and reconvene the regular meeting. Seconded by Renny Fagan the motion passed by unanimous vote of all Trustees present.

The Chair adjourned the executive session at 7:29 pm.

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

BOARD GOVERNANCE

MOTION: Renny Fagan moved to authorize the Executive Director to enter into contract with Bradbury Miller Associates for executive search services pending the outcome of reference checks done by staff. Seconded by Nikki Jain Brown the motion passed by unanimous vote of all Trustees present.

The Chair introduced the topic of a Board search committee and the composition of that committee. She noted that the Board received legal advice that there is no limit on the number of Board members that can serve on the search committee. The Board discussed the time commitment, process for Board input and selecting a candidate, ways the Board could ask for search committee updates, and what other members, including community leaders and staff could be on the committee. It was noted that the recruitment firm will likely have recommendations on the process with more detailed information and that the Board will be able to provide input. There are parts of the process that will take place in the Board's public meetings including the development of qualifications and a job description. The Board will have additional discussions on the search committee and recruitment at the next Board meeting.

The meeting was adjourned at 7:48 pm.

Charles Jones, Secretary

Foundation Update



MAY 2026

Executive Director Report

by Jo Schantz Hall, MNM, CFRE, GPC

OUR APRIL 18TH SHRED-A-THON

We are pleased to announce that JCLF raised nearly \$7,500 at our spring shred-a-thon held on Saturday, April 18, at the jeffco Fairgrounds parking lots.

Cars circled the lots serpentine style and our volunteers unloaded box after box of sensitive documents that were shredded on site. Suggested donation for the service was \$30 per vehicle.

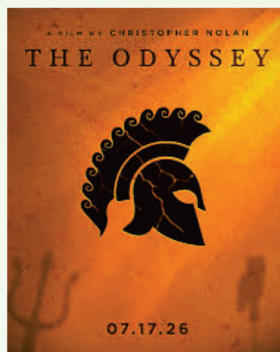
Our thanks go to DocuShred for helping us make the event a success! We also thank Goodwill for partnering with us and offering electronics recycling at the same event.

Because this was such a popular event, JCLF will host a fall shred-a-thon on Saturday, October 3, at the Jeffco Fairgrounds parking lots. Stay tuned for more details to come!

BOOKS ON FILM FEATURES THE ODYSSEY

Tickets are on sale NOW for JCLF's Books On Film blockbuster film premiere -- The Odyssey -- starring Matt Damon, Anne Hathaway, Tom Holland and Robert Pattinson.

Ticketholders (@ \$50 per person) will be entertained at a private screening of the much-anticipated film, they'll receive free popcorn and a beverage, and each guest will be entered into a door prize drawing.



Post-film, our audience will engage in a discussion about the film and the story led by Dr. Laurialan Reitzammer, a professor of Classics at CU-Boulder. Purchase tickets at www.jeffclf.org!

COMMUNITY CONNECTIONS

- April 18 – Shred-a-thon and electronics recycling, Jeffco Fairgrounds
- April 21 – JCLF Finance Committee meeting
- April 21 – Lakewood Foothills Rotary Club Foundation Board meeting
- April 22 – Lakewood Foothills Rotary Club meeting
- April 23 – Shred-a-thon wrap-up meeting
- April 25 – Books & Brunch fundraiser, Sheraton Denver West Hotel
- April 27 – Jeffco State of the County luncheon
- April 27 – Meeting with Bridget Beatty
- April 28 – JCPL Teams meeting/panel training
- April 30 – JCPL Strategic Plan/fundraising luncheon & tour, Deer Creek Library
- May 4 – Library fundraising Zoom meeting
- May 9 – USPS Stamp Out Hunger food drive, Golden Pantry & Thrift
- May 11 – Meeting with Donna Walker
- May 12 – Wheat Ridge Business Assn. breakfast
- May 12 – Lakewood Foothills Rotary Club Board meeting
- May 12 – Whale Sale Crew Chief meeting
- May 14 – Applewood Business Assn. luncheon
- May 19 – On-air interview with Sam Boik, Mile High Living, Denver7
- May 20 – meeting with Bridget Beatty
- May 20 – tour of JCLF for Library staff members

WWW.JEFFCLF.ORG

MAY 2026



Executive Director Report

Volunteer Appreciation Luncheon July 31st

Our Foundation is always pleased to pay tribute to our fabulous volunteer corps, and this year we are honoring them with an African-themed luncheon on Friday, July 31, 11:30 am, at the Wheat Ridge Rec Center in Wheat Ridge.

Not only will we be treated to an African-styled meal, we are also being entertained by Afrocentric Entertainment, bringing live music and theatre to the event!

During the luncheon, we will also be honoring this year's special volunteers: Volunteer of the Year, Volunteer Leadership Award, the Elena Joyce Grissom Lifetime Achievement Award, and the Linda Abbott Memorial Award for Volunteer Excellence.



Barnes & Noble Bookfair Set for Sept. 12th

JCLF is excited to announce another Bookfair that will be held at Barnes & Noble Booksellers in Denver West Village, Golden, on Saturday, Sept. 12th.

The event (hosted by some of our dedicated volunteers) offers us the opportunity to share our volunteer opportunities and book donation program, PLUS, our Foundation will earn up to 5% of sales (both in person and online) that day for sales totaling more than \$10,000.

Please join us in supporting JCLF and in celebrating the written word!



WWW.JEFFCLF.ORG

Dine & Donate Sept. 16th!

Once again JCLF will be designated as a beneficiary of the annual Dine & Donate fundraiser at 240 Union Creative Grille in Lakewood.



The best part? Participants don't have to do anything other than order a meal the day of the event, and our Foundation will receive 25% of the food sales during that entire day!

In previous years, our organization has received more than \$2,000 from each event.

We are grateful to 240 Union Creative Grille and owner Michael Coughlin for supporting our Foundation!

New! Mountain Stories Fundraiser

We are working on a first-time fundraiser! JCLF has been invited to partner with Center for the Arts Evergreen (CAE) on a new version of the former Rocky Mountain Literary Festival.

Our joint event will take place Friday and Saturday, Sept. 25/26 at CAE. Friday night will include a cocktail reception with our guest authors and Saturday will feature writing workshops, author readings and author presentations.

Stay tuned for more information on the selected authors, tickets and sponsorships!

Executive Director



MAY 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:** Redesigned patron support tools: welcome brochure & location collateral.
- **Deer Creek Library:** Complete Design Development and pricing. Begin Construction Document phase. Provide interim library services.

Library Initiatives:

- Deer Creek Library and Bookmobile programming.
- Asian American and Pacific Islander Heritage Month 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:** Continue project planning.
- **Arvada Redesign:** Advance construction toward completion. Provide interim services during closure.

Library Initiatives:

- Fully launch LiveChat in English and Spanish.
- Summer Reading Registration opens.

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:** Continue community outreach.
- **Lakewood Library and Administration Refresh:** Reopen library with new shelving, new collection layout, and new audio/visual system in meeting room.
- **New Integrated Library System (ILS):**

Library Initiatives:

- Begin Evergreen Library roof replacement.
- Deploy new self-check stations

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:** Continue in-market community engagement activities. Continue meetings with stakeholders. Update market analysis.
- **Expand Creative Technology Learning:** Define technology mobile vehicle requirements.
- **AI Innovation and Engagement Strategy:** Create staff advisory workgroup. Offer patron programs.

Library Initiatives:

- Library for All programming.
- [Guided Bird Walk](#) at Standley Lake with Majestic View Nature Center.

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:** Present 2026 supplemental budget request to Library Board for approval. Completed update of operating procedures with county partners. Initiate Health & Safety Committee. Initiate Scholarship Fund sub-committee. Launch Incident Report Training for all staff.

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:** Executed vendor contract.

Library Initiatives:

Joy Mackey, Bilingual Creative Technician, **Alex Galindo**, Creative Technician, and **Rebekah Sabia**, Patron Experience Associate, will be attending the Colorado Association of Libraries annual Maker Workshop hosted at the Denver Public Library.

EXECUTIVE DIRECTOR SUMMARY OF ACTIVITIES

- CAL Legislative Committee meeting
- Elected Officials/Personnel Board meeting
- Meet with Senior Resource Center and City of Wheat Ridge leadership
- Meet with Jefferson County Manager
- Meet with Library Foundation Executive Director
- Board of County Commissioners Budget Carryforward Hearing
- JCPL Admin-location staff social event
- Urban Libraries Council CEO meetings
- Wheat Ridge Library Services community engagement event

- Library Foundation Board meeting

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.

