

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

June 18, 2026



A Visit From Dinger



DinoSOAR into Stories with Kite Flying at Evergreen Lake House



Dino Rodeo Puppet Show



Teen Jurassic Park Camp



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA - AMENDED

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	<p>Thursday, June 18, 2026 – 5:30 pm – HYBRID MEETING</p> <ul style="list-style-type: none"> • ONLINE MEETING VIA ZOOM • In-Person at Lakewood Library meeting room, 10200 W. 20th Avenue, Lakewood 80215
1.	<p>Call to order & attendance (4.5.8) A. Verbal roll call – Each Trustee announces their presence by stating their name.</p>
2.	<p>Pledge of Allegiance</p>
3. Agenda Action	<p>Approve Agenda Chair: Call for motion and second</p>
4. Public Comment	<p>Public Comment The Board values public participation. Those who would like to address the Library Board can do so virtually, in-person, or online. The opportunity to address the Library Board does not include a question-and-answer session or response. Additionally, the Library Board does not respond to anonymous questions or comments. Comments will be acknowledged in the minutes of the meeting.</p> <p>For more information on public comment policy please refer to Board Governance Policy 4.3.7: Microsoft Word - January 2026 Board Governance Policy Manual</p>
5. SERVICE ACKNOWLEDGEMENT	<p>A. Proclamation Honoring Trustee Kim Johnson B. Naming Agreement Chair: Call for motion and second</p>
6. CONSENT AGENDA Action	<p>Approval of Consent Agenda Chair: Call for motion and second A. Approve Minutes of May 14, 2026 Special Meeting B. Approve Minutes of May 21, 2026 Board Meeting C. Approve 2027 Governance Budget 4.8.2 D. Adopt 2027 Board Meeting Schedule E. Golden Urban Renewal Authority Intergovernmental Agreement</p>
7. Foundation	<p>Foundation Update</p>
8. Operational Updates Action as Needed	<p>Executive Director A. Executive Director Report B. 2026 Annual Plan Updates</p> <p>Strategy & Operations <u>Finance and Budget</u> A. Financial Report (May 2026) B. Letter to the Board of County Commissioners certifying the mill levy necessary to maintain and operate the library</p>

BOARD MEETING AGENDA - AMENDED

Jefferson County Public Library Board of Trustees

	<p style="text-align: center;">Chair: Call for motion and second</p> <p>C. 2027 5-Year Capital Plan Chair: Call for motion and second</p> <p>D. 2027 Proposed Budget Plan Chair: Call for motion and second</p> <p>People and Culture</p> <p>A. Executive Director Recruitment Update Action as needed</p> <p>Communications & Engagement</p> <p>A. Northwest Jeffco Library Naming Chair: Call for motion and second</p>
9. 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
10. Emerging Issues Action as Needed	
11. Ends Action as Needed	Ends: No items.
12. Board Governance	<p>Board Governance</p> <p>A. Trustees elect Vice-Chair for the term June 19, 2026 – March 2027 Chair: Call for motion and second</p>
13. Suggest Agenda Items Action as Needed	<p>BOARD SCHEDULE – NEXT MEETINGS –</p> <p>Location of meetings of the Library Board of Trustees are being determined in cooperation with guidelines from Jefferson County. Information on meeting location will be posted at least one week prior to the scheduled meeting date.</p> <p><u>2026 Board Meeting Schedule</u></p> <ul style="list-style-type: none"> • 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 • August 13, 2026 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • August 20, 2026 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
14. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
15. Discussion	Evaluate Board Meeting (4.1.9)
16. Information	<p>Announcements/General Information Sharing</p> <ul style="list-style-type: none"> • Report of the Chair – Correspondence, Other • Other Announcements

BOARD MEETING AGENDA - AMENDED

Jefferson County Public Library Board of Trustees

17. 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: <u>(1) Library Services for the Wheat Ridge Community, Senior Resource Center Lease.</u> Statutory citations authorizing an executive session are:</p> <ul style="list-style-type: none">• Pursuant to 24-6-402(4)(b) Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions.• Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.• Pursuant to 24-6-402(4)(a) Concerning the purchase, acquisition, lease, transfer or sale of Property. <p>Topic: <u>(2) Executive Director Recruitment.</u> Statutory citations authorizing an executive session are:</p> <ul style="list-style-type: none">• Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.• Pursuant to 24-6-402(4)(b) Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions. <p>Topic: <u>(3) Executive Director Position.</u> Statutory citation authorizing an executive session are:</p> <ul style="list-style-type: none">• Pursuant to 24-6-402(4)(f) Personnel Matters.
18.Reconvene Regular Meeting Action as needed	Executive Session Summary
19. ADJOURNMENT	Adjournment

SERVICE ACKNOWLEDGEMENT



MEMORANDUM

TO: Jefferson County Library Board of Trustees

FROM: Bing Walker, Board Chair and Donna Walker, Executive Director

RE: Proclamation and Naming Agreement Honoring Trustee Kim Johnson

DATE: June 18, 2026

The Board of County Commissioners appointed Kim Johnson to the Jefferson County Public Library Board of Trustees in 2016. Johnson was elected as Board Secretary in 2017, Vice Chair in 2019 and Chair in 2021. Trustee Johnson helped govern the library through both challenging and exciting times. During her 10-year Board tenure, she has provided leadership and support for many notable and impactful Library initiatives and helped guide them to fruition. These include:

- Expanded library hours
- Increased staffing levels
- Expanded alternative services through holds lockers, returns bins, curbside service and JCPL's new bookmobile
- Reduced barriers to library services by going fine free, eliminating replacement costs for children's materials, implementing auto renewals and launching free printing in our libraries
- Increased digital library access, offerings and ease of use
- Launched curbside services, after-hours phone support and MyJCPL library app
- Constructed the Edgewater Library in partnership with the City of Edgewater and created a new stand-alone library in Conifer
- Remodeled the Columbine, Belmar and Evergreen Libraries, as well as the underway Arvada Library remodel
- Purchased land for a new library in northwest Jeffco, as well as an existing building in southern Jeffco for the future Deer Creek Library
- Created the nation's first free-standing, self-service Express Library in West Arvada
- Installed EV Charging stations at five Library locations
- Supported the implementation of creative technology programming and resources, including the Belmar Create Space and Digital Media Studio
- Launched assistive technology and digitization workstations at five library locations
- Expanded JCPL's fundraising development efforts
- Governed through a global pandemic and recovery
- Launched PowerOn Jeffco Digital Literacy program
- Created and updated JCPL's Facility Master Plan
- Played a key role in advancing the staff compensation study to align staff pay with market rates
- Guided JCPL's inaugural Collective Bargaining Agreement to approval
- Fiscal stewardship leadership

Trustee Johnson took on the additional responsibilities of Chair, Vice Chair, Secretary and serving on the Bylaws and Nominating Committees.

