

# BOARD MEETING

## JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

February 20, 2020



Jefferson County  
**PUBLIC LIBRARY**

## **APPROVAL OF AGENDA**

# BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, February 20, 2020 – LAKEWOOD LIBRARY MEETING ROOM
1.	<b>Call to order &amp; attendance (4.5.8)</b>
2.	<b>Pledge of Allegiance</b>
3. <b>Action</b>	<b>Approve Agenda</b> <b>Call for motion and second</b>
4.	<b>Public Comment</b>
5. CONSENT AGENDA <b>Action</b>	<b>Approval of Consent Agenda</b> <b>Call for motion and second</b> <ol style="list-style-type: none"> <li>1. Minutes of the January 16, 2020 Board Meeting as presented.</li> <li>2. Adopt the following Policy Governance Monitoring Reports:               <ol style="list-style-type: none"> <li>A. 2.0 General Management Constraints</li> <li>B. 2.1 Treatment of Patrons</li> <li>C. 2.2 Treatment of Staff</li> <li>D. 2.3 Financial Condition and Activities</li> <li>E. 2.4 Asset Protection</li> </ol> </li> <li>3. Tolin Mechanical Systems contract authorization.</li> <li>4. Project Carryforward Request</li> <li>5. Budget Supplemental Request</li> </ol>
6. Information	<ul style="list-style-type: none"> <li>• Foundation Report – Jo Schantz, Executive Director and Kim Johnson, Trustee Representative</li> </ul>
7. Operational Updates <b>Action</b> as Needed	<ul style="list-style-type: none"> <li>• <b>Executive Director Update</b> <ul style="list-style-type: none"> <li>▪ 2019 Strategic Plan Q&amp;A</li> <li>▪ <b>Recess Board Meeting</b> for tour of Lakewood Sorter and Library to You Lobby Service</li> <li>▪ <b>Reconvene Board Meeting</b> for Service Highlight (Raise a Reader)</li> </ul> </li> <li>• <b>Finance and Budget</b> <ul style="list-style-type: none"> <li>▪ Financial Report</li> <li>▪ Belmar Project Financial Report</li> </ul> </li> <li>• <b>Facilities and Construction Projects</b> <ul style="list-style-type: none"> <li>▪ Belmar Project Update – NV5</li> <li>• Belmar Video</li> </ul> </li> <li>• <b>Strategy and Engagement</b> <ul style="list-style-type: none"> <li>• South County Community Engagement</li> </ul> </li> </ul>

# BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

8. <b>Action</b> as Needed	<p><b>Items Removed From Consent Agenda (4.3.4)</b> The Board may address and/or vote on any items that were removed from the Consent Agenda</p>
9. Emerging Issues <b>Action</b> as Needed	
10. <b>Action</b> as Needed	<p><b>Ends</b></p> <ul style="list-style-type: none"> <li>• No items</li> </ul>
11. <b>Action</b> as Needed	<p><b>Board Governance</b></p> <ul style="list-style-type: none"> <li>• Nominating Committee report to the Board: Proposed Slate of Officers</li> </ul>
12. Suggest Agenda Items	<p><b>BOARD SCHEDULE – NEXT MEETINGS</b></p> <ul style="list-style-type: none"> <li>• March 12, 2020 – <u>EXTENDED</u> Study Session – 5:30 pm – Pam Nissler Conference Room at Library Administration</li> <li>• March 19, 2020 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room</li> <li>• April 9, 2020 – Study Session – 5:30 pm – Pam Nissler Conference Room at Library Administration</li> <li>• April 16, 2020 – Board Meeting – 5:30 pm – Arvada Library Meeting Room</li> <li>• May 14, 2020 – Study Session – 5:30 pm – Pam Nissler Conference Room at Library Administration</li> <li>• May 21, 2020 – Board Meeting – 5:30 pm – Columbine Library Meeting Room</li> </ul> <p><b><u>CONFERENCES</u></b></p> <ul style="list-style-type: none"> <li>• <b>Public Library Association Conference 2020 (PLA)</b> – February 25-29, Nashville TN</li> <li>• <b>National Library Legislative Day (NLLD)</b> – May 4-5, Washington DC</li> <li>• <b>Colorado Association of Libraries 2020 Conference (CAL)</b> – September 10-12, Loveland CO</li> </ul>
13. Discussion	<p><b>Board Questions or Comments Related to Items on the Meeting Agenda</b></p>
14. Discussion	<p><b>Evaluate Board Meeting (4.1.9)</b></p>
15. Information	<p><b>Announcements/General Information Sharing</b></p> <ul style="list-style-type: none"> <li>• Report of the Chair – Correspondence, Other</li> <li>• Other Announcements</li> </ul>
16. Adjournment	