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: May 21, 2026
RE: Finance Monthly Report

Budget to Actual Tables – April 2026

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

In April 2026, \$12.8 million of Real Property Tax revenue was recorded. Year-to-date, 62% 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 April, the Library Foundation provided \$2,005 in funding to JCPL. The Library provided \$7,348 in in-kind support during the month. Year-to-date, the Library has received \$56,830 in funding and provided \$30,249 in in-kind support, resulting in a ratio of 1.88, meaning that for every \$1.00 in donations received, JCPL has provided \$0.53 in in-kind support.

Update to 2025 Year-End Close

Please see the enclosed Budget to Actual Tables for Fiscal Year 2025. Year-end close is complete with all revenue and expenses recorded. Changes from January report include an increase in revenue of \$1.8 million primarily from year-end investment income and increase in expense of \$1.3 million for outstanding accrual of expenses from January 2026 reporting.

Long Term Financial Planning

A 5 and 10-Year Capital Improvement Plan (CIP), 5-Year Fund Balance Forecast, 2027 Preliminary Budget and contingency will be presented to the Board for discussion to provide background and inform 2027 budget decisions in June. These documents will outline investments in capital improvements and their impact to the fund balance.

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

Revenue and Expenditure	2026 Budget	YTD Preliminary Actual 04/30/2026	\$ Variance 2026 Budget	YTD % 2026 Budget
Revenues				
Property Taxes (net adjustments)	62,855,736	39,170,144	(23,685,592)	62%
Grants, Funds & Donations	375,000	56,830	(318,170)	15%
Investment Income	2,655,549	1,182,585	(1,472,964)	45%
Other Revenue	-	488,162	488,162	
Total Revenues	65,886,285	40,897,721	(24,988,564)	62%
Expenditures				
Operating	47,042,904	14,785,166	(32,257,738)	31%
Financial & Debt Service	-	-	-	
Capital Outlay	31,095,764	2,683,143	(28,412,621)	9%
Total Expenditures	78,138,668	17,468,310	(60,670,358)	22%

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

Operating Expenditure	2026 Budget	YTD Preliminary Actual 04/30/2026	\$ Variance 2026 Budget	YTD % 2026 Budget
Salaries & Employee Benefits				
Salaries	19,933,082	6,164,950	13,768,132	31%
Awards & Bonuses	275,000	203,483	71,517	74%
Other	7,641,841	2,322,456	5,319,385	30%
Total Salaries & Employee Benefits	27,849,923	8,690,889	19,159,034	31%
Library Collections				
Library Books & Materials	8,368,421	2,105,085	6,263,336	25%
Library Periodicals	229,000	78,308	150,692	34%
Total Library Collections	8,597,421	2,183,393	6,414,028	25%
Supplies and Other				
Supplies	2,497,565	748,751	1,748,814	30%
Services & Charges	8,383,921	2,223,443	6,160,478	27%
Interdepartmental Direct Charges	1,764,030	822,416	941,614	47%
Treasurers Fees	946,847	587,552	359,295	62%
Interdepartmental Indirect Charges	1,538,750	512,917	1,025,833	33%
Total Supplies and Other	14,184,266	4,307,527	9,876,739	30%
Total Expenditures	50,631,610	15,181,810	35,449,800	30%

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

Capital Project Expenditure	2026 Budget	YTD Preliminary Actual 04/30/2026	YTD Encumbrances	YTD Actual + Enc	Remaining 2026 Budget	Total Project Actual + Encumbrances	Approved Total Project Cost
Annual Replacement and Maintenance							
ARM-01 Capital Maintenance	325,000	64,026	-	64,026	260,974	n/a	n/a
ARM-02 Furniture & Equipment	40,500	-	-	-	40,500	n/a	n/a
ARM-03 Computer Replacement Plan	959,000	327,856	154,085	481,941	477,059	n/a	n/a
ARM-04 Book Sorter Replacement	-	-	-	-	-	n/a	n/a
ARM-05 IT Infrastructure Replacement	280,000	78,628	-	78,628	201,372	n/a	n/a
Capital Projects							
Northwest County Library	7,651,569	16,750	1,186,009	1,202,759	6,448,810	5,573,387	25,970,270
Conifer Library Tenant Finish	-	(16,102)	-	(16,102)	16,102	2,340,936	2,500,400
Arvada Library Redesign	-	1,237,541	153,011	1,390,553	(1,394,296)	2,460,919	14,895,781
Evergreen Library Roof Repair	-	-	-	-	-	147,041	
Library Interiors Refresh Project	-	254,766	-	254,766	(509,532)	254,766	750,000
Admin Office Reconfiguration	-	37,420	-	37,420	(37,420)	37,420	250,000
Lakewood Restrooms	-	207,679	12,703	220,383	(220,383)	631,971	500,000
Library Integrated Library System (ILS)	1,750,000	-	-	-	1,750,000	-	3,500,000
Deer Creek Library	17,348,893	537,279	962,711	1,499,990	15,848,903	12,715,037	30,849,540
Total Capital Project Expenditures	28,354,962	2,745,843	2,468,520	5,214,363	22,882,090		79,215,991

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

	2023 Actual	2024 Actual	2025 Actual	2026 Budget	YTD Preliminary Actual 04/30/2026	\$ Variance 2026 Budget	YTD % 2026 Budget
<i>JCPL Grants</i>							
Books & Materials - American Rescue Plan							
Books & Materials - State	140,462	134,124	116,214	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	203,214	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	60,471	97,171	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	186,146	217,428	125,000	439,176	314,176	351%
<i>Jefferson County Library Foundation</i>	127,180	141,576	102,614	100,000	56,830	(43,170)	57%
Total Jefferson County Library Foundation	127,180	141,576	102,614	100,000	56,830	(43,170)	57%
Total Grants, Funds & Donations	1,481,060	1,190,956	610,024	375,000	496,006	121,006	132%
<i>Other Funds Received Outside of Library Fund</i>							
Digital Equity - American Rescue Plan (FD181)	8,826	622,374	9,188	-	-	-	
Digital Equity - Rescue Plan (FD036)	-	-	-	-	-	-	

Detailed Revenue and Expenditure Report from Workday

	Actuals	Budget	Variance	YTD % Budget
	YTD Apr- 2026	FY2026	FY2026	FY2026
Revenue & Expenditures				
Total Revenue	40,897,721	65,886,285	24,988,564	62%
Total Expenditures	17,468,310	78,138,668	58,765,937	25%
Revenue Detail				
Property Tax	39,170,144	62,855,736	23,685,592	62%
Intergovernmental Grants & Reimbursements	-	275,000	275,000	-
Charges for Services	44,471	-	(44,471)	f(x)?
Investment Income	1,182,585	2,655,549	1,472,964	45%
Other Revenue	500,520	100,000	(400,520)	501%
- Private Donations	56,830	100,000	43,170	57%
- Insurance Claim	439,176	-	(439,176)	f(x)?
- Additional Other Revenue	4,514	-	(4,514)	f(x)?
Total Revenues	40,897,721	65,886,285	24,988,564	62%
Expenditure Detail				
Operating Expenditures				
Salaries & Related Costs	8,690,889	27,849,923	18,055,953	35%
- Salaries	6,368,433	20,208,082	13,035,837	35%
- - Awards & Bonuses	203,483	275,000	71,517	74%
- Taxes & Benefits	2,322,456	7,641,841	5,020,116	34%
- Other Related Costs	0	-	(0)	
Supplies	2,535,501	7,506,280	4,453,736	41%
- Book & Material Supplies	1,708,441	4,779,715	2,843,313	41%
- Periodicals	78,308	229,000	131,114	43%
- Other Supplies	748,751	2,497,565	1,479,309	41%
Other Services & Charges	2,223,443	8,383,921	5,931,953	29%
Interdepartmental Expenditure	1,335,333	3,302,780	1,957,976	41%
- Interdepartmental Direct Charges	822,416	1,764,030	932,142	47%
- -Treasurer's Fee	587,552	946,847	359,295	62%
- Interdepartmental Indirect Charges	512,917	1,538,750	1,025,833	33%
Total Operating Expenses	14,785,166	47,042,904	30,399,618	35%
Capital Expenditures				
Capital Outlay	2,683,143	31,095,764	28,366,319	9%
- Building Design & Construction	1,876,405	25,000,462	23,120,314	8%
- Book & Material Capital Expense	396,643	3,588,706	3,149,504	12%
- Other Capital Expenses	410,095	2,506,596	2,096,501	16%
Total Expenses	17,468,310	78,138,668	58,765,937	25%