MEMORANDUM

We would like to acknowledge the progress of the Library during Trustee Johnson's tenure and thank her for her volunteer service to the Library and community. We will miss her leadership, experience and persistent pursuit of creating place, supporting equity of access and empowering our people.

Under Trustee Johnson's leadership, JCPL truly has enriched lives and our community by providing equitable and free access to information, experiences and opportunities. Our libraries are essential places in our community for connection, learning, discovery and creation where everyone belongs and feels welcome. Her dedicated service will truly leave a lasting legacy.

In addition, JCPL's Naming Rights Guidelines allow for naming rights and name recognition opportunities when the Library Board desires to honor an individual, foundation or corporation for outstanding service contributions that are consistent with the mission and vision of the Library.

We recommend that JCPL demonstrate our utmost respect, deepest gratitude and heartfelt wishes for Trustee Johnson with a recognition naming of the Teen Art Wall in the redesigned Arvada Library.

**JEFFERSON COUNTY PUBLIC LIBRARY NAME
JOHNSON/ARVADA NAME RECOGNITION
AGREEMENT**

This Name Recognition Agreement (“Agreement”), dated for reference purposes on this 18th day of June, 2026, is between **Kim Johnson** (the “Honoree”), the **Jefferson County Public Library Board of Trustees** (the “Board”) and **Jefferson County Public Library** (the “Library”). The Honoree, Board and Library are collectively referred to herein as the “parties”, and hereby agree as follows:

RECITALS

The Board and Library are proud to recognize the Honoree by conferring name recognition rights at the Arvada Library Teen Art Wall, as more fully set forth herein.

AGREEMENT

NOW, THEREFORE, the parties hereto agree as follows:

1. This Agreement is governed by Jefferson County Library’s Guidelines for Naming and Name Recognition, which are incorporated herein. By entering into this Agreement, the Honoree agrees to all of the terms and conditions contained therein, including the following:
 - a. Signage. The sign recognizing the honoree will be placed in an appropriate location, and its design shall be consistent with the Library’s image and building design requirements. The wording of the sign shall be mutually agreed upon by the Honoree and the incoming Executive Director of the Library.
 - b. Duration. These name recognition rights will last ten years..
 - c. Approvals.
 - (i) All naming acknowledgements will be approved by the Library Board of Trustees.
 - (ii) A re-approval process may be undertaken, at the Library’s discretion, in the following situations:
 - (a) Major renovation of the space; or
 - (b) Sale, destruction, removal or abandonment of the facility.
 - d. Standards of Conduct. Should the Honoree violate acceptable standards of integrity and civic leadership, the Library, in its sole discretion, may elect to remove the Honoree’s name from the Library.

IN WITNESS WHEREOF, the parties have executed this agreement this 18th day of June, 2026.

Honoree:

By: _____
Kim Johnson

Date: _____

Jefferson County Library Board of Trustees

By: _____
Emelda [Bing] Walker, Chair

Date: _____

Jefferson County Public Library

By: _____
Donna Walker, Executive Director

Date: _____

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: June 18, 2026

RE: Consent Agenda for the June 18, 2026 Library Board Meeting

- A. Library Board of Trustees Approve Minutes of May 14, 2026 Special Meeting
- B. Library Board of Trustees Approve Minutes of May 21, 2026 Board Meeting
- C. Library Board of Trustees Approve the Governance Budget 4.8.2
- D. Library Board of Trustees Adopt the 2027 Board Meeting Schedule
- E. Library Board of Trustees Authorize the Golden Urban Renewal Authority Intergovernmental Agreement

**Minutes of the Special Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
May 14, 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 May 14, 2026. Library Board of Trustees Vice-Chair, Emelda Bing Walker, called the meeting to order at 5:30 p.m.

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

Absent: Kim Johnson.

Note: Trustee Anderson joined the meeting at 5:50 pm as noted in the minutes below.

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; 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; Karen Miller, Bradbury Miller Associates, Briana Trudell, Bradbury Miller Associates; 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 Charles Jones, the motion passed by unanimous vote of all Trustees present.

People & Culture

Guest: Karen Miller, Bradbury Miller Associates

A. Executive Director Recruitment Hiring Plan

Lisa Smith, Chief People & Culture Officer introduced Karen Miller and Briana Trudell with Bradbury Miller Associates. The Board was advised that information will be provided on the first steps in the hiring process for a new Executive Director and that the contract with Bradbury Miller for recruitment services was fully executed today.

Phase 1: Discovery

- **Kickoff Meeting***. Search Committee and BMA review the process and approve the timeline.

- **Information Gathering.** BMA uses surveys and select focus groups to gather information about the organization, community, and position.
- **Job Announcement*.** BMA drafts and sends announcement to the Search Committee for review/edits and approval.
- **Evaluation Rubric.** Created to minimize bias and allow for an equitable and data-driven evaluation of candidates' skills/abilities that align with the position needs.

Phase 2: Recruit

- **Advertising.** Job announcement is advertised nationally via professional networks and job sites.
- **Recruiting.** Candidates are recruited using professional networks and contacts.
- **Applications Close.**
- **Organizing.** BMA will organize candidate documents and send to Search Committee for easy perusal

Note: Trustee Pam Anderson joined the meeting.

Phase 3: Assessment

- **Candidate Pool Presentation*.** BMA plus Search Committee meet virtually to discuss and review the applicant pool selecting 6-9 candidates for the first round of interviews.
- **Communication.** BMA notifies all applicants on the status of their application and invites selected candidates to continue in the interview process.

Phase 4: Interviews and Final Details

- **Semifinal Interviews (virtual)*.** BMA leads Search Committee through a two-day interview process resulting in 3-4 finalists.
- **Planning.** BMA generates a final interview schedule based on input from the organization. BMA contacts formal references and generates reports.
- **Travel.** Finalists receive travel reimbursement specifics per the organization's requirements and make arrangements as needed.
- **Final Interviews (in-person)**.** BMA manages a one- or two-day interview process, culminating in interviews with Hiring Authority. BMA facilitates discussion with Hiring Authority.
- **Offer + Negotiation** BMA extends the offer on the Hiring Authority's behalf, unless other arrangements are preferred.
- **Background Investigation.** BMA engages an investigative firm to verify candidate credentials and history.
- **Communication** BMA maintains communication with the finalists and Hiring Authority throughout the process.
- **Start Date.** New hire start date is to be determined

Note: * Search Committee Responsibility

** Hiring Authority Responsibility

In response to questions the Board was advised that:

- Phase 1 will take about 2 weeks.
- The rubric is based on and customized to the organization's needs and includes the things typically seen like financial stewardship, communication, union experience and different skills and abilities the Board is looking for in the next leader. The rubric is a new tool in terms of making sure bias is minimized and helps BMA and the Board work together and apply the best HR framework for getting the best information.
- For the surveys full staff participation is recommended. It helps to determine where alignment happens and disconnects too.
- The community members to be included in the surveys and focus groups are determined by the search committee and it is recommended that they should be partners that have regular interactions with the executive director.
- BMA is very thoughtful about how AI is used and very limited in the use of AI for summarizing information in a more succinct way.
- BMA will send the search committee all the candidate information used to build the top 10 candidate list. We will identify who is meeting the qualifications. For example if the posting says an MLIS and 5 years progressively responsible public library experience is required.
- BMA will follow Colorado's Open Meetings Law throughout the process.

