

Jefferson County Public Library Board of Trustees Study Session

June 11, 2026- 5:30pm

**Hybrid Meeting held online via ZOOM
and in-person in the Lakewood Library meeting room.**

TOPICS:

Strategy & Operations - Finance & Budget

- A. Review DRAFT letter to the Board of County Commissioners certifying the mill levy necessary to maintain and operate the library
- B. Review DRAFT 2027 5-Year Capital Plan
- C. Review DRAFT 2027 Proposed Budget Plan
- D. Review Golden Urban Renewal Authority Intergovernmental Agreement

Communications & Engagement

- A. Northwest Jeffco Library Naming

Board Governance

- A. Nominating Committee

Call to Order

Emelda Bing Walker, Chair, called the Study Session to order at 5:30 p.m.

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

Absent:.. All Trustees were present.

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; Bryan Kratish, Northwest Jeffco Library 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.

Strategy & Operations - Finance & Budget

A. Review DRAFT letter to the Board of County Commissioners certifying the mill levy necessary to maintain and operate the library

Kirsten Ruiz, Chief Strategy and Operating Officer presented the draft letter to the Board of County Commissioners certifying the mill levy necessary to maintain and operate the library.

In response to a question the Board was advised that the priorities listed in the letter come in large part from the mil levy ballot language continuing to point out to the public that JCPL is using the mil levy the way they intended.

B. Review DRAFT 2027 5-Year Capital Plan

C. Review DRAFT 2027 Proposed Budget Plan

Kirsten Ruiz presented information on the library's draft 5-year capital plan and 2027 Proposed Budget plan including:

- Key Assumptions
- County Property Tax Revenue Methodology
- 2027 Property Tax Revenue Update
- Fund balance forecasts at 5%, 4% and 3%
- 5-Year Capital Improvement Plan
- 10-year Capital Outlook
- Project Cost Estimates, Deer Creek and Northwest Jeffco
- Project Contingency, Deer Creek and Northwest Jeffco

D. Review DRAFT 2027 Proposed Budget Plan

Kirsten Ruiz presented information on the 2027 preliminary budget with 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

After some discussion the Chair asked for and received consensus from the Board to accept the recommendations. The Library will bring back the letter to the Board of County Commissioners,

the 2027 5-Year Capital Plan and the 2027 Proposed Budget Plan based on the recommendations to the June 18, 2026 Board meeting for formal votes to submit.

E. Review Golden Urban Renewal Authority Intergovernmental Agreement

Kirsten Ruiz presented information on the Golden Urban Renewal Authority Intergovernmental Agreement. The Board reached consensus to place this item on the consent agenda for the June 18, 2026 Board meeting.

Communications & Engagement

A. Northwest Jeffco Library Naming

Elise Pennington, Director of Communications and Engagement and Bryan Kratish, Northwest Jeffco Library Manager, presented information on the naming recommendation for the Northwest Jeffco Library.

The Board expressed appreciation to Elise and Bryan for their excellent work. The Board will have a formal vote to name the Northwest Jeffco Library the Coal Creek Library at the June 18, 2026 Board meeting.

Board Governance

A. Nominating Committee

The Chair advised the Board that according to the Bylaws, Section 4 Vacancies, a vacancy occurring in the office of Vice Chair shall be filled for the unexpired term by a trustee elected at a Regular meeting, notice of such election having been given five days in advance of the meeting by the highest-ranking officer. The Chair noted that she is reconvening the Nominating Committee, Pam Anderson and Kim Johnson. The committee will provide the Chair with their nomination for Vice-Chair for the term June 19, 2026 to March 2027 by tomorrow June 12. The Library will hold the posting of the June 18 meeting until June 12 to include the nomination in the information packet and meet the 5-day requirement. The Board will vote to elect a Vice-Chair at the June 18, 2026 Regular Board Meeting.

The Chair adjourned the Study Session at 6:38 pm.

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

Charles Jones, Secretary