

**Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
May 21, 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 May 21, 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), Pam Anderson, Renny Fagan, Jill Fellman and Nikki Jain Brown.

Absent: Pam Anderson and Charles Jones.

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; Lizzie Gall, Assistant Director of Public Services for Resources and Programs; Padma Polepeddi, Assistant Director of Libraries & Inclusion for Community Outreach; Amy Bentz, Assistant Director of Library Design Projects & Planning; 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: Jill Fellman moved that the Library Board of Trustees approve the agenda as presented. Seconded by Renny Fagan 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 April 9, 2026 Special Meeting
- B. Approve Minutes of April 16, 2026 Board Meeting

MOTION: Jill Fellman 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 the Whale of a Used Book Sale May 28-31, at the Jeffco fairgrounds, Books on Film Fundraiser featuring the Odyssey July 17, Volunteer Appreciation Luncheon July 31 at the Wheat Ridge Recreation Center, Dine and Donate at 240 Union September 16, Barns and Noble Book Fair September 12, and the Mountain Stories Fundraiser September 25-26. The April 18 Shred a Thon raised \$7500, net was \$5000 and another event will be held in October at the Jeffco Fairgrounds.

EXECUTIVE DIRECTOR AND STRATEGY & OPERATIONS

A. Executive Director Report

The Executive Director advised the Board that the Civic Leaders Lunch on April 30 was well attended with Jo Schantz, Jill Fellman and Renny Fagan as well as some Foundation Board members. JCPL shared the strategic priorities fundraising brochure so community partners know what JCPL would like for support. The Executive Director shared some new patron support tools including the new welcome brochure and locations and hours brochure for people getting new library cards.

B. 2026 Annual Plan Update

The Executive Director advised the Board that Deer Creek pricing came in on Monday and the team is working to refine that pricing. One of the results of the digital accessibility program was to improve accessibility for online and in person participants in a public meeting and the Board is experiencing those improvements in the meeting tonight. Construction continues with the Arvada Redesign project and Trustees have received an invitation to the dusty boots tour on June 4. The Board will receive updated information on project pricing on Northwest Jeffco and there is a report on the Lakewood refresh later this evening. Collective Bargaining implementation continues to progress, incident report training is live and the subcommittees are starting up with the labor management committee meeting regularly. The designer limited edition pride library cards are gorgeous and available now in the library locations.

Strategy & Operations

Finance and Budget

A. Financial Report (April 2026)

Kirsten Ruiz, Chief Strategy and Operating Officer provided an overview on the April 2026 monthly financials. JCPL received \$12.8 million in property tax and revenue is at 52% where we expect to be.

B. Update to 2025 Year-End Close

2025 Year-End Close happened at end of March with a few changes including a \$1.8 million increase in revenue and an increase in expense of \$1.3 million.

In response to questions, the Board was advised that:

- Last month the discussion on the Detailed Capital Project report from Workday included adding the remaining project budget. The second to last column is the Board approved total project cost – the remaining project budget is total actual to date including encumbrances or total project cost minus encumbrances. What is remaining is not committed.
- The carryforward for 2026 has not yet been received. The Library believes it will be in the budget next month. The 2026 budget is not for the entire project. Once the carryforward is received the budget will resolve.
- Anything not spent in 2025 for a project is eligible for carryover. The Library only carried forward what was needed, not the full amount. JCPL will budget for projects in the regular budget cycle vs. carryover more.

C. 2026 Budget Supplemental Request

Kirsten Ruiz advised the Board of two changes to the supplemental request for review. JCPL's final review identified several part time positions that needed to be benefited and those costs were added into the supplemental request (CBA article 11). CBA article 10 is minimum staff level and additional positions are needed at smaller libraries. Two of the positions were planned for 2027 and they are being pulled forward. One of the positions is new.

MOTION: Renny Fagan moved that the Library Board of Trustees authorize the Executive Director to submit supplemental budget requests totaling \$ 1,670,040 for FY2026. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

D. Long Term Financial Forecast

Kirsten Ruiz presented information on the long term financial forecast including key assumptions, Board financial policies, property tax revenue forecasts, fund balance projections, historical trends, escalations, additional capital projects, and management reserve/contingency forecasts.

In response to a question the Board was advised that the supplemental request is included in the long term financial forecast.

E. 5-year Capital Improvement Projects Update

Kirsten Ruiz presented information on the 5-year capital improvement projects update. There was wide ranging discussion on 3% vs. 5% revenue forecasts and the impact on the fund balance and capital projects.

In response to a question, the Board was advised that the Library will bring back information on the County's resources for financial projections.

The Board was presented information on project cost estimates and contingencies. JCPL's current project contingency is minimal throughout design and development. Project contingency is significantly lower than the maturity of design would call for. This gap is leading to delays in capital project design and development. Board options for project contingency include:

- Hold contingency in project budget to distribute as cost estimate matures. Total Project Cost plus contingency would represent the board-authorized project budget. Contingency would be reduced as cost estimates mature rather than increasing board-authorized budgets; or
- Hold contingency as management reserve requiring Board approval to move to project budget, a threshold can be set for Board approval, project sponsor approval or project manager approval

Recommended contingency represents

- 5%-10%, for Deer Creek project; overall scope lower with existing building.
- 15%-20% Northwest Jeffco. Swinerton was not under contract at the time of Conceptual Design for Northwest Jeffco so there is no pricing from that phase.

Project contingency authorizes a higher Total Project Cost but doesn't change the annual budget appropriation. Changes in contingency forecasting should result in more realistic long-term capital forecast.