At 6:38 pm, the Vice-Chair called for a motion to recess the special meeting and reconvene in Executive Session.

MOTION: Nikki Jain Brown moved to recess the Special meeting of the Library Board of Trustees and reconvene in Executive Session. Topics: (1) Executive Director Recruitment. (2) AmeriForce v. TCC Corporation. 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 Jill Fellman the motion passed by unanimous vote of all Trustees present.

The Vice 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 Vice Chair called the Executive Session to order at 6:47 pm with the following Trustees present: Charles Jones, Renny Fagan, Pam Anderson, Nikki Jain Brown and Jill Fellman. Also present were Donna Walker, Executive Director; Kurt Behn, County Attorney's Office; Eric

Butler, County Attorney's Office; Lisa Smith, Chief People & Culture Officer; Bernadette Berger, Chief Information Officer; Cynthia Kiyotake, Chief Libraries and Inclusion Officer; Elise Pennington, Director of Communications & Engagement; Kirsten Ruiz, Chief Strategy & Operations Officer; Karen Miller, Bradbury Miller Associates, Briana Trudell, Bradbury Miller Associates 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 Special meeting. Seconded by Charles Jones, the motion passed by unanimous vote of all Trustees present.

The Chair adjourned the executive session at 8:08 pm.

The Chair reconvened the special meeting at 8:13 pm.

Note: Trustee Pam Anderson was not in attendance.

It is noted that the Library Board of Trustees met in Executive Session concerning (1) Executive Director Recruitment. (2) AmeriForce v. TCC Corporation pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators and 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.

EMERGING ISSUE

The Vice Chair advised the Board that it is time to reach out to people who might be interested in joining the Library Board. Applications typically open in July, but there is a lot of work that happens before applications open. The Trustees were encouraged to reach out to their networks and for someone interested in being on the Library Board and to put those people in touch with the Executive Director who can provide more information about being on the Board.

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

- 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
- 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

The Vice Chair adjourned the special meeting at 8:15 pm.

Charles Jones, Secretary

**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.

Charles Jones, Secretary

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



jeffcolibrary.org

TO: LIBRARY BOARD OF TRUSTEES
 FROM: KIM JOHNSON, CHAIR
 DATE: June 18, 2026
 RE: **ADOPTED 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 Adopted 06-18-26	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 ADOPTED (06-18-2026) 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>	
5:30 PM	
<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>	
5:30 PM	
<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

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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: June 18, 2026

RE: Golden Urban Renewal Authority (GURA) Intergovernmental Agreement (IGA)

Purpose:

To request Board authorization for the Executive Director to execute a Tax Increment Revenue Agreement with Golden Urban Renewal Authority for the 17455 West 16th Avenue Urban Renewal Plan, pledging 100% of the Library's incremental property tax revenue from the area for the 25-year duration of the Plan.

Background:

Under House Bill 15-1348, local taxing entities impacted by an urban renewal plan must be given the opportunity to negotiate the sharing of property tax increment revenues before plan adoption. City of Golden is advancing the 17455 West 16th Avenue Urban Renewal Plan.

The 17455 West 16th Avenue Urban Renewal Area (URA) plan encompasses a single parcel which includes the Golden Church of the Nazarene and an associated single-family residence. The Golden Church of the Nazarene's leaders and congregation have elected to convey this property to an affordable housing developer and community land trust. The partnership seeks to demolish the existing building improvements and develop for-sale affordable housing on the site.

The proposed intergovernmental agreement (IGA) allows the Golden Urban Renewal Authority to retain 100% of the property tax revenue generated by the Library's 4.5 mill levy above the base-year amount within the designated area for a 25-year term. This incremental revenue is estimated to average approximately \$5,000 annually.

Next Actions:

We request the Board of Trustees authorize the Executive Director to execute an IGA with the Golden Urban Renewal Authority, pledging 100% of the Library's incremental property tax revenue from the 17455 West 16th Avenue Urban Renewal Area for a period of 25 years. **This item will be placed on the consent agenda for the June 18, 2026 board meeting unless otherwise instructed by the Board.**

Foundation Update

JUNE 2026

Executive Director Report
Jo Schantz Hall, MNM, CFRE, GPC



FUNDING REPORT

Requests Pending

- Sam S. Bloom Foundation -- \$5,000 for 1000 Books Before Kindergarten
- Lawrence Foundation -- \$10,000 for 1000 Books Before Kindergarten
- Union Pacific Foundation -- \$10,000 for 1000 Books Before Kindergarten
- Lisa & Douglas Goldman Foundation -- \$5,000 for 500 Books Before Middle School
- Charles H. Stout Foundation -- \$10,000 for 1000 Books Before Kindergarten
- Gorham McGee Foundation -- \$5,000 for Babies First Books
- HealthEquity Community Foundation -- \$5,000 for Hard Times Writing Workshop
- High Point Financial Group -- \$500 for Books On Film benefit
- Non-County Agency Program (Jeffco) -- \$25,000 for general operations

Requests Denied

- National Laboratory of the Rockies – Friends Community Partnership
- AARP Community Challenge – for PowerOn digital literacy
- Ent Credit Union YES grant -- for 500 Books Before Middle School

Funding Approved/Received

- Golden Civic Foundation -- \$2,500 for Library Summer Reading
- City of Golden -- \$1,675 for Friends Community Partnership
- Rocky Mtn Safety & Security -- \$500 for Books On Film benefit
- Taurus Fund -- \$250 for Books On Film benefit
- Thrivent -- \$500 for Books On Film benefit

SPECIAL EVENTS

Our Big Spring Book Sale!

Just a few weeks ago, we truly experienced a Whale of a Sale! The spring version of our semi-annual used book sale (held from May 28-31) brought in over \$115,000 -- a new record for a single book sales event! In addition, we broke the record for attendance, having more than 4,600 shoppers at this three-and-a-half day sale.



Many thanks to the 150+ volunteers who helped us raise the monies, and to our Friends Community Partners for sponsoring this year's event: Denver7, Bank of Colorado, Ent Credit Union, Climb Credit Union, Confluence Companies, Rocky Mountain Safety & Security, City of Golden, Einstein's Bagels and Lakewood Foothills Rotary Club.

New Staff Members!

In April, JCLF welcomed 2 new staff members -- Renee Bergstrom as our part-time Office Coordinator and Sam Marko as our contract Marketing Specialist.

Renee will be at the JCLF office Tuesday through Thursday and part of Friday.