Detailed Revenue and Expenditure Report from Workday

	Actuals	Budget	Variance	<u>YTD % Budget</u>
	<u>YTD Apr- 2026</u>	<u>FY2026</u>	<u>FY2026</u>	<u>FY2026</u>
PJ1000519 Library ARM01 Bldg Mx Exp	64,026	325,000	260,974	20%
PJ1000520 Library ARM02 Copier & Equip Exp	-	40,500	40,500	-
PJ1000521 Library ARM03 T&I Operations	327,856	667,000	338,979	49%
PJ1000522 Library ARM03 T&I Services	-	292,000	292,000	-
PJ1000524 Library ARM05 Infrastructure	78,628	130,000	51,372	60%
PJ1000525 Library ARM05 Network Security	-	150,000	150,000	-
Total Annual Repair and Maintenance	470,510	1,604,500	1,133,826	29%

Detailed Capital Project report from Workday
 Approved Total Project Cost manually added due to data limitations

	Prior Year Actuals							YTD Actuals	Encum- brances	Budget	2026 Remaining Budget	Approved Total Project Cost
	FY2019	FY2021	FY2022	FY2023	FY2024	FY2025	Prior Year Total	Apr-26	FY2026	FY2026	FY2026	
	PJ770034 Lib-Library Deer Creek Library	11,800	63,919	10,077	416	235,631	10,893,204	11,215,047	537,279	962,711	17,348,893	
PJ1000168 Lib-Library Northwest Jefferson County Library	-	-	9,127	90,749	3,779,195	491,556	4,370,628	16,750	1,186,009	7,651,569	6,448,810	25,970,270
PJ1000309 Lib-Library Conifer Opportunity	-	-	-	-	139,810	2,217,227	2,357,038	(16,102)	-	-	16,102	2,500,400
PJ1000517 LIB-Arvada Library Redesign	-	-	-	-	143,348	927,018	1,070,367	1,237,541	153,011	-	(1,394,296)	14,895,781
PJ1000619 Library Refresh	-	-	-	-	-	-	-	254,766	-	-	(509,532)	750,000
PJ1000594 LIB-Evergreen Library Roof Repair / Replacement	-	-	-	-	29,460	117,581	147,041	-	-	-	0	
PJ1000620 Admin Office Reconfiguration	-	-	-	-	-	-	-	37,420	-	-	(37,420)	250,000
PJ1000621 Lib-Library Lakewood Restrooms	-	-	-	-	-	411,588	411,588	207,679	12,703	-	(220,383)	500,000
PJ1000739 Lib-Library Integrated Library System (ILS)	-	-	-	-	-	-	-	-	-	1,750,000	1,750,000	3,500,000

**TABLE 1
JEFFERSON COUNTY PUBLIC LIBRARY
TOTAL FUND SUMMARY
2025 BUDGET TO ACTUAL**

Revenue and Expenditure	2025 Budget	2025 Actuals	\$ Variance 2025 Budget	% 2025 Budget
Revenues				
Property Taxes (net adjustments)	59,744,973	60,001,670	256,697	100%
Grants, Funds & Donations	560,427	498,954	(61,473)	89%
Investment Income	2,009,000	4,778,127	2,769,127	238%
Other Revenue	35,000	373,572	338,572	
Total Revenues	62,349,400	65,652,323	3,302,923	105%
Expenditures				
Operating	46,068,780	43,914,913	(2,153,867)	95%
Financial & Debt Service	-	-	-	
Capital Outlay	51,502,289	18,002,441	(33,499,848)	35%
Total Expenditures	97,571,069	61,917,354	(35,653,716)	63%

**TABLE 2
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
2025 BUDGET TO ACTUAL**

Operating Expenditure	2025 Budget	2025 Actuals	\$ Variance 2025 Budget	% 2025 Budget
Salaries & Employee Benefits				
Salaries	19,778,597	19,637,491	141,106	99%
Awards & Bonuses	310,427	107,809	202,618	35%
Other	7,065,001	6,489,891	575,110	92%
Total Salaries & Employee Benefits	27,154,025	26,235,191	918,834	97%
Library Collections				
Library Books & Materials	7,692,199	7,182,701	509,498	93%
Library Periodicals	205,000	226,662	(21,662)	111%
Total Library Collections	7,897,199	7,409,363	487,836	94%
Supplies and Other				
Supplies	2,475,090	2,224,037	251,053	90%
Services & Charges	8,405,583	7,510,778	894,805	89%
Interdepartmental Direct Charges	1,615,246	1,580,745	34,501	98%
Treasurers Fees	902,081	900,025	2,056	100%
Interdepartmental Indirect Charges	1,618,431	1,618,431	(0)	100%
Total Supplies and Other	14,114,350	12,933,991	1,180,359	92%
Total Expenditures	49,165,574	46,578,545	2,587,030	95%

**TABLE 3
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2025 BUDGET TO ACTUAL**

Capital Project Expenditure	2025 Budget	2025 Actuals	\$ Variance 2025 Budget	% 2025 Budget
Annual Replacement and Maintenance				
ARM-01 Capital Maintenance	418,631	433,074	(14,443)	-3.5%
ARM-02 Furniture & Equipment	42,000	48,918	(6,918)	-16.5%
ARM-03 Computer Replacement Plan	720,344	485,488	234,856	32.6%
ARM-04 Book Sorter Replacement	40,000	14,255	25,745	64.4%
ARM-05 IT Infrastructure Replacement	450,000	293,468	156,532	34.8%
Total Capital Project Expenditures	1,670,975	1,275,203	395,772	23.7%

Detailed Revenue and Expenditure Report from Workday

	Actuals	Budget	Variance	YTD % Budget
	FY2025	FY2025	FY2025	FY2025
Revenue & Expenditures				
Total Revenue	65,652,323	62,349,400	(3,302,923)	105%
Total Expenditures	61,918,694	97,571,069	35,652,376	63%
Revenue Detail				
Property Tax	60,001,670	59,744,973	(256,697)	100%
Intergovernmental Grants & Reimbursements	334,572	310,427	(24,145)	108%
Charges for Services	136,661	35,000	(101,661)	390%
Investment Income	4,778,127	2,009,000	(2,769,127)	238%
Other Revenue	401,293	250,000	(151,293)	161%
- Private Donations	164,382	250,000	85,618	66%
- Insurance Claim	117,581	-	(117,581)	
- Additional Other Revenue	119,330	-	(119,330)	
Total Revenues	65,652,323	62,349,400	(3,302,923)	105%
Expenditure Detail				
Operating Expenditures				
Salaries & Related Costs	26,235,191	27,154,025	918,834	97%
- Salaries	19,745,300	20,089,024	343,724	98%
- - Awards & Bonuses	107,809	275,000	167,191	39%
- Taxes & Benefits	6,490,849	7,065,001	574,152	92%
- Other Related Costs	(958)	(0)	958	
Supplies	6,969,768	7,275,495	305,727	96%
- Book & Material Supplies	4,519,069	4,595,405	76,336	98%
- Periodicals	226,662	205,000	(21,662)	111%
- Other Supplies	2,224,037	2,475,090	251,053	90%
Other Services & Charges	7,510,778	8,405,583	894,805	89%
Interdepartmental Expenditure	3,199,176	3,233,677	34,501	99%
- Interdepartmental Direct Charges	1,580,745	1,615,246	34,501	98%
- -Treasurer's Fee	900,025	902,081	2,056	100%
- Interdepartmental Indirect Charges	1,618,431	1,618,431	(0)	100%
Total Operating Expenses	43,914,913	46,068,780	2,153,867	95%
Capital Expenditures				
Capital Outlay	18,002,441	51,502,289	33,499,848	35%
- Building Design & Construction	1,911,085	46,573,448	44,662,363	4%
- Book & Material Capital Expense	2,663,632	3,096,794	433,162	86%
- Other Capital Expenses	13,427,724	1,832,047	(11,595,677)	733%
Total Expenses	61,918,694	97,571,069	35,652,376	63%
PJ1000519 Library ARM01 Bldg Mx Exp	433,074	418,631	(14,443)	103%
PJ1000520 Library ARM02 Copier & Equip Exp	48,918	42,000	(6,918)	116%

Detailed Revenue and Expenditure Report from Workday

	Actuals	Budget	Variance	YTD % Budget
	FY2025	FY2025	FY2025	FY2025
PJ1000521 Library ARM03 T&I Operations	421,269	524,344	103,075	80%
PJ1000522 Library ARM03 T&I Services	64,219	196,000	131,781	33%
PJ1000523 Library ARM04 Sorter Replacement	14,255	40,000	25,745	36%
PJ1000524 Library ARM05 Infrastructure	276,718	300,000	23,282	92%
PJ1000525 Library ARM05 Network Security	16,750	150,000	133,250	11%
Total Annual Repair and Maintenance	1,275,203	1,670,975	395,772	76%

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: May 21, 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)

Two additional impacts were identified and added to this request for \$108,611.

