

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

August 17, 2017



APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, August 17, 2017 – STANDLEY LAKE LIBRARY MEETING ROOM
1.	Call to order & attendance (4.5.8)
2.	Pledge of Allegiance
3. Action	Approve Agenda Call for motion and second
4. Action	Approval of Minutes Call for motion and second <ul style="list-style-type: none"> July 20, 2017 Board Meeting Minutes
5.	Public Comment
6. Information	<ul style="list-style-type: none"> Foundation Report – Jo Schantz
7. Operational Updates Action as Needed	<ul style="list-style-type: none"> Executive Director Update <ul style="list-style-type: none"> Family Justice Center Finance Department – Gloria Overholt, Interim Director of Budget & Finance <ul style="list-style-type: none"> <u>Financial Reports</u> <ul style="list-style-type: none"> July 2017 Public Services Department <ul style="list-style-type: none"> <u>Columbine Library Remodel</u> – Dan Killian, NV5 <u>Edgewater Library Update</u> – Paul Wember, President, Wember, Inc. Information Technology Department <ul style="list-style-type: none"> <u>Intranet Vendor Contract</u> – Danny LaGage, IT Operations Manager Action Item: Recommend that the Library Board of Trustees authorize the Executive Director to enter into a contract with Bross Group.
8. Action as Needed	Consent Agenda (4.3.4) <ul style="list-style-type: none"> Recommendation of the Bylaws Committee
9. Emerging Issues Action as Needed	
10. Action as Needed	Ends
11. Action as Needed	Governing Policies: Management Limitations (Monitoring Reports) Monitoring Executive Director's Performance Call for Motions <ul style="list-style-type: none"> 2.1 Treatment of Patrons 2.5 Financial Planning/Budgeting

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

	<ul style="list-style-type: none">• 2.6 Compensation and Benefits• 2.7 Emergency Executive Director Succession• 2.8 Board Awareness and Support• 2.9 Materials Selection
12. Suggest Agenda Items	BOARD SCHEDULE – NEXT MEETINGS <ul style="list-style-type: none">• September 14 – Board & BCC Quarterly Meeting – 11:30-12:30 – 5th Floor Conference Room• September 14 – Study Session – 5:30 pm – Administration Conference Room• September 21 – Joint Board Meeting – Library & Foundation Boards – 4:45-5:30 pm – Belmar Library Meeting Room• September 21 - Board Meeting – 5:30 pm – Belmar Library Meeting Room• October 12 – Study Session – 5:30 pm – Administration Conference Room• October 19 – Board Meeting – 5:30 pm – Columbine Library Meeting Room• November 9 – Study Session – 5:30 pm – Administration Conference Room• November 16 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room• December 14 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
13. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
14. Discussion	Evaluate Board Meeting (4.1.9)
15. Information	Announcements/General Information Sharing <ul style="list-style-type: none">• Report of the Chair – Correspondence, Other• Other Announcements
16. Adjournment	

APPROVAL OF MINUTES

Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
July 20, 2017

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Golden Library meeting room on July 20, 2017. Library Board of Trustees Vice-Chair, Charles Naumer called the meeting to order at 5:30 p.m. Other Trustees present: Kim Johnson (Secretary), John Bodnar, Deborah Deal and Brian DeLaet.

Trustees not present: Julia Hill-Nichols

Guests: Dan Killian, Senior Project Manager, NV5; Paul Wember, President, Wember, Inc.

Staff present: Pam Nissler, Executive Director; Donna Walker, Director of Public Services; Pat Klein, Director of Information Technology; Sandie Coutts, Director of Employee Relations & Development; Julianne Rist, Director of Public Services; Rebecca Winning, Director of Communications; Steve Chestnut, Director of Facilities and Construction Projects; Gloria Overholt, Interim Director of Finance and Budget; Susan Wilson-Madsen, Budget and Finance Manager and Amber Fisher, Executive Assistant, Office of the Executive Director.

APPROVAL OF AGENDA

MOTION: Brian DeLaet moved that the Trustees approve the agenda as presented. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

APPROVAL OF MINUTES

MOTION: Deborah Deal moved approval of the minutes of the June 8, 2017 Study Session. Seconded by John Bodnar the minutes were approved by unanimous vote of all Trustees present.

MOTION: Brian DeLaet moved approval of the minutes of the June 15, 2017 Board meeting. Seconded by Kim Johnson the minutes were approved by unanimous vote of all Trustees present.

PUBLIC COMMENT

There was no public comment.