Sam will be working off-site to handle all our social media, marketing and website updates.

COMMUNITY CONNECTIONS

- May 26 – taped video interview for Whale of a Used Book Sale promotions, Denver7 News
- May 27 – JCLF Board of Directors Meeting
- May 27 – Set up for Whale of a Used Book Sale
- May 28 – City of Wheat Ridge webinar for Community Grants Applications
- May 28 – Friends Preview Night, Whale of a Used Book Sale
- May 29-31 – Spring Whale of a Used Book Sale
- June 1 – Wheat Ridge Rotary Club meeting
- June 4 – Meeting with Center for the Arts Evergreen; Mountain Stories planning
- June 4 – Dusty boots tour, Arvada Library
- June 8 – Meeting with Donna Walker
- June 10 – Presentation to Arvada Rotary Club, Indian Tree Golf Course
- June 10 – Dinner meeting, Lakewood Foothills Rotary Club
- June 11 – Applewood Business Assn. luncheon
- June 16 -- JCLF Finance Committee meeting
- June 18 – PEO Chapter FP luncheon and meeting

Office Closure 6/19/26



UPCOMING EVENTS

Books On Film Benefit

We are just days away from our annual Books On Film fundraiser slated for Friday, July 17, at Harkins 14 Cinemas in Arvada. This year's blockbuster featured film is *The Odyssey*, featuring Matt Damon, Anne Hathaway, Charlize Theron and Tom Holland.

This much-anticipated cinema adaption is taken from the epic ancient Greek tale attributed to the blind poet Homer.



This year's emcee is Lisa Hidalgo, chief meteorologist from Denver7, and the post-film audience discussion will be led by Dr. Laurialan Reitzammer, Professor of Classics at CU-Boulder.

Tickets are \$50 each and include the film premiere in a reserved theatre, popcorn and a soda, entry into a prize drawing and participation in the interactive discussion.

Volunteer Appreciation

We are always pleased to express our gratitude to our fabulous volunteers, and one way we do this is through our annual Volunteer Appreciation Luncheon.

This year's event will be held on Friday, July 31, 11:30 am to 1:30 pm, at the Wheat Ridge Rec Center in Wheat Ridge.

Our 2026 theme is Africa, and we will be offering up African entertainment as we also honor JCLF's volunteer service with an awards ceremony.

Executive Director



JUNE 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:** Launch New Patron survey.
- **Deer Creek Library:** Confirm project pricing. Complete Design Development phase. Begin Construction Document phase. Provide interim library services.

Library Initiatives:

- [Deer Creek Library and Bookmobile programming.](#)
- [Pride Events](#)

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:** Provide tour to community leaders. Advance construction toward completion. Provide interim services during closure.

Library Initiatives:

- [Summer Reading](#) events and [Summer Camps.](#)
- [Juneteenth Events](#)

Creating Place

OBJECTIVE: MAKE EVERY VISIT AN EXCEPTIONAL EXPERIENCE

We treat patrons as welcome guests at every point of contact, creating experiences and spaces that meet or exceed their needs. Individually and as a community, patrons recommend their library as a safe and trusted resource.

Annual Plan Progress:

- **Northwest Jeffco:** Confirm project pricing: Continue community outreach. Establish total project budget. Establish updated project timeline. Finalize library name.
- **Lakewood Library and Administration Refresh:** Restart construction on Administration restrooms. Finalize plan to reintegrate staff into the area.
- **New Integrated Library System (ILS):**

Library Initiatives:

- Continue Evergreen Library roof replacement.
- Provide access to voting in June primary.

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:** Complete community engagement. Complete community member interviews. Update market analysis
- **Expand Creative Technology Learning:**
- **AI Innovation and Engagement Strategy:** Create staff advisory workgroup. Offer patron programs.

Library Initiatives:

- Community Engagement at Wheat Ridge Ridgefest.

Our People

OBJECTIVE: JCPL IS AN EMPLOYER OF CHOICE

JCPL understands and takes action on what draws people to work here. Together, we intentionally build a culture of belonging for all.

Annual Plan Progress:

- ✓ **Collective Bargaining Agreement (CBA):** This project is complete. All deliverables met by Feb 11, 2026.
- **Collective Bargaining Agreement (CBA) Implementation:** Complete update of internal policies. Substantially complete incident report training for all staff. Provide access to incident reports to all trained staff. Implement Person-in-charge differential. Present 2026 supplemental budget request to BCC staff for briefing. Substantial completion of all contractually required elements by June 11.

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:

Kirsten Ruiz, Chief Strategy & Operating Officer, is attending the Government Finance Officer's Association (GFOA) conference in Chicago, IL

Bernadette Berger, Chief Information Officer (CIO), **Cheryl Murphy**, Services Manager, **Brad Green**, Systems and Security Manager, and **Andy Scanlan**, Technology & Digital Innovation Projects Manager are attending the Colorado Government Association of Information Technology (CGAIT) Annual Conference in Steamboat Springs, CO.

Danielle Erickson, Digital XP Associate, is attending the Digital Summit 2026 in Denver, CO.

Lizzie Gall, Libraries and Inclusion Assistant Director, **Marcy James**, Programming Manager, and **Kelly Duran**, Library To You Manager, are attending the ALA (American Library Association) Annual conference in Chicago, IL. Kelly will be on a panel: *Architecting Access: Designing New and Existing Facilities for Unstaffed Self-Service*

EXECUTIVE DIRECTOR SUMMARY OF ACTIVITIES

- CAL Legislative Committee meeting
- Meet with Senior Resource Center and City of Wheat Ridge leadership
- Meet with Senior Resource Center Developer
- Attend farewell celebration for County Manager
- Meet with Library Foundation Executive Director
- Board of County Commissioners Budget Supplemental briefing
- Urban Libraries Council CEO meetings
- Wheat Ridge Library Services community engagement event
- Arvada Library Dusty Boots Tour
- West Metro Chamber Taste of the West
- JCPL Drag Queen Story Time
- Board of County Commissioners/Municipalities Quarterly Meeting
- Introductory meeting with Jeffco Open Space Executive Director
- Meet with Westminster Public Library and city leadership

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: June 18, 2026
RE: Finance Monthly Report

2027 Proposed Budget

Revenue Assumptions:

Projected revenue has been reduced to reflect a 2027 reduction to commercial property tax and new residential taxable value deduction. Regarding Property Tax assumptions:

- The mill levy will remain at 4.50 for 2027 and beyond.
- A 2% decrease is anticipated for 2027. Preliminary assessed gross valuations are expected to be available in August.

Planned Expenses:

JCPL is planning to add 22 full-time equivalents (FTE) in 2027, bringing the total to 326.

The 2027 budget and the 5-year Capital Improvement Plan (CIP) outline JCPL's plans for ongoing operations, infrastructure development, and strategic initiatives over the next five years.

JCPL is also requesting increases to the Deer Creek and Northwest Jeffco Library project budgets. These changes are included in the 2027 Proposed Budget and 5-year CIP.