## **CONSENT AGENDA**

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



[jeffcolibrary.org](http://jeffcolibrary.org)

TO: Library Board of Trustees  
FROM: Charles Naumer, Chair and Donna Walker, Executive Director  
DATE: February 11, 2020  
RE: Consent Agenda for the February 20, 2020 Board Meeting

1. Approve the minutes of the January 16, 2020 Board Meeting as presented.
2. Library Board of Trustees adopt the following Policy Governance Monitoring Reports:
  - A. 2.0 General Management Constraints
  - B. 2.1 Treatment of Patrons
  - C. 2.2 Treatment of Staff
  - D. 2.3 Financial Condition and Activities
  - E. 2.4 Asset Protection
3. Tolin Contract: Library Board of Trustees authorize the Executive Director to sign the contract with Tolin Mechanical Systems in the amount of \$76,068 for HVAC maintenance and emergency services.
4. Project Carryforward Request: Library Board of Trustees authorize the Executive Director to submit a carry-forward budget amendment in the amount of \$5,897,205.
5. Budget Supplemental Request: Library Board of Trustees authorize the Executive Director to submit a budget supplemental request in the amount of \$147,441 for the transfer from the fleet fund to the library fund for the new bookmobile.

**Minutes of the Meeting of the  
JEFFERSON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
January 16, 2020**

**CALL TO ORDER – REGULAR MEETING**

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Lakewood Library meeting room on January 16, 2020. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:30 p.m. Other Trustees present: Kim Johnson (Vice-Chair), Pam Anderson (Secretary), John Bodnar, Jill Fellman and Jeanne Lomba.

Trustees not present: German Zarate-Bohorquez.

**Staff present:** Donna Walker, Executive Director; Steve Chestnut, Director of Facilities and Construction Projects; Rex Whisman, Director of Strategy and Engagement; Bernadette Berger, Director of Information Technology; Barbara Long, Assistant Director of Finance and Budget; Lizzie Gall, Assistant Director of Library Experience; Padma Polepeddi, Assistant Director of Library Experience; and Amber Fisher, Executive Assistant, Office of the Executive Director.

**APPROVAL OF AGENDA**

**MOTION:** John Bodnar moved that the Library Board of Trustees approve the agenda as presented. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

**PUBLIC COMMENT**

There was no public comment.

**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.

**MOTION:** John Bodnar moved that the Library Board of Trustees approve the items on the consent agenda. Seconded by Jill Fellman the consent agenda was approved by unanimous vote of all Trustees present.

## **FOUNDATION REPORT**

There was no verbal report. The board received a written report in their board packet.

## **EXECUTIVE TEAM OPERATIONAL UPDATES**

### **Executive Director Update**

Donna Walker, Executive Director, provided an update to the Board. In response to a question, the Board was advised that in addition to hiring Rex Whisman as the Director of the Strategy and Engagement division, another key position was filled. Deidre Keating has been hired as the Assistant Director of Community Engagement. Her start date is February 3, 2020. All director level hires are now complete.

The Executive Director extended an invitation to the Trustees to attend the signature event, Romance in the Rockies at the Arvada Center on January 25.

The Executive Director shared two patron comments thanking the Library for services.

In response to a question, the Board was advised that the Library is tracking patron use of the payment features on the self-serve machines. It was noted that while the Library implemented fine free, there are still fees related to materials that are not returned or damaged and the machines provide a method for payment of those fees. At this time, the Library is not planning for the sale of those machines.