FOUNDATION REPORT

Jo Schantz provided an update on the activities of the Foundation. The Foundation has hired two new staff members; Allison Lawsten, contract bookkeeper and Tiffany Fulbright, temporary administrative assistant. There is a volunteer thank you picnic for the whale sale and foundation volunteers in August. In September there are a series of restaurants participating in fundraising events – if you dine at the restaurant and mention the Foundation a percentage of the meal will go to the Foundation. The Foundation received a grant from Solera Bank of \$1,500 for Raise-A-Reader and \$1,000 from Walmart Community Grants for general operating.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Pam Nissler, Executive Director, provided an update to the Board. In response to a question, the Executive Director advised the Board that Resilient Jeffco is an initiative brought forward by Mary O'Neil, County Budget Director in response to concerns about revenue trends. All Jefferson County elected officials and personnel board members were invited to participate in the proactive initiative to look at efficiencies and different ways of operating. The Board of County Commissioners have requested a rescheduling of the September quarter meeting (from September 14 to September 28). The Trustees were asked to respond to Amber Fisher with their availability. The Pine Library annual meeting is July 29. The Executive Director will email information on the annual meeting to the Board.

Budget and Finance Department

Gloria Overholt, Interim Director of the Finance and Budget Department presented information on the activities of the Budget and Finance Department.

2018 PowerPoint Budget Presentation (BCC Meeting August 14)

The Board was advised that the presentation was developed using the template sent from the County. In response to questions, the Board was advised that:

- The Library anticipates an increase in cost of benefits and should have the final numbers in August.
- The full 215 FTE is being requested in the budget and includes staffing for the Edgewater Library.
- The difference between the revenue amounts \$40,023,672 and \$41,016,922 reflect the additional revenue from state grants, charges for services, fines, etc. (\$40,023,672 is revenue from property taxes only).
- The Library is not aware of any special concerns of the Board of County Commissioners about the budget.

The Trustees expressed appreciation to Gloria Overholt and Susan Wilson-Madsen for their work on the budget and budget presentation.

2018 Budget Cover Letter

The Trustees were advised that the cover letter states that the requested mill levy may be adjusted as the final assessed property valuations are determined.

MOTION: Deborah Deal moved that the Library Board of Trustees accept the 2018 budget cover letter including the revision as presented. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

Budget to Actual Tables May 2017

The Trustees were advised that the financial report for May 2017 was included in their board reports.

Budget to Actual Tables June 2017

Gloria Overholt advised the Board that revenues are on track except for fines and contributions from the Foundation which will both fall short. The Library is expecting an increase in investment income. Salaries and benefits are lower than budgeted and vacancy savings are on track. In response to questions, the Trustees were advised that:

- There will be a large purchase in Collections for the Columbine Library opening day collection. Also, the Library typically makes a large books and materials purchase in the Fall when many new titles are released.
- The Columbine remodel budget shows as adjusted because funds allocated for planning that were not spent for the project in 2016 were carried over to 2017.
- The Columbine remodel budget is currently projected at the full Board authorized amount for the project. As the year progresses, the budget will be adjusted to reflect the amount actually expended.

Public Services

Second Quarter 2017 Statistics

Donna Walker, Director of Public Services presented information on the second quarter 2017 statistics. The Board was advised that a correction to the memorandum regarding adjustment of key performance indicators will be forthcoming. The second quarter KPI's were influenced by the closure of Columbine as one of our busiest library branches. Upon excluding Columbine from the system totals, JCPL shows increases in all main use parameters, such as visits, circulations, and program attendance. The numbers confirm that JCPL continues on its path to excellence, and community use of the library keeps growing and building upon the service improvements realized since the passing of the mill levy.

The Board was advised that the Library will be investigating the decline at Conifer and will report back.

Columbine Library Remodel Project Update

Dan Killian, Senior Project Manager, NV5, provided an update on the Columbine project. There has been a lot of progress; dry wall is finishing up, tile, carpet and paint are moving along. Coordination meetings are taking place regarding the shelving, furniture, fixtures, and sorter coming back into the building. Fransen Pittman (FP) and their electrical subcontractor have submitted rebate paperwork to Xcel Energy as part of the interior LED lighting retrofit. FP received notification in late June that we have received a pre-approval rebate of \$25,506 for the retrofit work. Additionally, the pre-approval letter indicates that because of the retrofit Xcel estimates an annual energy cost savings of \$17,929 at the Columbine Library building. Similar to last month, there have been some unanticipated project revisions which have resulted in a change order request from Fransen Pittman. The revisions associated with Owner Change Order (OCO) #2 include the removal of the bollard lights at the north side of the parking lot, the addition of a new flag pole light, and reframing at the interior Powerwall to accommodate the new shelving. OCO #2 has been issued to JCPL for approval and totals \$9,176.00. Once approved, a budget transfer will be conducted to move the funds from project contingency to Fransen Pittman.