Project	Current Project Budget	Requested Project Budget
PJ770034 Lib-Library Deer Creek Library	30,849,540	33,650,228
PJ1000168 Lib-Library Northwest Jefferson County Library	25,970,270	32,609,036

The following information is included:

- A. Letter to the Board of County Commissioners certifying the mill levy necessary to maintain and operate the library
- B. 2027 Proposed Budget Plan
- C. 2027 5-Year Capital Plan

Budget to Actual Tables – May 2026

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

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

Revenue and Expenditure	2026 Budget	YTD Preliminary Actual 05/31/2026	\$ Variance 2026 Budget	YTD % 2026 Budget
Revenues				
Property Taxes (net adjustments)	62,855,736	43,450,137	(19,405,599)	69%
Grants, Funds & Donations	375,000	64,711	(310,289)	17%
Investment Income	2,655,549	1,182,887	(1,472,662)	45%
Other Revenue	-	502,448	502,448	
Total Revenues	65,886,285	45,200,183	(20,686,102)	69%
Expenditures				
Operating	47,350,992	19,635,616	(27,715,376)	41%
Financial & Debt Service	-	-	-	
Capital Outlay	47,065,678	3,286,527	(43,779,151)	7%
Total Expenditures	94,416,670	22,922,143	(71,494,527)	24%

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

Operating Expenditure	2026 Budget	YTD Preliminary Actual 05/31/2026	\$ Variance 2026 Budget	YTD % 2026 Budget
Salaries & Employee Benefits				
Salaries	19,933,082	8,575,013	11,358,069	43%
Awards & Bonuses	275,000	203,483	71,517	74%
Other	7,641,841	3,043,789	4,598,052	40%
Total Salaries & Employee Benefits	27,849,923	11,822,285	16,027,638	42%
Library Collections				
Library Books & Materials	8,368,421	2,755,136	5,613,285	33%
Library Periodicals	229,000	97,886	131,114	43%
Total Library Collections	8,597,421	2,853,021	5,744,400	33%
Supplies and Other				
Supplies	2,563,435	1,108,816	1,454,619	43%
Services & Charges	8,626,139	2,742,882	5,883,257	32%
Interdepartmental Direct Charges	1,764,030	955,435	808,595	54%
Treasurers Fees	946,847	651,752	295,095	69%
Interdepartmental Indirect Charges	1,538,750	641,146	897,604	42%
Total Supplies and Other	14,492,354	5,448,280	9,044,074	38%
Total Expenditures	50,939,698	20,123,586	30,816,112	40%

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

Capital Project Expenditure	2026 Budget	YTD Preliminary Actual 05/31/2026	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	78,806	-	78,806	246,194	n/a	n/a
ARM-02 Furniture & Equipment	40,500	-	-	-	40,500	n/a	n/a
ARM-03 Computer Replacement Plan	1,129,000	328,021	154,085	482,106	646,894	n/a	n/a
ARM-04 Book Sorter Replacement	-	-	-	-	-	n/a	n/a
ARM-05 IT Infrastructure Replacement	360,000	78,628	42,833	121,461	238,539	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	13,825,415	1,693,102	125,692	1,818,794	12,006,568	2,889,161	14,895,781
Evergreen Library Roof Repair	1,023,959	-	-	-	1,023,959	147,041	
Library Interiors Refresh Project	750,000	509,532	-	509,532	240,468	509,532	750,000
Admin Office Reconfiguration	151,126	37,420	-	37,420	113,706	37,420	250,000
Lakewood Restrooms	115,284	207,719	12,703	220,422	(105,138)	632,010	500,000
Library Integrated Library System (ILS)	1,750,000	-	-	-	1,750,000	-	3,500,000
Deer Creek Library	17,348,893	593,776	906,214	1,499,990	15,848,903	12,715,037	30,849,540
Total Capital Project Expenditures	44,470,746	3,527,650	2,427,537	5,955,187	38,515,506		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 05/31/2026	\$ 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	64,711	(35,289)	65%
Total Jefferson County Library Foundation	127,180	141,576	102,614	100,000	64,711	(35,289)	65%
Total Grants, Funds & Donations	1,481,060	1,190,956	610,024	375,000	503,887	128,887	134%
Other Funds Received Outside of Library Fund							
Digital Equity - American Rescue Plan (FD181)	8,826	622,374	9,188	-	(916)	(916)	
Digital Equity - Rescue Plan (FD036)	-	-	-	50,078	6,587	(43,491)	

Detailed Revenue and Expenditure Report from Workday

	Actuals YTD May- 2026	Amended Budget FY2026	Variance FY2026	YTD % Budget FY2026	YTD Estimated % Variance YTD May- 2026
Revenue & Expenditures				42%	
Total Revenue	45,200,183	65,886,285	20,686,102	69%	-64.65%
Total Expenditures	22,922,143	94,416,670	71,494,527	24%	41.73%
Revenue Detail					
Property Tax	43,450,137	62,855,736	19,405,599	69%	-65.90%
Intergovernmental Grants & Reimbursements	-	275,000	275,000	-	100.00%
Charges for Services	47,427	-	(47,427)		NA
Investment Income	1,182,887	2,655,549	1,472,662	45%	-6.91%
Other Revenue	519,733	100,000	(419,733)	520%	-1147.36%
- Private Donations	64,711	100,000	35,289	65%	-55.31%
- Insurance Claim	439,176	-	(439,176)		NA
- Additional Other Revenue	15,845	-	(15,845)		NA
Total Revenues	45,200,183	65,886,285	20,686,102	69%	-64.65%
Expenditure Detail					
Operating Expenditures					
Salaries & Related Costs	11,822,285	27,849,923	16,027,638	42%	-1.88%
- Salaries	8,778,496	20,208,082	11,429,586	43%	-4.26%
- - Awards & Bonuses	203,483	275,000	71,517	74%	-77.59%
- Taxes & Benefits	3,043,789	7,641,841	4,598,052	40%	4.41%
Supplies	3,473,867	7,572,150	4,098,283	46%	-10.10%
- Book & Material Supplies	2,267,166	4,779,715	2,512,549	47%	-13.84%
- Periodicals	97,886	229,000	131,114	43%	-2.59%
- Other Supplies	1,108,816	2,563,435	1,454,619	43%	-3.81%
Other Services & Charges	2,742,882	8,626,139	5,883,257	32%	23.69%
Interdepartmental Expenditure	1,596,581	3,302,780	1,706,199	48%	-16.02%
- Interdepartmental Direct Charges	955,435	1,764,030	808,595	54%	-29.99%
- - Treasurer's Fee	651,752	946,847	295,095	69%	-65.20%
- Interdepartmental Indirect Charges	641,146	1,538,750	897,604	42%	0.00%
Total Operating Expenses	19,635,616	47,350,992	27,715,376	41%	0.48%
Capital Expenditures					
Capital Outlay	3,286,527	47,065,678	43,779,151	7%	83.24%
- Building Design & Construction	2,388,462	39,842,287	37,453,825	6%	85.61%
- Book & Material Capital Expense	487,970	3,588,706	3,100,736	14%	67.37%
- Other Capital Expenses	410,095	3,634,685	3,224,590	11%	72.92%
Total Expenses	22,922,143	94,416,670	71,494,527	24%	41.73%