## **Finance and Budget Department**

### Financial Reports

Barbara Long, Assistant Director of Finance and Budget addressed the Board. The financial report is a first look at 2019-year end and is preliminary. There are projections on both operating (table 3) and capital (table 5). The Library is still receiving invoices and is expecting payroll expenses to be posted. Many of the capital projects are not confined to one year but will continue to finish up in 2020. There is a slightly different presentation for fund balance reflecting the reserve. Next month and in March, the Board will receive more information as 2019 year end is not truly complete until the County audit is conducted. Additionally, next month the Library will present the carry forward request.

In response to questions, the Board was advised that:

- On salaries and benefits, there was no increase in benefits for 2019. Also, the Library may not have filled benefited FTE positions as quickly. It was noted that sometimes employees decline benefits.
- For the document management system, the Library decided to take an approach to start with a pilot to make sure the system worked well for the Library. The Board approved the contract for \$80,000. The way the financial system works, the



contracted encumbrances do not display as the system zeroes out those amounts. The anticipated amount to be carried forward for the document management system is \$80,000.

### Pine Library

**MOTION:** Jill Fellman moved that the Library Board of Trustees authorize a gift of \$1,000 to the North Fork Library Association to support the operation of the Pine Library in 2020. Seconded by Jeanne Lomba, voting on the motion was suspended for additional discussion.

Trustee Bodnar proposed increasing the amount of the contribution to the Pine Library by \$500 for a total of \$1500. After some discussion, the following amended motion was presented.

**MOTION:** Jill Fellman moved that the Library Board of Trustees authorize a gift of \$1,500 to the North Fork Library Association to support the operation of the Pine Library in 2020. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

### **Facilities & Construction Projects**

#### Belmar Library Renovation Project Update

Steve Chestnut, Director of Facilities and Construction Projects addressed the Board and introduced Erik Griffith, Fransen Pitman Project Manager who provided an update on the Belmar Library Renovation Project. The renovation is moving along nicely, the weather has been cooperating and at this stage of the project, unforeseen surprises should be minimized. For the exterior work, the piers (structural footings) been poured and steel erection is planned for next week. All structural concrete items, retaining walls for landings and ramps, are complete. For the interior, all electrical, plumbing and mechanical within the walls have been completed. Drywall is underway with good progress including taping and mudding. Inspectors have signed off on the restrooms and wall and floor tile are scheduled for next week. Most of the doorframes are in and frames for the glass doors are roughed in. Ceiling paint is substantially complete. The walk through to confirm all final locations for electric and data outlets, security access for doors as well as final locations for electrical floor boxes are complete. The team is getting ready for paint and other finishes. The ballot box has been approved and will be incorporated. The fire sprinkler permit and fire alarm permit are done. For the project risks, the remaining exterior work is at the mercy of Mother Nature. Signage meetings are scheduled for next week with JCPL and HDR, the architect.

In response to questions, the Board was advised that:

- There are no outstanding permits
- The project remains on budget
- RFI stands for Request for Information
- The ballot box was approved by the County
- Completion remains scheduled for Spring 2020

#### STAT Courier Contract

Steve Chestnut introduced topic and provided an overview of the STAT Courier renewal contract. In response to questions, the Board was advised that:

- The renewal contract cost has escalated 2% and the fuel surcharge is included
- The increase in the scope of work includes patron services for the Conifer Library book drop that was added last year and the holiday book sale.
- Both the Conifer book drop and holiday sale were designed to enhance patron's library experience.

**MOTION:** Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to sign a contract with STAT Courier Service in the amount of \$258,366 for delivery services. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

#### Kleen-Tech Services Corporation

Steve Chestnut introduced the topic and provided information on the renewal contract with Kleen-Tech Services. The Library and Kleen Tech were negotiating and adjusting the renewal contract. The new contract cost includes a 5.98% increase in pricing over 2019. This increase is primarily due to the State required increase in minimum wage (\$12.00 per hour) for 2020. The 2020 renewal is the last one permitted under the original contract. Following best practices, JCPL will go out to bid for janitorial services this year and initiate an RFP in the 2<sup>nd</sup> quarter of 2020 with a proposed start date of January 1, 2021 for the selected vendor. The lead-time is needed to allow enough time for responding vendors to schedule walk-throughs at all JCPL locations.