Fransen Pittman had their glazing contractor look at the southwest facing curved window wall in an effort to determine the cause of the water intrusion and subsequent damage to the adjacent wood at the interior. It appears that the windows are no longer leaking. Additionally, Fransen Pittman has an allowance within their GMP for repair of damaged wood by the millwork subcontractor. Depending on the extent and severity of the damage, additional money may be required above the allowance amount to repair; however, this will be monitored. Project budget is maintained at a not to exceed amount of \$4 Million.

Columbine Library Remodel – Update Video

Pat Klein, Director of Information Technology shared a video of the construction progress at the Columbine Library.

Columbine Library Remodel – Change Orders - Fransen & Pittman

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to make a payment to Fransen Pittman in the amount of \$9,176 for Owner requested change orders related to the Columbine Library remodel project. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

In response to a question, the Board was advised that the sorter is not reflected in the Columbine remodel budget at this point.

Columbine Library Remodel – Change Orders

Steve Chestnut, Director of Facilities and Construction Projects advised the Board that the construction schedule for the project has reached the point where the project may be delayed if future change orders have to come before the Board. Due to the construction timeline and Board of Trustees meeting dates it was proposed that the Board authorize the Executive Director to approve payment for any potential change orders that might occur in the last 10 weeks of construction. The stipulation to that authorization is that the Library will not exceed the budget already authorized by the Board for the project.

MOTION: Brian DeLaet moved that the Library Board of Trustees authorize the Executive Director to make payments on any future change orders related to the Columbine Library Remodel Project as long as they fall within the Board authorized budget for the project. Seconded by Kim Johnson the vote was suspended to address a request for further discussion and clarification.

After some discussion it was clarified that the request from the Library for the Board to authorize future change orders is related to the \$4.0 million not to exceed budget for the project and not the total Board authorized project amount of \$4.25 million.

MOTION: Brian DeLaet moved to withdraw the previous motion. Seconded by John Bodnar, the motion to withdraw passed by unanimous vote of all Trustees present.

The Board was advised that they would still receive information on all change orders.

MOTION: Brian DeLaet moved that the Library Board of Trustees authorize the Executive Director to make payments on any future change orders related to the Columbine Library Remodel Project as long as they fall within the \$4.0 million budget for the project. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

Edgewater Library Project

Paul Wember, President, Wember Inc., provided an update to the Board. There has been great progress on the project including procuring the design team, including the architect, for the tenant finish, furniture design and mechanical design. The design advisory team submitted an RFP for architectural services and interviewed two very qualified firms. The team did unanimously select Humphries Poli. Throughout the negotiating process, some costs were reduced relative to final fees and total scope. The design committee asked Weber Inc., to look into a raised floor mechanical system. After the analysis, it was

determined that the increased costs did not provide long term value and we are not pursuing that option for this project. Some of the next steps in the project include finalizing shared costs with the City of Edgewater; completing the intergovernmental and lease agreements; scheduling design meetings with the City of Edgewater team; and working on an RFP for general contractors.

Edgewater Library Project – Architect Contract Authorization

MOTION: Brian DeLaet moved that the Library Board of Trustees authorize the Executive Director to enter into a contract with Humphries Poli Architects for architectural services related to the Edgewater Library Project in the amount of \$97,500. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

Communications Department

JCPL Guidelines for Naming and Name Recognition

Rebecca Winning, Director of Communications presented information on the guidelines for naming and name recognition. The Trustees were advised that most of the changes were grammatical with one exception; the art walls which was adjusted to a 10-year term to coincide with the update cycle for libraries. In response to questions, the Board was advised that:

- Naming terms are standard practice. It seriously complicates the administration of naming agreements if everyone has a different term.
- The 10-year term is considered a long term and is standard.
- Terms are different; for example, the term for the naming of an entire library is 30 years.
- The Library had a Harvard PHD volunteer who researched and helped develop the guidelines. Some adjustments were made for what the Library felt the market would bear.
- All naming agreements would still come to the Board for approval.