Detailed Revenue and Expenditure Report from Workday

	Actuals <u>YTD May-</u> <u>2026</u>	Amended Budget <u>FY2026</u>	Variance <u>FY2026</u>	<u>YTD %</u> <u>Budget</u> <u>FY2026</u>	<u>YTD</u> <u>Estimated %</u> <u>Variance</u> <u>YTD May-</u> <u>2026</u>
PJ1000519 Library ARM01 Bldg Mx Exp	78,806	325,000	246,194	24%	41.81%
PJ1000520 Library ARM02 Copier & Equip Exp	-	40,500	40,500	-	100.00%
PJ1000521 Library ARM03 T&I Operations	328,021	771,130	443,109	43%	-2.09%
PJ1000522 Library ARM03 T&I Services	-	357,870	357,870	-	100.00%
PJ1000524 Library ARM05 Infrastructure	78,628	130,000	51,372	60%	-45.16%
PJ1000525 Library ARM05 Network Security	-	230,000	230,000	-	100.00%
Total Annual Repair and Maintenance	485,454	1,854,500	1,369,046	26%	37.17%

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

	Prior Year Actuals							YTD Actuals May-26	Encumbrances FY2026	Budget FY2026	2026 Remaining Budget FY2026	Approved Total Project Cost	Remaining Project Budget
	FY2019	FY2021	FY2022	FY2023	FY2024	FY2025	Prior Year Total						
	PJ770034 Lib-Library Deer Creek Library	11,800	63,919	10,077	416	235,631	10,893,204						
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	20,396,883
PJ1000309 Lib-Library Conifer Opportunity	-	-	-	-	139,810	2,217,227	2,357,038	(16,102)	-	-	16,102	2,500,400	159,464
PJ1000517 LIB-Arvada Library Redesign	-	-	-	-	143,348	927,018	1,070,367	1,693,102	125,692	13,825,415	12,006,568	14,895,781	12,006,620
PJ1000619 Library Refresh	-	-	-	-	-	-	-	509,532	-	750,000	240,468	750,000	240,468
PJ1000594 LIB-Evergreen Library Roof Repair / Replacement	-	-	-	-	29,460	117,581	147,041	-	-	1,023,959	1,023,959	-	(147,041)
PJ1000620 Admin Office Reconfiguration	-	-	-	-	-	-	-	37,420	-	151,126	113,706	250,000	212,580
PJ1000621 Lib-Library Lakewood Restrooms	-	-	-	-	-	411,588	411,588	207,719	12,703	115,284	(105,138)	500,000	(132,010)
PJ1000739 Lib-Library Integrated Library System (ILS)	-	-	-	-	-	-	-	-	-	1,750,000	1,750,000	3,500,000	3,500,000

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



jeffcolibrary.org

TO: Honorable Jefferson County Commissioners
FROM: Library Board of Trustees
DATE: June 18, 2026
RE: 2027 Proposed Budget

Honorable County Commissioners,

Working collaboratively with the County staff and the Library staff, the Library Board of Trustees has submitted a proposed budget for the year 2027. The budget development process is governed by the Board of County Commissioners annual guidelines, and the Library Board of Trustees fiduciary responsibilities.

State of Colorado Library Law, 24-90-109 Powers and duties of board of trustees instruct the Board of Trustees to:

III (d) "Submit annually a budget as required by law and certify to the legislative body of the governmental unit or units that the library serves the amount of the mill necessary to maintain and operate the library during the ensuing year.

The Board of Trustees, in submitting this budget, support and acknowledge our responsibility to present the budget necessary to provide citizens of Jefferson County with a high-quality library, which continues to fulfil our promises and supports the community's needs. The Board of Trustees notes the following priorities in the 2027 budget:

- Competitively compensating the staff who provide high quality services;
- Continue to invest in books, materials and digital offerings;
- Provide access to updated technology;
- Repair and refurbish existing facilities;
- Improving service in underserved areas by funding new construction and alternative services;
- Stabilize long-term finances.

The amount that the Board of Trustees has determined necessary to deliver on our promises, operate the library and provide the residents of Jefferson County with a responsible level of library services in 2027 is a mill levy of 4.500. This mill levy will provide an estimated net property tax revenue of \$61,212,677.

As Library Trustees, we take our fiduciary responsibility seriously and we believe the 2027 proposed budget represents a responsible level of spending to support Library services.

Emelda [Bing] Walker, Chair

Library Board of Trustees

2027 Proposed Budget

	<u>Actuals</u> <u>FY2025</u>	<u>Amended Budget</u> <u>FY2026</u>	<u>Proposed Budget</u> <u>FY2027</u>
Revenue & Expenditures			
Total Revenue	65,652,323	65,886,285	63,705,176
Total Expenditures	61,918,694	94,416,670	85,088,944
Revenue Detail			
Property Tax	60,001,670	62,855,736	61,212,676
Intergovernmental Grants & Reimbursements	334,572	275,000	275,000
Charges for Services	136,661	-	-
Investment Income	4,778,127	2,655,549	2,007,500
Other Revenue	401,293	100,000	210,000
Total Revenues	65,652,323	65,886,285	63,705,176
Expenditure Detail			
Salaries & Related Costs	26,235,191	27,849,923	31,646,121
- Salaries	19,745,300	20,208,082	22,825,134
- Taxes & Benefits	6,490,849	7,641,841	8,820,987
Supplies	6,969,768	7,572,150	9,766,429
- Book & Material Supplies	4,519,069	4,779,715	5,343,464
- Periodicals	226,662	229,000	242,933
- Other Supplies	2,224,037	2,563,435	4,180,032
Other Services & Charges	7,512,118	8,626,139	8,863,795
Interdepartmental Expenditure	3,199,176	3,302,780	3,809,666
- Interdepartmental Direct Charges	1,580,745	1,764,030	1,894,183
- Interdepartmental Indirect Charges	1,618,431	1,538,750	1,915,483
Non-Capital Expenditures	43,916,253	47,350,992	54,056,854
- Building Design & Construction	1,911,085	39,842,287	21,348,088
- Book & Material Capital Expense	2,663,632	3,588,706	4,525,206
- Other Capital Expenses	13,427,724	3,634,685	5,158,795
Capital Outlay	18,002,441	47,065,678	31,032,089
Total Expenses	61,918,694	94,416,670	85,088,944