In response to a question, the Board was advised that JCPL is happy with the services provided by Kleen Tech.

**MOTION:** Jeanne Lomba moved that the Library Board of Trustees authorize the Executive Director to sign a contract with Kleen-Tech Services Corporation in the base amount of \$495,000 for janitorial services. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

#### **ITEMS REMOVED FROM THE CONSENT AGENDA**

No items were removed from the consent agenda.

## **EMERGING ISSUES**

There were no emerging issues.

## **ENDS**

### **Global Ends Statements**

The Chair introduced the topic and advised the Trustees of the work performed last year addressing the Global Ends Statements. The Chair asked for and received consensus from all Trustees present that they were happy with the Ends Statements.

### **Draft 2020-2025 Strategic Plan**

The Executive Director introduced the topic and advised the Board that the Library is very excited to get feedback from the Board on the draft 2020-2025 Strategic Plan. The plan is considered a living document that will be revisited in the weeks ahead. Rex Whisman, Director of Strategy and Engagement, shared a presentation with the Board on the 2020-2025 Strategic Plan and facilitated a discussion to receive input from the Trustees. After the discussion, the Trustees were asked to indicate their impressions with the draft plan and responded positively. The Trustees were advised that their comments and suggestions would be reviewed and incorporated. Performance targets and success measures for the 2020-2025 strategic plan will be a topic for the March Study Session.

## **BOARD GOVERNANCE**

### **Sunshine Resolution**

**MOTION:** Kim Johnson moved that the Library Board of Trustees adopt the Sunshine Resolution LB-01-16-20. Seconded by Jill Fellman the resolution was adopted by unanimous vote of all Trustees present.

In response to a question, the Board was advised that Library Board meeting notices are also posted on the public website [jeffcolibrary.org](http://jeffcolibrary.org). Additionally, the Trustees were advised that recent changes to the open meetings law would be addressed at the February Study Session and Amber Fisher will be providing information to the Bylaws Committee.

### **Bylaws Committee Appointments**

The Chair announced the appointments of Jeanne Lomba and German Zarate-Bohorquez to serve on the committee to review the By-Laws. Any proposed amendments to the Bylaws will be submitted to the Trustees at least 14 days prior to their proposed adoption.

### **Nominating Committee Appointments**

The Chair announced the appointments of John Bodnar and Jill Fellman to serve on the committee to nominate board officers. The committee will report to the Board at the

February Board meeting with the proposed slate of officers. The Trustees will elect officers at the March Board meeting.

### **Foundation Board Trustee Representative Appointment**

The Chair announced the appointment of Kim Johnson to serve as the Trustee representative on the Foundation Board.

### **BOARD SCHEDULE – NEXT MEETINGS**

- February 13, 2020 – Study Session – 5:30 pm – Pam Nissler Conference Room at Library Administration – Jeanne and Kim will not be present
- February 20, 2020 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- March 12, 2020 – EXTENDED Study Session – 5:30 pm – Pam Nissler Conference Room at Library Administration
- March 19, 2020 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- April 9, 2020 – Study Session – 5:30 pm – Pam Nissler Conference Room at Library Administration
- April 16, 2020 – Board Meeting – 5:30 pm – Arvada Library Meeting Room

### **ANNOUNCEMENTS/GENERAL INFORMATION SHARING**

The Board was introduced to Katie O'Loughlin, Administrative Coordinator. Katie will be providing support to Amber Fisher and will be an additional resource to assist with the work of the Board.

### **ADJOURNMENT**

The Board meeting was adjourned at 7:23 pm.

Pam Anderson, Secretary

## **Operational Updates**

### **Executive Director Update**



# February 2020 EXECUTIVE DIRECTOR REPORT

## 1<sup>st</sup> Quarter 2020 Focus:

1. Unveil new long-range Strategic Plan and online dashboard
2. Fully transition Strategy and Engagement Team
3. 2021 Budget and Project Planning
4. New Trustee Orientation

## Community Engagement

JCPL is sending **17 staff and 2 trustees** to the Public Library Association annual conference in Nashville. Two of our staff, **Marcy James**, Programming Coordinator, and **Cindy Jaye**, Programming Manager will be presenting a session on summer reading.