MOTION: Kim Johnson moved that the Library Board of Trustees accept the Guidelines for Naming and Name Recognition as presented. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

EMERGING ISSUES

Draft Letter to the Board of County Commissioners – Quarterly Meetings/Agenda
The Vice-Chair introduced the topic. The Trustees reviewed the draft letter.

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Chair to sign and submit the letter to the Board of County Commissioners regarding agendas for the quarterly meetings as presented. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

ENDS STATEMENTS

Review of 2nd Quarter Strategic Priorities

The Executive Director advised the Board that the 2nd quarter update of the strategic plan was provided in the Board report. The Library has moved some of the projects within the plan; early literacy training and records management are moving into 2018. The records management project was initially part of the intranet project. However, responses to the RFP came in at twice the budgeted amount for the combined records management and intranet project. The Library is going to move forward with the intranet portion of the project in 2017. The delays in some projects are due to a larger emerging issue related to compliance with privacy requirements and direct service options. In order to comply with ALA guidelines on patron privacy, JCPL will take the time necessary to review current practices and policies. Another added project is related to eliminating fines for children's materials and the corresponding process adjustments and patron communications.

BOARD SCHEDULE – NEXT MEETINGS

- August 10 – Study Session – 5:30 pm – Administration Conference
- August 14 – Trustees Present Budget to BCC – 9:00 am – BCC Board Room – 5th Floor
- August 17 – Board Meeting – 5:30 pm – Standley Lake Library Meeting Room
- September 28 – Board & BCC Quarterly Meeting – 9:30-10:30 am – 5th Floor Conference Room
- September 14 – Study Session – 5:30 pm – Administration Conference Room
- September 21 – Joint Board Meeting – Library & Foundation Boards – 4:45-5:30 pm – Belmar Library Meeting Room
- September 21 - Board Meeting – 5:30 pm – Belmar Library Meeting Room
- October 12 – Study Session – 5:30 pm – Administration Conference Room
- October 19 – Board Meeting – 5:30 pm – Columbine Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The vice-chair asked the Board if they wanted to continue rotating locations for board meetings next year. Trustees Naumer, Deal and DeLaet indicated they would like to continue the rotation.

Trustee Bodnar noted that he has received feedback on the new check-out stations and that the feedback was positive.

Trustee DeLaet noted that Axis 360 works great and he loves the service.

The Executive Director advised the Board that she has asked for copies of the applications for the Library Board.

ADJOURNMENT

The Board meeting was adjourned at 6:57 p.m.

Kim Johnson, Secretary

FOUNDATION

JEFFERSON COUNTY LIBRARY FOUNDATION
EXECUTIVE DIRECTOR REPORT
AUGUST 2017 (July 21 – August 17)
By Jo Schantz

1) Executive Director's notes

I am sad to report that long-time Board member and former County Librarian Bill Knott has resigned from the Foundation Board. We will miss Bill and all he has contributed to our organization, but we wish him well in his new endeavors.

2) Staffing news

I'm pleased to inform the Board and Trustees that I have hired Tiffany Fulbright, formerly our temporary administrative assistant, as our new Office Coordinator. Tiffany will be in charge of multiple office management roles, including oversight of the Friends Gift & Book Shop at the Belmar Library, and she will be assisting me with special events. Her job will also include managing the Foundation's social media communications, and in that role she has already launched the organization's first Instagram account. Tiffany's full-time position will begin August 14.

3) Upcoming events

a) Thank-you picnic for our volunteers

Friday, August 18, 11:30 a.m. to 1:30 p.m., at the Foundation warehouse in Wheat Ridge
Beverages and pizza, plus games and prizes. All volunteers, including our Board and Trustee members, are welcome to join us! Please RSVP to Tiffany at 303-403-5079.

b) Friends Membership Drive

Month of September at various Library branches (in connection with Raise A Reader activities)

c) Restaurant Month – fundraising events held at various Jeffco restaurants to benefit JCLF

✓ **Modern Market**

14630 W Colfax Ave #130, Lakewood – **Tuesday, September 13** (5:00 to 8:00 p.m.)

- JCLF will receive 50% back on meals and beverages purchased that day

✓ **240 Union Restaurant**

240 Union Blvd., Lakewood – **Tuesday, September 19** (all day)

- JCLF will receive 25% back on meals purchased that day (food only)

✓ **Rubio's Coastal Grill**

224 Union Blvd., Lakewood – **Saturday, September 23** (2:00 to 6:00 p.m.)

- JCLF will receive 20% back on meals purchased during that time (food only)

✓ **Jose O'Shea's**

385 Union Blvd., Lakewood – **Tuesday, September 26** (all day)

- JCLF will receive 20% back on all meals purchased that day (food only)

d) Goldilocks and the Little Bear

This annual fundraiser (benefiting JCLF and the Bailey Public Library) will be held on Thursday, October 26, at the Little Bear Inn in Evergreen. We are waiting to hear final details on the event timing, so stay tuned!

e) Fall Whale of a Used Book Sale – October 20-22 at the Jefferson County Fairgrounds!