F. 2027 Annual Budget

Kirsten Ruiz presented the 2027 preliminary budget overview including the following 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

In response to questions, the Board was advised that:

- The Library expects to have full salaries and benefits assumptions at the next meeting.
- 2027 increases related to the collective bargaining agreement are already included.
- The staffing analysis would be for 2028 positions.
- The concept of operational contingency allows for reallocation and gives the Board authority to do that and respond to emerging needs and requires a Board vote. If something is not in contingency it has to go to the BCC in a supplemental request.
- The Board will see this information again at the June study session and approve submittal at the June Board meeting.

The Chair noted that approving a budget at 3% would not be a responsible choice because it results in a below minimum or negative fund balance. After some discussion, the Executive Director advised the Board that she and Kirsten Ruiz will work together and bring back updates to the charts based on various revenue projections and an adjusted capital project schedule.

The Board expressed appreciation for the outstanding presentation.

Library Design Projects

A. Lakewood Library Refresh

Amy Bentz, Assistant Director of Library Design Projects & Planning, addressed the Board and provided an overview of the Lakewood Library refresh, including shelving replacements and reducing the maximum height of the shelving. This refresh improved sight lines and increased light in building. Staff completed the project in 2 weeks on schedule.

Over 73,000 items were moved, scanned and reshelved in their new homes. Patron and staff feedback has been very positive.

Technology & Digital Innovation

A. E-Rate Agreements for Lumen Technologies and Questivity Inc.

Bernadette Berger, Chief Information Officer, addressed the Board and provided information on the E-Rate reimbursement program. The program is federally funded and allows schools and libraries to be reimbursed for some technology expenses like internet and equipment in library locations and is not admin oriented.

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to execute the Internet and Metro Ethernet contract with Lumen, and the Questivity purchase order for E-Rate eligible network equipment, in the amount of \$413,779.22. Seconded by Nikki Jain Brown the motion passed by unanimous vote of all Trustees present.

People and Culture

A. Executive Director Recruitment

Nothing discussed.

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. Board Governance Policy 2.6: Compensation and Benefits

MOTION: Nikki Jain Brown moved that the Library Board of Trustees adopt Governance Policy 2.6 Compensation and Benefits as presented. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

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)

BOARD SCHEDULE – NEXT MEETINGS

2026 Board Meeting Schedule

- 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

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair announced that she will be relocating out of state and stepping down as Chair at the end of May. Bing Walker is ready to take over as Chair on June 1. The Chair noted that she will join the Board for the June meetings and that she is confident the Board is in good hands with Bing. The Vice-Chair position will be addressed in June.

The Executive Director advised the Board that a service acknowledgement for Kim Johnson will occur at the June Board meeting.

At 7:15 pm, the Chair called for a motion to recess the regular meeting and reconvene in

Executive Session.

MOTION: Jill Fellman moved to recess the Regular meeting of the Library Board of Trustees and reconvene in Executive Session. 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 7:24 pm with the following Trustees present: Emelda Bing Walker, Renny Fagan, 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: Jill Fellman moved to adjourn the executive session and reconvene the regular meeting. Seconded by Nikki Jain Brown the motion passed by unanimous vote of all Trustees present.

The Chair adjourned the executive session at 7:49 pm.

The Chair reconvened the regular meeting at 7:54 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

The Chair presented the following Resolution LB-05-21-26.

BEFORE THE BOARD OF TRUSTEES
OF THE JEFFERSON COUNTY PUBLIC LIBRARY

RESOLUTION NO.: LB 05-21-26

Resolution of the Jefferson County Public Library Board of Trustees
Establishing an Executive Director Search Committee

WHEREAS, the Library Board of Trustees of the Jefferson County Public Library is in the process of recruiting an Executive Director; and

WHEREAS, the firm Bradbury Miller Associates has been retained to assist the Board and the Committee with the Executive Director recruitment; and

WHEREAS, the Board of Trustees desires to establish a search committee to assist the Board with the recruitment process; and

WHEREAS, the Board of Trustees wishes to establish the roles and responsibilities of the search committee; and

WHEREAS, the Board of Trustees' bylaws require the adoption of a resolution to establish a subcommittee of the Board.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Jefferson County Public Library hereby establishes a Search Committee to assist the Board with the recruitment of an Executive Director, with the following instructions:

The Search Committee shall have five members: three members of the Library Board of Trustees, one community leader and one senior library staff member. The Chair will appoint all members of the Search Committee.

The commitment of the Search Committee will be limited in scope and short-term as follows:

- Once the in-person interview(s) have been selected, the Board of Trustees will conduct the finalist interview.

With assistance from Bradbury Miller Associates and input from the Board of Trustees, the Search Committee shall adopt a plan consistent with the requirements of 24-6-402(3.5), C.R.S.

The Search Committee reports to the Library Board of Trustees and may not speak or act for the Library Board except when formally given such authority in writing by the Library Board.

The Search Committee will comply with all provisions of any related statute, Bylaws and Library Board Governance Policies.

Date: May 21, 2026

MOTION: Board Governance

A. Search Committee Resolution

MOTION: Renny Fagan moved that the Library Board of Trustees adopt Resolution LB-05-21-26 Establishing an Executive Director Search Committee. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

The meeting was adjourned at 7:57 pm.

A handwritten signature in black ink, appearing to read "Charles Jones". The signature is cursive and fluid, with the first name "Charles" and the last name "Jones" clearly distinguishable.

Charles Jones, Secretary