## JCPL SERVICE HIGHLIGHTS

**AARP TAX HELP:** The Library offers free tax help from AARP IRS-certified volunteers. Free tax counseling and preparation services are available February 1 - April 11. Appointments fill up immediately upon posting.

**New Print Release and PC Reservation System.** Improved features include:

- Patrons can be at home or at any library and send a print job, then go and pick it up at any JCPL library.
- Patrons can print from any PC, smart phone, tablet, MAC or Windows laptop.
- Text alerts to notify patrons when their computer reservation is available. Allows better metrics and robust reporting.
- Works with coin, bills, cash cards, credit and debit cards, ApplePay, Google Wallet.
- Reduction in equipment needed and smaller footprints for dedicated equipment.

## Advocacy and Engagement Opportunities for Trustees

**Colorado Library Legislative Day** – March 18<sup>th</sup> – details forthcoming.

**FY2021 Federal budget** proposal eliminates the Institute of Museum and Library Services (IMLS), including all funds from Library Services and Technology Act (LSTA). The administration's new budget eliminates funding for other library-eligible education programs. More information about the issue and advocacy opportunities can be found [here](#) and [here](#).



## HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, February, 2020

ACTIVITY	PURPOSE	IMPACT
Jeffco Connections	Align our collaborative efforts for 2020.	Cancelled due to weather.
Elected Officials Personnel Board Meeting <i>Scheduled for February 13th</i>	2021 budget considerations and prioritization. Centralized services review process information sharing. Discussion on potential future ballot options.	
Front Range Public Library Directors <i>Scheduled for February 21st</i>	Connect with other public library executive directors. Learn about new initiatives in Colorado.	
Meeting with Jo Schantz, executive director of the Jefferson County Library Foundation <i>Scheduled for February 24th</i>	Maintain relationship with community partner.	
Public Library Association Conference <i>Scheduled for February 26-29th</i>	Learn about best practices in public libraries in the country. Face-to-face meetings with key vendors.	
West Metro Chamber of Commerce <i>Scheduled for February 27th</i>	Participate as a Board member. Promote library services to business and non-profit community.	
Meeting with Wes Paxton, Conifer High School Principal	High School Remodel resource sharing and patron privacy conversation.	

**New Trustee orientation** curriculum has been developed and orientation is being scheduled. The orientation is intended for our new trustees, but all are invited and welcome.

The **City of Golden Fire Department** issued an official notice and order to JCPL, Golden Library, due to overcrowding of the meeting room during functions throughout the week. The corrective order is to post the occupant load in the room. This issue was addressed by staff immediately both by posting a sign, which had not previously been required by code, and by addressing the over-crowding issues.

## **Operational Updates**

**Finance and Budget Department**



## memorandum

To: Donna Walker, Executive Director  
From: Barbara Long, Assistant Director for Finance & Budget  
Re: Finance Monthly Report  
Date: February 11, 2020

**A. Budget to Actual Tables**

The Budget to Actual Tables for January 2020 will be forwarded before the meeting and will include the analysis discussion.

## **Operational Updates**

### **Facilities & Construction Projects**

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## Belmar Library Renovation – Progress Reporting

DATE: February 2020

### I. PROJECT TEAM:

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Jefferson County Public Library  
JCPL Steering Committee  
NV5  
HDR  
Fransen Pittman

Owner  
Advisory Group  
Owner’s Representative  
Architect/Design Team  
General Contractor

### II. PROJECT PROGRESS / STATUS:

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- A. Canopy steel has been assembled and exterior site work continues.
- B. Curb and gutter concrete has been poured and parking lot lights are functional.
- C. Drywall has been hung and taping/mudding (finishing) of drywall is on-going. Paint has been applied in areas where drywall is complete.
- D. Tile installation in bathrooms are 90% complete.
- E. Ceiling grid work has begun and ceiling tiles will be complete in a few weeks.