- Article 11 Job Classifications and Reclassifications
 - o (5) part-time positions were identified for reclassification from non-benefitted to benefitted.
- Article 10 Hours of Work and Schedules
 - o (2) part-time positions at Conifer to meet staffing minimum of staff trained to work the floor. Additional Conifer positions were included in the staffing analysis for 2027. This request onboards these positions 6 months earlier than planned.
 - o (1) part-time position at Wheat Ridge Libraries (2) to meet staffing minimum of staff trained to work the floor. This is a newly identified need based on CBA minimum staffing requirements.
- This requires a change of authorized FTE from 300 to 304.

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 \$1,670,040 for FY2026.

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



jeffcolibrary.org

Attachments

Table 1 FY2026 Budget Supplemental Detail

Spend Category	Benefits	Holiday Pay	Salary Adjustment	Page Wage Scale	One-Time Payment	Bilingual Differentials	PIC Differentials	Scholarship Fund	Grand Total
SC511110 - Regular Salaries (Permanent)			905,065			56,000	25,740		986,805
SC511150 - One-Time Payment (Permanent)					203,114				203,114
SC511210 - Regular Salaries (Temporary)			12,347						12,347
SC511220 - Regular Salaries (Temporary – Page)		46,192	138,621	50,000					234,813
SC511230 - Regular Salaries (Temporary – Substitute)		23,519	33,355						56,874
SC511310 - Overtime Regular Salaries (Permanent)			65,000						65,000
SC511910 - Vacancy Savings			-98,000						(98,000)
SC512810 - Medicare		1,011	15,318	725	2,945	812	373		21,184
SC512820 - Old-Age & Survivors Insurance (OASI)		4,322	65,496	3,100	12,593	3,472	1,596		90,579
SC512840 - Worker's Compensation		139	2,113	100	406	112	51		2,922
SC512950 - Long Term Disability			3,077			190	88		3,355
SC512990 - Short Term Disability			1,720			106	49		1,875
SC535640 - Training & Education								30,000	30,000
SC512930 - Health Insurance	48,711								48,711
SC512910 - Dental Insurance	2,677								2,677
SC512975 - Vision Insurance	265								265
SC575945 - Human Resources	335								335
SC512970 - Retirement	7,185								7,185
Total	59,173	75,182	1,144,112	53,925	219,058	60,693	27,897	30,000	1,670,040



Jefferson County
PUBLIC LIBRARY

2027 Preliminary Budget

Kirsten Ruiz, Chief Strategy & Operating Officer

May 21, 2026

Agenda



- 5/10-Year Fund Balance Forecast
 - Key Assumptions
 - 5-year Capital Improvement Plan
- Deer Creek and Northwest Jeffco Project Budgets
- 2027 Preliminary Budget

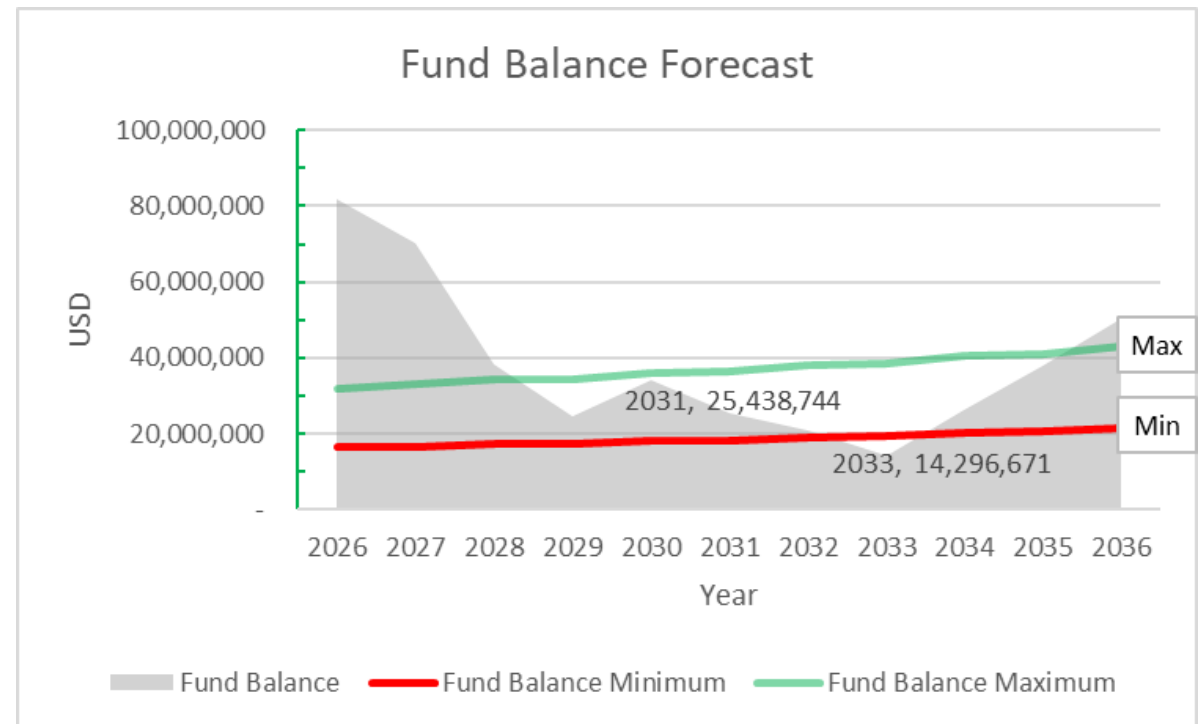
Key Assumptions



- 2026 forecast updated with “known knowns”
 - Property tax decrease of ~\$400K from projections
 - Salary & benefits increase of ~\$1,600,000
- Investment income forecast from historical returns (2.87%; range -0.53% to 6.03%)
- Operating revenues escalated from trimmed mean of 5-year actuals to remove outliers
- Operating expenses escalated from 2026 budget
- Capital project costs escalated from similar project data scaled on facility size
- ARM expense uses 2027 budget with out-years escalated from trimmed mean of 5-year actuals
- Escalation
 - 2027 labor 3.5% based on CBA
 - 2028+ labor based on CBO Economic Projections, Feb 2026 for Employment Cost Index
 - Non-labor based on CBO Economic Projections, Feb 2026 for Business Fixed Investment