2027 Proposed Budget

	<u>Actuals</u> <u>FY2025</u>	<u>Amended Budget</u> <u>FY2026</u>	<u>Proposed Budget</u> <u>FY2027</u>
Annual Repair and Maintenance			
PJ1000519 Library ARM01 Bldg Mx Exp	433,074	325,000	349,000
PJ1000520 Library ARM02 Copier & Equip Exp	48,918	40,500	20,000
PJ1000521 Library ARM03 T&I Operations	421,269	771,130	1,060,000
PJ1000522 Library ARM03 T&I Services	64,219	357,870	-
PJ1000523 Library ARM04 Sorter Replacement	14,255	-	295,000
PJ1000524 Library ARM05 Infrastructure	261,476	130,000	525,000
PJ1000525 Library ARM05 Network Security	16,750	230,000	-
Total Annual Repair and Maintenance	1,259,961	1,854,500	2,249,000
Operating Decision Packages			
Contingency			2,500,000
Add Holds Lockers			68,290
Deer Creek Library Family Place			34,500
Deer Creek Library opening			1,900,000
Golden Library community engagement			40,000
HR Consulting Services			80,000
Update Library COOP			75,000
Update Library Facility Master Plan			150,000
Library Refresh (Arvada & Belmar)			43,000
Total Operating Decision Packages			4,890,790
FTE Decision Packages			
Deer Creek Library opening			482,308
Expansion of Creative Tech program at the Arvada Library and Creative Tech vehicle			83,842
Improve library cybersecurity posture			130,893
Support increasing demand on library resources			153,095
Total FTE Decision Packages			850,138

5-Year Capital Improvement Plan

Request Name*	Actuals						Budget	Proposed Budget	Forecast			
	FY2019	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
PJ770034 Lib-Library Deer Creek Library	11,800	63,919	10,077	416	235,631	10,893,204	17,348,893	5,086,288				
PJ1000168 Lib-Library Northwest Jefferson County Library	-	-	9,127	90,749	3,779,195	491,556	7,651,569	16,250,000	4,336,840			
PJ1000739 Lib-Library Integrated Library System (ILS)							1,750,000	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				
<hr/>												
Wheat Ridge Library									9,500,000			
Golden Library									1,790,000	17,850,000		
Lakewood Administration											550,000	5,540,000
Library Facilities Maintenance Office											290,000	2,880,000
Library Service Center											560,000	5,560,000
Columbine Library Interior										940,000		
Edgewater Library Interior											320,000	
Lakewood Library Interior												1,200,000
Standley Lake Library Interior												1,640,000
Belmar Library Interior Refresh												110,000
Columbine Library Parking Lot										740,000		
PJ1000517 LIB-Arvada Library Redesign	-	-	-	-	143,348	927,018	13,825,415					
PJ1000619 Library Refresh	-	-	-	-	-	-	750,000					
PJ1000594 LIB-Evergreen Library Roof Repair / Replacement	-	-	-	-	29,460	117,581	1,023,959					
PJ1000620 Admin Office Reconfiguration	-	-	-	-	-	-	151,126					
PJ1000621 Lib-Library Lakewood Restrooms	-	-	-	-	-	411,588	115,284					
Total Capital Projects	11,800	63,919	19,204	91,165	4,187,635	12,840,948	42,616,246	24,246,658	15,626,840	19,530,000	1,720,000	16,930,000

People & Culture

Approved Timeline

Jefferson County Public Library (CO)
2026

Activity	Target Date
Phase 1: Discovery	
Initial meeting with Search Committee and Consultant to review timeline and set schedule	Wednesday, June 3, 8am MT
Discovery meetings with: Leadership team, union reps	Beginning/Mid-June
Draft announcement sent to Search Committee	Friday, June 26
Announcement is approved by Search Committee	Tuesday, June 30
Phase 2: Recruit	
Post ads, actively recruit candidate pool	July 1 – August 9
Applications Close	Sunday, August 9
Phase 3: Candidate Assessment	
Qualified candidate documents sent to Search Committee	Wednesday, August 12
Candidate Pool Presentation via Zoom with Search Committee to select 6-9 quarterfinalists	Monday, August 24 8:00 – 10:00 am
Phase 4: Interviews + Final Details	
Quarterfinal Interviews via Zoom with Search Committee	Tuesday, September 8: 11:45 am – 5:00 pm MT Wednesday, September 9: 8:00 am – 1:00 pm MT
In-person Semifinal Interview Activities (Day 1) Staff Q+A Sessions + Location and Community Tours	Wednesday, October 14
In-person Semifinal Interview Activities (Day 2) Library Board Interviews in Exec Session	Thursday, October 15 (evening time)
Library Board votes to approve a finalist at a special meeting following the required 14-day public notice period.	
New Library Director Start Date	TBD (estimated January 2027)

Yellow Highlighted dates require **Search Committee** participation

Green Highlighted dates require **Library Board** participation

Blue Highlighted dates require **Staff** participation

Phase 1: Discovery

- **Kickoff Meeting***
Search Committee + BMA review the process and approve the timeline.
- **Information Gathering**
BMA uses surveys and select focus groups to gather information about the organization, community, and position.
- **Job Announcement***
BMA drafts and sends announcement to the Search Committee for review/edits and approval.
- **Evaluation Rubric**
Created to minimize bias, and allow for an equitable and data-driven evaluation of candidates' skills/abilities that align with the position needs.

Phase 2: Recruit

- **Advertising**
Job announcement is advertised nationally via professional networks and jobsites.
- **Recruiting**
Candidates are recruited using professional networks and contacts.
- **Finals Planning Chat**
Search committee chair and BMA will meet to discuss Finals Activities
- **Applications Close**
BMA will organize candidate documents and send to Search Committee for easy perusal.

Phase 3: Assessment

- **Candidate Pool Presentation***
BMA + Search Committee meet virtually to discuss and review the applicant pool selecting 6-9 candidates for the first round of interviews.
- **Communication**
BMA notifies all applicants on the status of their application and invites selected candidates to continue in the interview process.

Phase 4: Interviews + Final Details

- **Quarterfinal Interviews (virtual)***
BMA leads Search Committee through a two-day interview process resulting in 3-4 semifinalists.
- **Planning**
BMA generates a semifinal interview schedule based on input from the organization. BMA contacts formal references and generates reports.
- **Travel**
Semifinalists receive travel reimbursement specifics per the organization's requirements and make arrangements as needed.
- **Semifinal Interviews (in-person)****
BMA manages a one- or two-day interview process, culminating in interviews with Hiring Authority. BMA facilitates discussion with Hiring Authority.
- **Finalist Approval****
Hiring Authority votes to approve a finalist at a special meeting following the required 14-day public notice period
- **Offer + Negotiation**
BMA extends the offer on the Hiring Authority's behalf, unless other arrangements are preferred.
- **Background Investigation**
BMA engages an investigative firm to verify candidate credentials and history.
- **Communication**
BMA maintains communication with the finalists and Hiring Authority throughout the process.
- **Start Date**
New hire start date is to be determined.