### III. CURRENT PROJECT OPPORTUNITIES &/OR RISKS:

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- A. Weather/snow has been an issue for exterior site work & replacement of clerestory windows; some delays have occurred. At this time, Fransen Pittman is working to make up the days without an extension to the overall schedule.
- B. Cost for weather allowances have been increased. To date, any weather costs are coming out of the construction contingency held by Fransen Pittman.
- C. JCPL requested work to be done on aged and failing components to the dry sprinkler system. This will allow the system to be functional for 15+ years.
- D. Contingency in the project budget will be held until the exterior site work has progressed to the point that additional work/funding will be unlikely. At that time, contingency funds could be made available for project add alternates.

IV. UPCOMING KEY DECISIONS:

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- A. Move-In Schedule and Timing of JCPL Start Up Activities are currently being identified & scheduled.

V. MEETINGS:

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- A. Weekly, Thursdays @ 1:00pm: OAC Meetings & Site Walk
- B. Feb 18th @ 3:30pm: Dusty Boots Tour, Belmar Staff

VI. MILESTONES PROJECTED FOR NEXT PERIOD:

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- C. Complete drywall & paint / Carpet Install
- D. Replace Clerestory Windows / Install Light Fixtures

VII. PROGRESS PHOTOS:

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Canopy Steel –  
perspective with old  
entrance. Curb &  
gutter concrete.



Open Stack Area without  
Baffles



Ceiling Grid and Staff Offices



Study Rooms – ceiling grid and paint complete



Restroom – Tile and Sconce Lights Complete

## **STRATEGY AND ENGAGEMENT**

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

[jeffcolibrary.org](http://jeffcolibrary.org)



To: Donna Walker, Executive Director  
From: Rex Whisman, Director of Strategy and Engagement  
Date: February 12, 2020  
Re: Community Engagement Update for New Library in South Jefferson County

The following is a summary of the work to date:

- The 2018 Facility Master Plan recommended construction of a new destination library of at least 30,000 square feet in South Jefferson County.
- In 2019 the Trustees authorized a planning and design budget of \$350,000, with consensus to purchase an existing building for renovation.
- In 2019 the Trustees authorized notice to proceed with HDR architectural firm to begin the search process, starting with three tasks; use input from JCPL Board and Staff to create a fact sheet for key messages to educate the public and solicit feedback, use data provided by the Library and garner input from staff to create an online and in-person public meetings, engage the community at large and JCPL to establish guiding principles, priorities and programs.
- In 2019 the Trustees engaged in facilitated activities to clarify the boundaries of South Jefferson County and Library Service Area, and determine Trustee roles for the project and potential messages for the fact sheet.
- The Trustees adopted the 2020 Capital Improvement Plan, recommended the project start in 2021 and approved submission of the plan to Board of County Commissioners as part of 2020 budget.



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[jeffcolibrary.org](http://jeffcolibrary.org)

Proposed Schedule for the Online and In-Person Community Engagement Meetings

Item	Action	Description	Dates
1	JCPL	Create a project subpage on the JCPL website and upload the Fact Sheet	February
2	HDR/JCPL	Plan the Online Meeting	February – March
3	JCPL	Launch the Online Meeting	March
4	HDR/JCPL	Online Meeting Active	March – April
5	HDR	Report findings and data to JCPL Prepare In-person Community Meetings	April
6	HDR/JCPL	In-person Community Meetings <ul style="list-style-type: none"> <li>• 4 Community Input Meetings</li> </ul>	April
7	HDR/JCPL	JCPL Input Meetings <ul style="list-style-type: none"> <li>• 4 JCPL Team Input Meetings</li> <li>• 1 Board of Trustees Input Meeting</li> </ul>	April - May
8	HDR	JCPL Output Meetings <ul style="list-style-type: none"> <li>• 1 Community Meeting</li> <li>• 1 JCPL Team Meeting</li> <li>• 1 Board of Trustees Meeting</li> </ul>	June

The Community Engagement Fact Sheet, which provides an overview of the project and directs people to additional information for participation in Online and In-person Community Meetings, will be forwarded before the Board meeting.

**ADMINISTRATION**

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Jefferson County

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