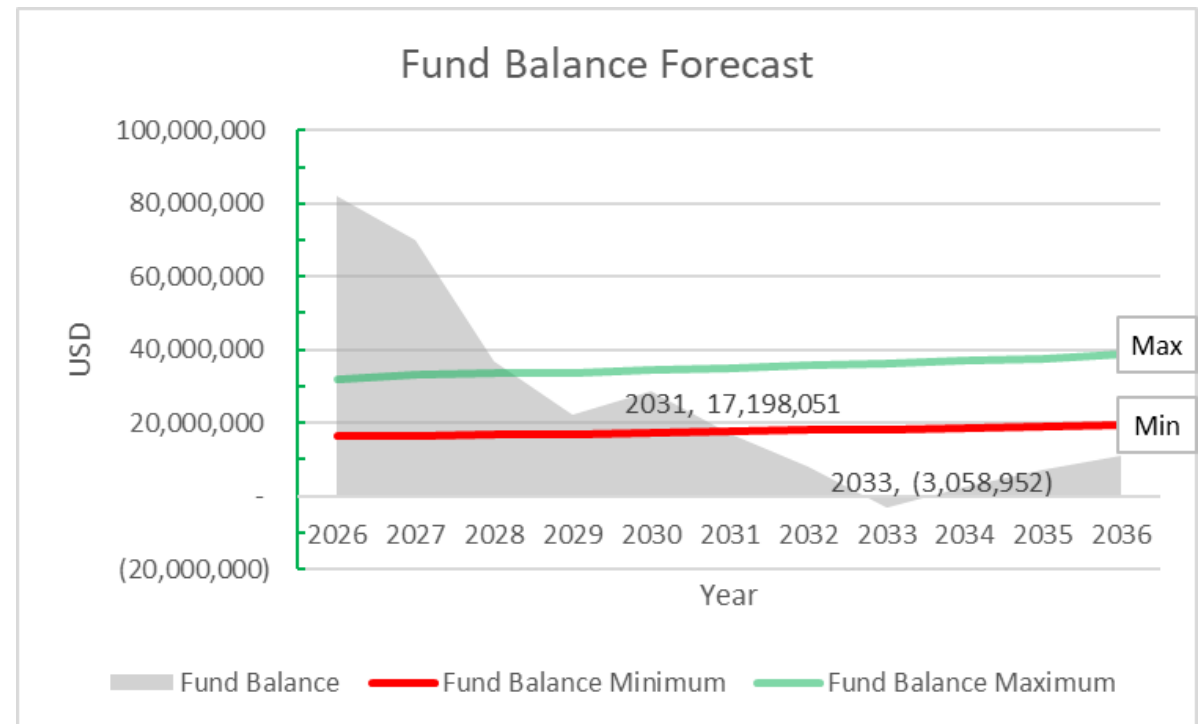
10-Year Financial Forecast

- 1% / **5%** increase property tax revenue
- ↑ Revenue forecast - less conservative investment return assumption.
- ↓ Non-labor operating expenses - historical data and economic assumptions
- ↑ Capital expenses
 - Escalation based on forecasted year
 - Additional capital projects added to plan (library interior refreshes, refurbishment)
 - Management reserve/contingency forecasted 10% of annual capital budget*(separate discussion of contingency later)



10-Year Financial Forecast

- 1% / **3%** Increase in property tax revenue
- ↑ Revenue forecast - less conservative investment return assumption.
- ↓ Non-labor operating expenses - historical data and economic assumptions
- ↑ Capital expenses
 - Escalation based on forecasted year
 - Additional capital projects added to plan (library interior refreshes, refurbishment)
 - Management reserve/contingency forecasted 10% of annual capital budget*(separate discussion of contingency later)



5-Year Capital Improvement Plan



	2026	2027	2028	2029	2030	2031
Arvada Library	13,825,415					
Deer Creek Library	1,485,239	15,200,000	4,800,000			
Northwest Jeffco Library	372,744	2,025,000	25,375,000	1,875,000		
Wheat Ridge Library		860,000	8,640,000			
Golden Library			1,790,000	17,850,000		
Lakewood Library	1,170,000					1,200,000
Library Interior Refresh		765,370				
Columbine				940,000		
Edgewater Library					320,000	
Standley Lake Library						1,640,000
Belmar Library						110,000
Holds Locker Increased Capacity		68,290				
<i>Lakewood Administration</i>	226,126				550,000	5,540,000
Library Service Center					560,000	5,870,000
Facilities Office					290,000	2,880,000
Integrated Library System	1,750,000	1,750,000				
Evergreen Library Roof Replacement	1,023,959					
Golden Library Roof Replacement		160,000				
Golden Parking Lot Replacement		55,000				
Standley Lake Parking Lot Replacement		180,000				
Columbine Parking Lot Replacement				740,000		
Reserve/Contingency (Unbudgeted)	2,511,566	4,413,614	2,337,400	373,200	2,197,200	1,931,100

2027 -2031
\$127.2M

Current forecast includes 10%
project reserve/contingency
\$11.6M

KEY

- Major Construction
- Library Refresh
- Technology System Replacement
- Facility Refurbishment/Repair
- Reserve/Contingency





Project Budgets

Project Cost Estimates



Estimate Class	Phase / Maturity	Description	Typical Accuracy Range (Low/High)
Class 5	Analysis of Alternatives (0-2%)	Rough Order of Magnitude (ROM), Analogous	-50% to +100%
Class 4	Feasibility (1-5%)	Parametric, Initial System Capability	-30% to +50%
Class 3	Budgeting (10-40%)	Preliminary Design, Major Milestone	-20% to +30%
Class 2	Definitive (30-70%)	Detailed Design, Sub-system focus	-15% to +20%
Class 1	Bid/Tender (50-100%)	Final "Bottoms Up" (Engineering)	-10% to +15%

AACE International's Cost Estimate Classification System

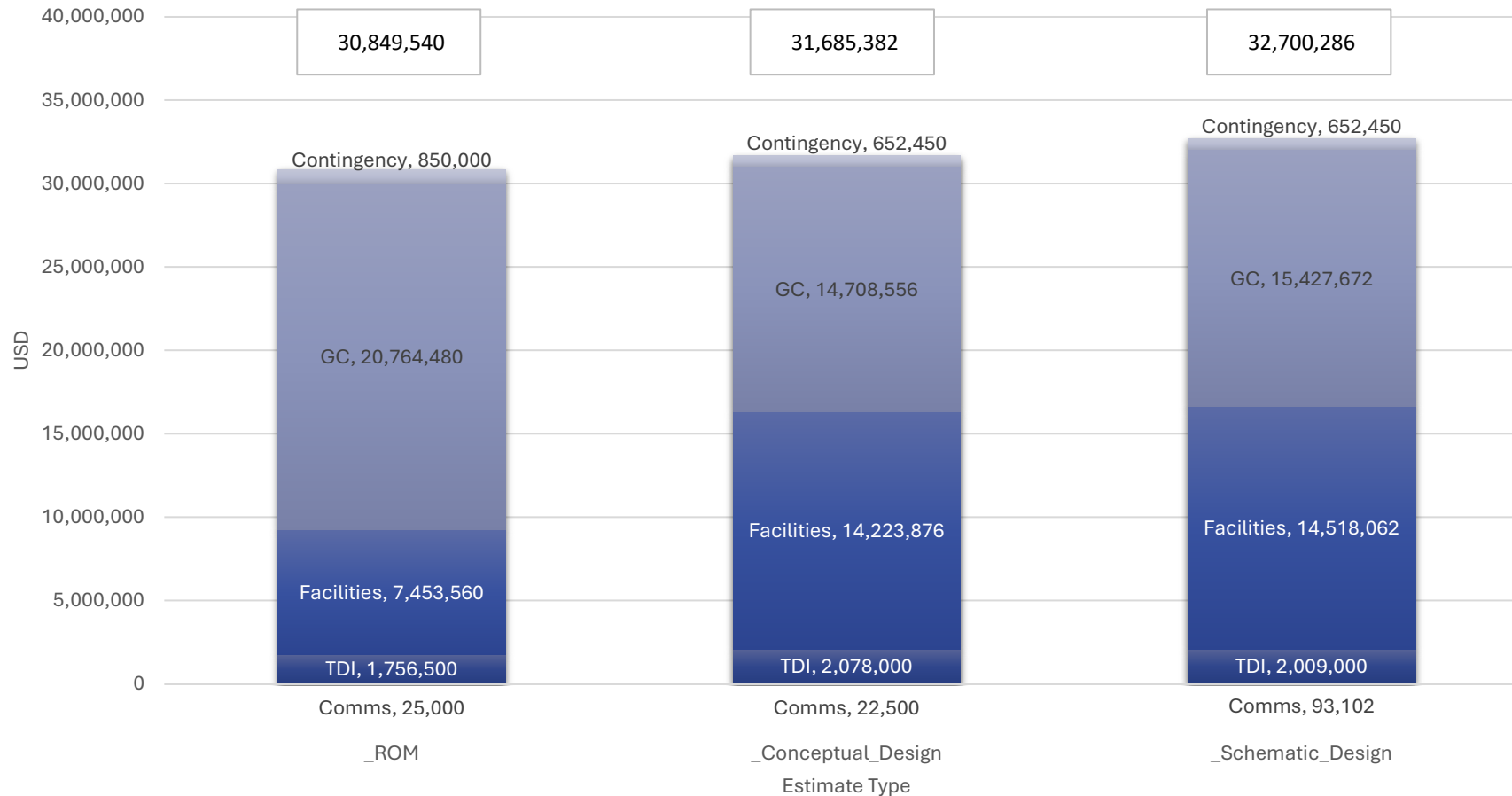
Project Contingency



Project	ROM	Conceptual Design	Schematic Design
Deer Creek			
Cost Estimate	30,849,540	31,685,382	32,700,286
\$ Budgeted Contingency	850,000	652,450	652,450
% Budgeted Contingency	2.8%	2.1%	2.0%
Recommended Contingency	4.6M-6.2M	3.1M- 4.6M	1.5M-3.1M
Northwest Jeffco			
Cost Estimate	25,970,270	Not available	32,295,534
\$ Budgeted Contingency	765,000	Not available	765,000
% Budgeted Contingency	3.0%	Not available	2.4%
Recommended Contingency	5.2M-7.8M	3.9M-5.2M	2.6M-3.9M