* Search Committee responsibility

** Hiring Authority responsibility

Jefferson County Public Library

Executive Director Job Description



Summary: The Executive Director provides strategic, administrative, and operational leadership for Jefferson County Public Library (JCPL), working under the executive direction of the Library Board of Trustees to advance long-range planning, implement strategic goals, steward financial and organizational resources, and ensure that JCPL's services, programs, and outreach respond to community needs. The Executive Director works closely with the Library Board, County officials, community partners, the Jefferson County Library Foundation, library leaders, and staff, and directly supervises the Chief Executive Team while providing executive leadership for the entire organization.

Essential Duties and Responsibilities

Strategic Leadership and Governance

- Works with the Library Board of Trustees and JCPL staff to advance the mission, vision, values, and long-range goals of Jefferson County Public Library.
- Supports the Board's governance responsibilities by providing sound professional guidance, policy recommendations, strategic planning leadership, operational updates, and information needed for effective decision-making.
- Leads strategic planning in coordination with the Board and guides implementation of Board-approved priorities, programs, services, and community outreach to achieve organizational goals and fulfill JCPL's mission.
- Upholds JCPL's commitment to intellectual freedom, equitable access, privacy, lifelong learning, inclusion, and responsive public library service.
- Participates actively in relevant regional, state, and national professional organizations and development opportunities to remain current with emerging trends, strengthen JCPL's work, and contribute to the broader library profession.
- Fosters a positive, collaborative, accountable, and team-oriented organizational culture.

Financial Stewardship and Resource Development

- Develops, manages, and stewards financial resources to support the fiscal health and long-term sustainability of JCPL.
- Oversees preparation and administration of the annual budget; submits proposed budgets and regular financial reports to the Board; and ensures operation within the approved budget.
- Works collaboratively with the Jefferson County Library Foundation to support fundraising, philanthropic opportunities, and resource development aligned with the Library's mission.
- Builds and maintains productive financial and political relationships with public officials and community leaders to communicate JCPL's value, advocate for library priorities, and support long-term public investment in library service.

Community Engagement, Advocacy, and Communication

- Represents JCPL as a visible, active, and effective leader with residents, community partners, civic organizations, professional peers, the media, and local, regional, and state officials.
- Serves as a key spokesperson for the Library with community partners, constituents, the media, and the general public.
- Builds and maintains relationships with organizations, public officials, and library leaders throughout the region and state to strengthen JCPL's mission, advocacy efforts, partnerships, and community impact.
- Represents JCPL at professional conferences, public meetings, roundtables, civic gatherings, and other events; gives speeches and presentations; and participates in collaborative efforts related to public library service, legislation, and funding.
- Oversees marketing, communications, and public messaging for JCPL.

Organizational Leadership and Operations

- Oversees the effective administration and daily operations of JCPL, ensuring that staffing, policies, procedures, facilities, technology, collections, programs, and services support organizational goals and community needs.
- Directly supervises the Chief Executive Team and provides executive leadership through multiple layers of management across the organization.
- Leads the hiring, development, supervision, evaluation, and retention of qualified staff and supports clear communication, accountability, and collaboration across departments and locations.
- Maintains constructive labor-management relationships and works productively within a union environment, including communication and collaboration with AFSCME representatives in accordance with applicable agreements (CBA), policies, and law.
- Serves as final administrative authority on personnel matters, including promotion, transfer, discipline, and termination, in accordance with applicable laws, personnel policies, the CBA, rules, and regulations.
- Signs contracts, agreements, and other instruments made and entered into on behalf of the organization, consistent with Board policy and applicable requirements.
- Develops and oversees implementation of Library policies and procedures for all functions and day-to-day operations.
- Oversees collection development, facilities, technology, programs, and services, and evaluates their effectiveness to guide future action.

Public Service, Access, and Community Impact

- Ensures that JCPL's services, collections, programs, outreach, facilities, and technology are responsive to community needs and support equitable access for residents across the Library's service area.
- Uses data, community input, professional knowledge, and emerging trends to assess service effectiveness, identify opportunities, and guide continuous improvement.
- Supports efforts to identify and reduce barriers to library service, particularly for underserved communities.
- Ensures that JCPL's public service priorities reflect the Library's role as a trusted civic, educational, and community resource.

Leadership Competencies

- Knowledge of public library principles, practices, ethics, and trends, including intellectual freedom, equitable access, privacy, inclusion, community engagement, and responsive service.
- Knowledge of strategic planning, policy development, fiscal management, budgeting, capital planning, personnel administration, facilities, technology, collections, marketing, and public communications.
- Ability to work effectively with a governing board and provide the information, guidance, and support needed for sound governance and decision-making.
- Ability to lead a complex organization with sound judgment, transparency, accountability, political awareness, and a strong commitment to public service.
- Ability to build and maintain effective relationships with staff, public officials, community partners, donors, professional colleagues, the media, and the public.
- Ability to communicate clearly and persuasively in writing, presentations, public meetings, media interactions, and one-on-one settings.
- Ability to foster a collaborative, inclusive, and high-performing organizational culture.

Qualifications

Minimum qualifications: a master's degree in library and information science from an ALA-accredited program, five years of experience in public libraries, and five years of experience in a supervisory or managerial role. The public library and supervisory/managerial experience may overlap; for example, a candidate who has five years of supervisory experience in a public library would meet both experience requirements.

Preferred qualifications: multi-location leadership experience, experience overseeing an organizational budget, administrative experience in a public library, experience working in a unionized environment, and experience reporting to a governing board.

Communications & Engagement

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Elise Penington, Director of Communications & Engagement

DATE: June 18, 2026

RE: Naming of Northwest Jeffco Library

Naming Background

The naming process for our new Northwest Jeffco Library has been progressing thoughtfully and deliberately since July 2025, following the steps laid out in our inaugural Library naming process.

On Thursday, June 11, staff presented the recommended Northwest Jeffco Library name, Coal Creek Library, for Board discussion. The name reflects extensive research and feedback from our internal naming teams, JCPL staff and community stakeholders, as well as in-depth legal and inclusivity reviews.

Based on the discussion with the Board, we are recommending Coal Creek Library as the official name for the Northwest Jeffco Library location.

Next Actions:

The Library recommends that the Library Board of Trustees authorize the library currently referred to as Northwest Jeffco Library to officially be named Coal Creek Library.

Board Governance

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



Jefferson County
PUBLIC LIBRARY

jeffcolibrary.org

TO: Library Board of Trustees

FROM: Pam Anderson and Kim Johnson, Nominating Committee

DATE: June 18, 2026

RE: Slate of Officers for Election at June 18, 2026 Board Meeting

The nominating committee presents the following nomination for the Vice-Chair position for the election at the June 18, 2026 Board meeting:

A. Renny Fagan for Vice-Chair for the term June 19, 2026 – March 2027

Chair: Call for motion and second