Deer Creek

Deer Creek Library Project Cost Estimate



Current Board-Authorized project cost \$30,849,540

Increase Board-Authorized project baseline of \$32,047,836

Increase contingency from \$652,450 to \$ 1,602,392 (5% of project cost)

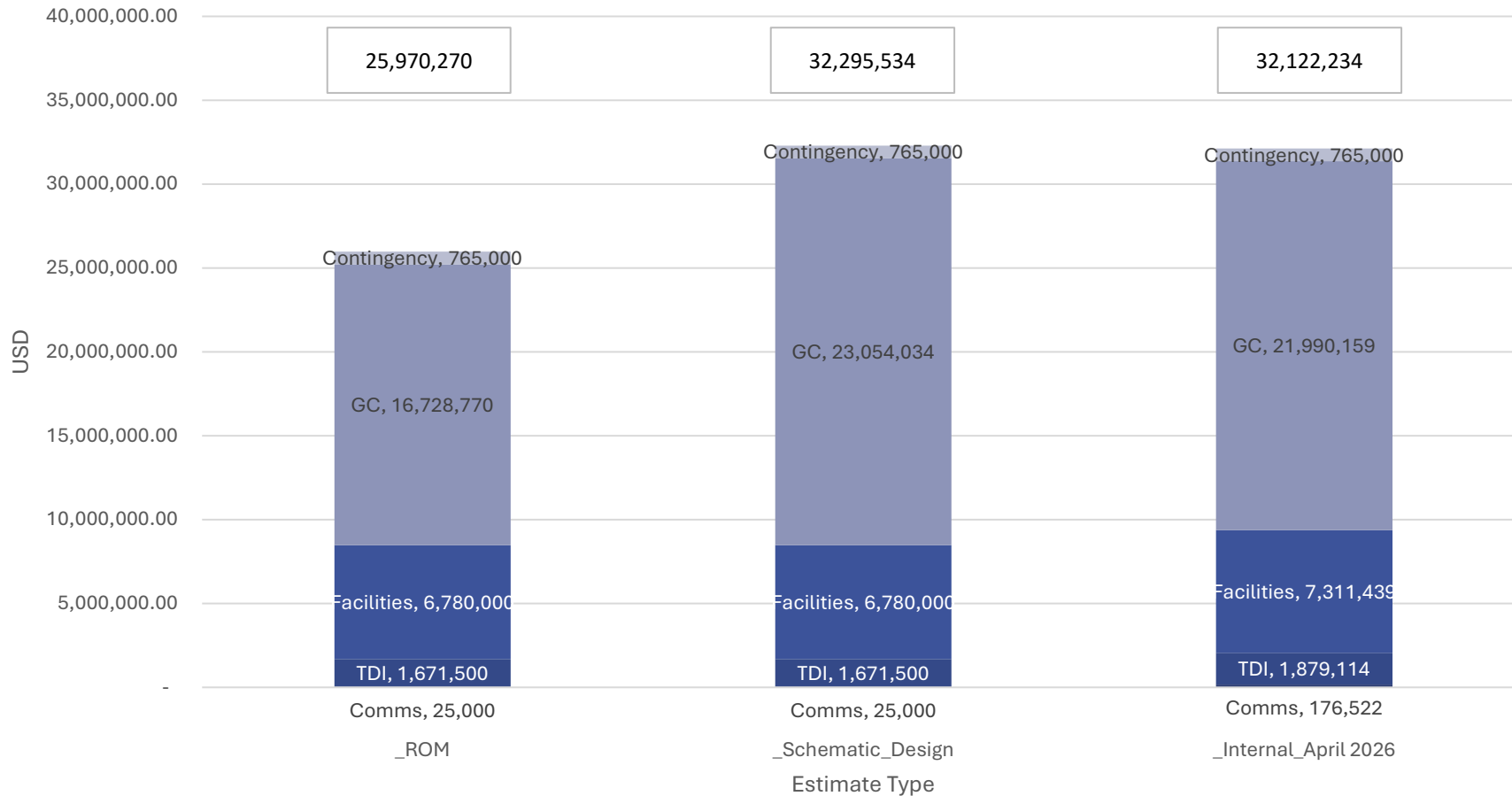
Total Project Cost = \$33,650,228.29

Emerging risk: water supply to building undersized for fixture count (\$200K).

Northwest Jeffco



Northwest Jeffco Library Project Cost Estimate



Current Board-Authorized project cost \$25,970,270

Northwest Jeffco General Contractor Scope Comparison



Scope	ROM Estimate (\$)	Schematic Design	Current Internal Estimate (Then-Year \$)
Development Fees & Permitting	682,500	884,124	812,747
Sitework	2,524,740	5,286,788	4,626,428
Construction	13,521,530	17,017,755	16,550,984
Baseline Project Cost	16,728,770	23,188,667	21,990,159

Northwest Jeffco



- Options for cost savings
 - Reduce building complexity and exterior skin materials (\$750K-\$1M)
 - Reduce scope of sitework (\$1M-\$1.4M)
 - Place transformer and generator nearer to mechanical systems
 - Eliminate optional landscaping improvements
 - Reduce storefront glass between children's and adults
 - Descope Teen Gaming (\$25K)

Northwest Jeffco



Recommended next steps:

- Revisions to schematic design to simplify design
- Reduce scope of sitework from 5 acres to 3.5 acres
- Increase Board-Authorized project cost
 - from \$25,970,270 to \$29,947,898 (2026-year estimate) plus contingency
 - increase contingency from \$765,000 to \$ 2,661,138
 - Total Project Cost = \$32,609,036
- Board management reserve up to \$35.3M
- Update Board on cost estimate after revisions to schematic design



2027 Preliminary Budget

2027 Preliminary Budget Overview



Revenue	(65,976,793)
Expense	83,282,106
Grand Total	17,305,313

Revenue and Operating Expense	(10,551,573)
Revenue	(65,976,793)
Operating Expense	55,459,100
Capital and Special Projects	25,323,006
Appropriated Contingency	2,500,000
Grand Total	17,305,313

**Net expense is \$17.3M higher than revenue
- Drawdown from fund balance**

2027 Preliminary Budget Overview



Revenue	(65,976,793)
411100:Property Taxes	(63,484,293)
431000:Intergovernmental Revenue	(275,000)
461000:Investment Income	(2,007,500)
465100:Donations & Contributions	(100,000)
494400:Issuance of Leases & SBITAs	(110,000)

Salaries & Benefits	31,289,118
511000:Salaries	22,814,724
512000:Taxes & Benefits	8,474,394

Non-Capital Expense	21,922,641
526000:Supplies	9,766,429
530000:Other Services & Charges	7,794,483
538500:Debt Service Expense	972,312
575700:Interdepartmental Direct Charges	1,807,611
575900:Interdepartmental Indirect Charges	1,581,806

Capital Outlay	30,070,347
550000:Capital Outlay	30,070,347

Total: 83,282,106

2027 Preliminary Budget Overview



Annual Repair & Maintenance	2,152,000
ARM-01 Capital Maintenance	252,000
ARM-02 Equipment Replacement	20,000
ARM-03 Computer & Software Replacement	1,060,000
ARM-04 Book Sorter Replacement	295,000
ARM-05 IT Infrastructure Replacement	525,000
CircTrak Devices	18,000
Holds Locker Increased Capacity	68,290
Contingency	2,500,000

Capital Projects	23,296,716
Deer Creek Library	4,136,346
Northwest Jeffco Library	16,250,000
Integrated Library System	1,750,000
Library Interior Refresh	765,370
Golden Library Roof Replacement	160,000
Golden Parking Lot Replacement	55,000
Standley Lake Parking Lot Replacement	180,000

Total: 28,035,006

2027 Preliminary Budget Overview



Annual Library Collection	6,240,269
Library Books & Materials (Capital)	2,910,706
Library Books & Materials-Audio Book	140,000
Library Books & Materials-DVD	315,000
Library Books & Materials-LPAD	70,000
Library Books & Materials-Print	2,385,706
Library Books & Materials (Non-capital)	5,300,897
526000:Supplies	3,329,563
Library Books & Materials	3,000
Library Books & Materials-Digital	2,257,580
Library Books & Materials-Periodic	231,333
Library Books & Materials-VAS	837,650
Library Computer Service Materials	1,971,334

Deer Creek Library Collection	1,900,000
Library Books & Materials (Capital)	1,614,500
Library Books & Materials-Audio Book	151,700
Library Books & Materials-DVD	371,600
Library Books & Materials-Print	1,091,200
Library Books & Materials (Non-capital)	285,500
Library Books & Materials-Periodic	11,600
Library Books & Materials-VAS	273,900

Total: 10,111,603

FTE Request



Department Requests	
Creative Technician	1 FTE
Cybersecurity Analyst	1 FTE
Staffing Analysis	
Librarian (Library Service Center)	1.5 FTE
Additional	3.5 FTE

Current: 300 authorized FTE
 2026 supplemental:

- reclassify 5 x 0.5 FTE
- add 2 x 0.5 FTE earlier than planned
- Add 1 x 0.5 FTE not previously planned

2027 budget request: 15 additional FTE

Deer Creek		
Public Services Supervisor	1 FTE	September 2027
Library Operations Supervisor	1 FTE	September 2027
Librarians	3 FTE	November 2027
Public Service Associates	11 FTE	November 2027
Operations Page	1 FTE	December 2027
Pages	1.5 FTE	December 2027
Deer Creek	11.5 FTE	

Total authorized and requested: 319 FTE

Operational Contingency/Reserve



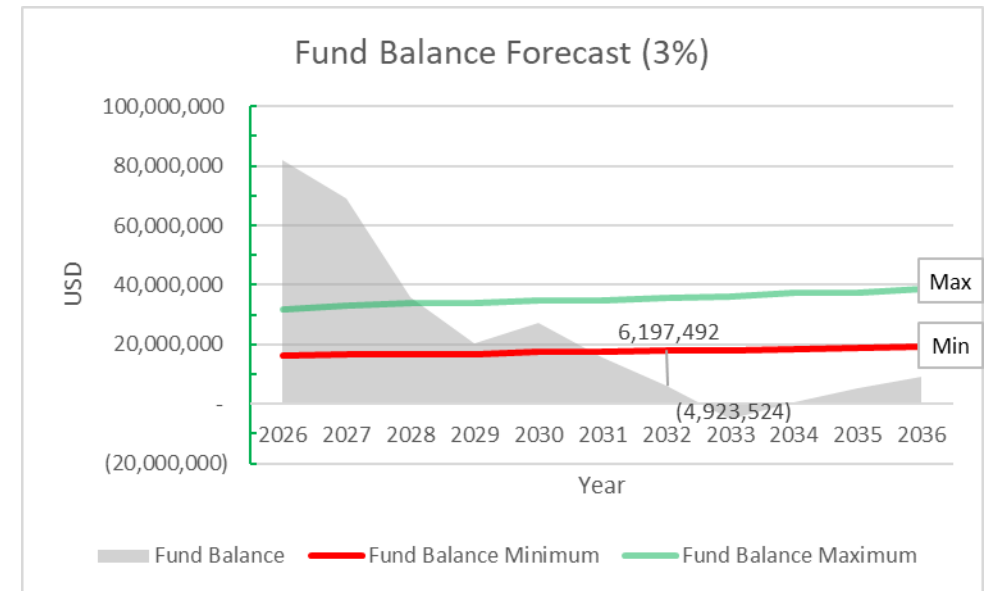
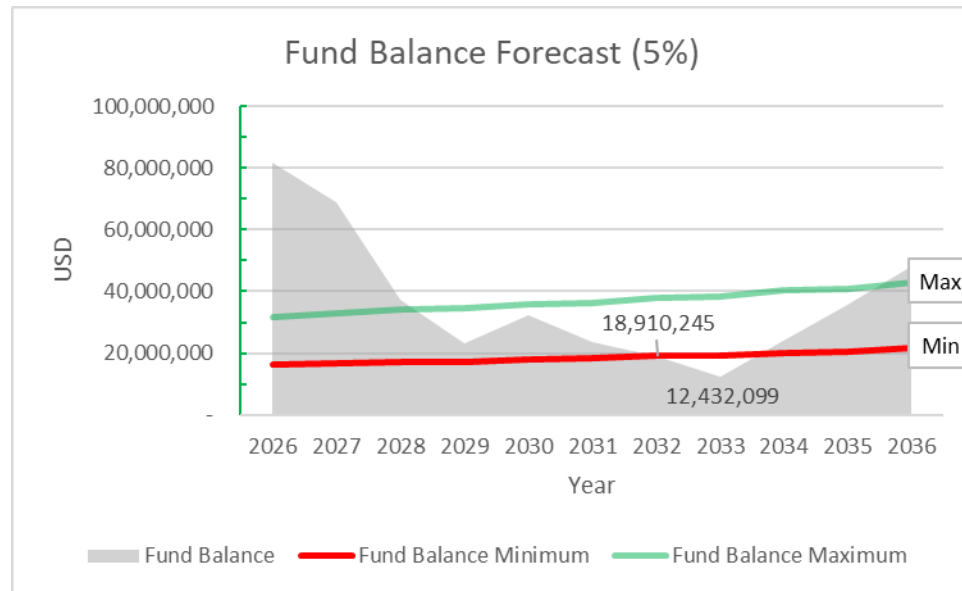
- Operational reserve allows the Library to reallocate appropriated budget to respond to emerging needs
 - Unappropriated reserves require supplemental budget request
 - Differs from project contingency which authorizes a higher Total Project Cost (TPC)
 - Project contingency may be included in annual project appropriation or transferred from appropriated reserve without authorizing an increase in TPC
- Recommend appropriating 1%-5% of revenue (\$660K-\$3.3M) as reserve following current Board policy for budget transfers

Recommendations



- Revenue forecast: assume 5% property tax increase
- Project Budgets:
 - Deer Creek Library authorize Total Project Cost of \$33,650,228
 - Increase authorized baseline project cost from \$30,849,540 to \$32,700,286
 - Increase contingency from \$652,450 to \$ 1,602,392
 - Northwest Jeffco Library authorize Total Project Cost of \$32,609,036
 - Increase authorized baseline project cost from \$25,970,270 to \$29,947,898
 - Increase contingency from \$765,000 to \$ 2,661,138
 - Hold additional management reserve at Board up to \$35.3M Total Project Cost
- FTE Request:
 - 5 additional FTE for current operations
 - 11.5 additional FTE for Deer Creek operations between September and December
- Contingency: Increase appropriated contingency from \$500K to up to \$3.3M

Fund Balance Revised Forecast





Questions

Technology & Digital Innovation

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Bernadette Berger, Chief Information Officer

DATE: May 21, 2026

RE: E-Rate Agreements for CenturyLink Communications, LLC d/b/a Lumen Technologies Group (Lumen) and Questivity Inc.

Background:

E-Rate is a detailed and administratively complex system that is funded, coordinated, regulated, and monitored by the Universal Service Administrative Company (USAC) under the direction of the Federal Communication Commission. Its purpose is to “bridge the digital divide” by funding telecommunications infrastructure improvements for schools and libraries. This program saves the library approximately \$125,000 per year in telecommunication costs. The E-Rate guidelines require that all contracts and purchase order agreements, regardless of their monetary value, be submitted to the Library Board of Trustees for approval each program term.

The Library’s Technology and Digital Innovation team has re-applied to the E-Rate program for the 2026-2027 term, beginning July 1, 2026, to include:

- Tier 1- Data Transmission Services and/or Internet Access
- Tier 2- Internal Connections

The Tier 2 network equipment provided by Questivity Inc. will be used to upgrade the Arvada Library under the current capital improvement remodel project and will also be used to provide JCPL-wide site upgrades. Tier 1 internet connectivity (internet access and data transmission services) will be provided, maintained or upgraded and serviced by Lumen under a three-year term for all JCPL library branches.

JCPL received multiple bids for the required equipment and services, each offering varying levels of support. After evaluating cost, service, and overall value, staff recommend Lumen and Questivity Inc. as the vendors providing the best combination of price and quality. The proposed pricing, including applicable discounts, aligns with E-Rate program expectations and is structured to maximize available funding. Both solutions offer reliable, scalable services that comply with applicable state and federal requirements.

Total Cost:

The table below summarizes each project, the selected vendor, the scope of services, and the associated costs.

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



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Vendor	Project	Contract/Scope of Services	Cost
Lumen	JCPL-wide Internet Connectivity	Internet Services – Three-year Contract	\$366,852.00
Questivity	Arvada Library Redesign; JCPL-wide Hardware Refresh	Network equipment – Purchase Order Agreement	\$46,927.22

The total combined cost of the Lumen contract and Questivity Inc. purchase is **\$413,779.22**.

Budget:

While these costs are fully funded within the 2026 budget, the Library anticipates reimbursement of roughly 50% of eligible internet services and hardware costs through E-Rate funding.

Action Requested:

We request that the Library Board of Trustees authorize the Executive Director to execute the Internet and Metro Ethernet contract with Lumen, as well as the Questivity purchase order for E-Rate eligible network equipment, in the amount of \$413,779.22.

Board Governance

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

POLICY TYPE: MANAGEMENT LIMITATIONS
POLICY TITLE: *COMPENSATION AND BENEFITS*

POLICY 2.6

MANAGEMENT LIMITATIONS

Initial Monitoring on **Policy 2.6: *COMPENSATION AND BENEFITS***

I hereby present my monitoring report on your Management Limitations policy 2.6 “Compensation and Benefits”, 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: May 21, 2026

BROADEST POLICY PROVISION

The Executive Director will not cause or allow jeopardy to the organization’s fiscal integrity or public image when dealing with employment, compensation and benefits for employees, consultants or contractors.

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. Change my own compensation or benefits.

EXECUTIVE DIRECTOR INTERPRETATION: I understand this to mean that I cannot nor shall not attempt to change my compensation or benefits. All such changes and /or recommendations for change must be reviewed and approved by the Library Board, per policy 4.3.6.

REPORT (COMPLIANT): On my employment anniversary date the Board annually sets my compensation upon review of my response and adherence to the previous year's monitoring reports and my performance in the direction and leadership of the library. The Jefferson County Personnel Board sets the benefits for all county employees and mine are as established for Executive Officers / appointed and elected officials within the meaning of Jefferson County Government. These benefits can be changed only by the Personnel Board or the Board of County Commissioners. Any such change is overseen by the library’s and county’s Human Resources departments.

I can report compliance.

2. Unilaterally propose or establish a unique compensation and benefit practice and program that deviate from the library's established compensation practice.

EXECUTIVE DIRECTOR INTERPRETATION: I understand this to mean that I cannot nor shall not attempt to change the compensation or benefits of library staff without either a change in the library's established compensation philosophy, **negotiated agreements**, and/or Trustee approval.

REPORT (COMPLIANT): Any and all changes to staff compensation or benefits are in accordance with the library’s established compensation practice, state and federal regulations, **contractual requirements of the Collective Bargaining Agreement**, and County Personnel Rules. They are reviewed and approved by the Library Board when required by statute, **contract**, or policy.

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

I can report compliance.

- 3. Pertaining to consultants and contract vendors, create obligations over a longer term than revenues can be safely projected, in no event longer than one year.**

EXECUTIVE DIRECTOR INTERPRETATION: I understand this to mean that we must maintain control over our use of consultants and contract vendors by ensuring that expected revenue meets the financial obligations of any contractual services and by contractually limiting obligations for payments to the current fiscal year.

REPORT (COMPLIANT): All contract language includes the financial abilities and obligations of the library and the duration of service. In practice, when it is in the library's interest to enter into agreements that last longer than the current year, our contracts provide for termination without any cause within a specified number of days or upon a circumstance of non-appropriation. Contract language is drafted or reviewed by the County Attorney's Office when appropriate to ensure adequate controls are established.

I can report compliance.

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



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TO: LIBRARY BOARD OF TRUSTEES
 FROM: KIM JOHNSON, CHAIR
 DATE: May 21, 2026
 RE: **PROPOSED 2027** GOVERNANCE BUDGET - POLICY 4.8.2

The Library Board will consciously invest in its ability to govern competently and wisely. Accordingly, costs will be prudently incurred, but sufficient to ensure the development and maintenance of superior governance, including funds sufficient for:

- A. Library Board training, including publications and dues.
- B. Library Board member travel/reimbursements to annually attend the Colorado Association of Libraries (CAL) annual conference, national conferences, and non-conference travel, as appropriate.
- C. Auditing and other third-party monitoring of organizational performance.
- D. Surveys focus groups and opinion analysis (included in Communications budget).
- E. Library Board-hosted ownership linkage/outreach events.
- F. Library Board meeting and retreat costs.

Spend Category	Account Description	2027 Proposed 05-21-26	2026 Budget
SC526137	Office Supplies	100	100
SC526183	Recognition/Appreciation	300	300
SC526200	General Supplies	50	100
SC526390	Food Supplies	150	100
SC526440	Professional Publications	200	200
SC533090	Professional & Technical Services (Other) Pine Library Contribution	2,000	2,000
SC535625	Food/Beverages	9,700	8,200
SC535630	Professional Dues & Memberships	750	750
SC535635	Business Meals	750	750
SC535640	Training and Education	2,000	2,000
SC535660	Conferences and Trade Shows	11,700	13,200
SC535850	Mileage	800	800
	TOTAL	\$28,500	\$28,500

State Conference (CAL): 5 @\$382 = \$1,910; National Conference(s): 2 @\$2,620 = \$5,240 (ALA Annual Conference) New Orleans, LA June 24-29, 2027, Urban Libraries Council (ULC) TBD. Membership Dues: ALA Trustee Annual Membership \$73 each; CAL Trustee Membership Complimentary as part of JCPL Institutional Membership.

Notes:

- Budget increase for SC535625 Food & Beverages is due to increased vendor costs, more meetings and more people attending meetings.
- Budget decrease for SC535660 (Conferences and Trade Shows) is due to underspend for multiple years in this line item.



JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES PROPOSED (05-21-2026) 2027 BOARD MEETING SCHEDULE

Schedule and format are subject to change. Information on virtual participation as well as in-person meeting location will be posted at least one week prior to the scheduled meeting date.

<u>LIBRARY BOARD STUDY SESSIONS</u>	
<u>5:30 PM</u>	
<u>Date</u>	<u>Location</u>
January 14	Lakewood Library Meeting Room
February 11	Lakewood Library Meeting Room
March 11	Lakewood Library Meeting Room
April 8	Lakewood Library Meeting Room
May 13	Lakewood Library Meeting Room
June 10^(a)	Lakewood Library Meeting Room
July 8	Lakewood Library Meeting Room
August 12	Lakewood Library Meeting Room
September 9	Lakewood Library Meeting Room
October 14	Lakewood Library Meeting Room
November 11	Lakewood Library Meeting Room

<u>LIBRARY BOARD MEETINGS</u>	
<u>5:30 PM</u>	
<u>Date</u>	<u>Location</u>
January 21	Lakewood Library Meeting Room
February 18	Lakewood Library Meeting Room
March 18	Lakewood Library Meeting Room
April 15	Lakewood Library Meeting Room
May 20	Lakewood Library Meeting Room
June 17	Lakewood Library Meeting Room
July 15	Lakewood Library Meeting Room
August 19	Lakewood Library Meeting Room
September 16	Lakewood Library Meeting Room
October 21	Lakewood Library Meeting Room
November 18	Lakewood Library Meeting Room
December 9	Lakewood Library Meeting Room

^(a)Shavuot