4) Meetings and networking

A few days after the July Board meeting, I was pleased to meet with Lisa Schell, Executive Director for the HIPPY (Home Instruction for Parents of Preschool Youngsters) program, which is under the umbrella of Jefferson County Public Schools. Lisa and I discussed possible collaborative efforts for the future and we chatted about fundraising. I'm pleased that HIPPY will be one of the featured partners at JCPL's Raise A Reader event series in September.

On July 26, I met with Joe DeAguiro to discuss potential Foundation Board membership. Joe is a financial advisor with Eagle Strategies, LLC, in Golden. Due to time constraints plus the opening of his new business, Joe declined our offer for now, but will consider this opportunity in future.

Buffalo Bill Days started off with a bang and an outdoor BBQ at the Railroad Museum in Golden on July 27. I attended the celebration kickoff event with Library Trustee Deb Deal.

I was glad to meet with Library employee Cindy Jaye and representatives from On Tap/Coors Credit Union on July 31 to seek sponsorship of the Library's upcoming event: Ales and Tales/Stouts and Stories. This is a new activity for JCPL, which involves a kickoff event at Lamar Street Station on October 11, followed by opportunities for beer fans to visit more than 7 microbreweries in Jeffco for beer tastings, and to have their "Ales and Tales passport" stamped at each location. Prizes will be awarded to those with the most stamps in their passports. The six week event will occur October 1 through November 15.

I'm also happy to report that On Tap has chosen to become the event's Beer Meister sponsor at the \$4,000 level, and On Tap will provide 600 giveaways and added prize incentives for this first-time beer fest.

Due to the ever-increasing volume of book donations we receive at the Foundation, I'm continuing to search for an intern or work/study student to assist our Warehouse Coordinator with donations, book sorting, online book sales, etc. With that in mind, on July 31, I met with Melissa English from Red Rocks Community College's Career Center. On Melissa's advice, and with the advent of RRCC's new Nonprofit Management certificate program, I have prepared a job description that not only asks for warehouse and online sales assistance, but also includes a fundraising component, where a student intern can assist me with grants research and grants preparation, plus special events.

On Aug. 15, I participated in a half-day workshop as a member of the Board of Directors for the Jefferson County Community Services Advisory Board.

5) Communications and outreach

The summer 2017 *Footnotes* newsletter has been printed and mailed. This communique is sent out to Friends of the Library and distributed to 10 JCPL Libraries. Due to rising costs, this is the last print edition we will produce and mail. Future communications will be electronic, only.

6) Grants and Sponsorships

Grants/sponsorships approved/received:

- **NEW SPONSOR: On Tap/Coors Credit Union** -- \$4,000 Brew Meister sponsorship for the Library's fall event: ***Ales and Tales, Stouts and Stories*** (Oct. 1 through Nov. 15 at various brew pubs in Jeffco. Kickoff event at Lamar Street Station, Oct. 11).

Grant proposals pending:

- City of Wheat Ridge -- \$1,605 (for iPod touch/speakers, and 4 Magformers building kits)
- Temple Hoyne Buell Foundation -- \$4,100 for 1,000 Books Before Kindergarten and \$15,000 for an Early Literacy Learning Environment at Columbine Library
- Rose Community Foundation -- \$4,100 for 1,000 Books Before Kindergarten and \$4,000 for Raise A Reader
- City of Golden -- \$1,509 for program supplies, Library For All
- Community First Foundation -- \$25,000 (re: Early Childhood Development/literacy), general operating
- The Denver Foundation -- \$4,100 for 1,000 Books Before Kindergarten

TOTAL PENDING: \$59,414

Grant proposals upcoming:

- City of Arvada -- \$15,000 toward the Outdoor Learning Environment at Standley Lake Library
- Verizon Foundation -- The Foundation was invited to apply for \$10,000 toward the Girls In STEM program

Operational Updates

Executive Director Update

administration

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

jeffcolibrary.org



To: Library Board of Trustees
From: Pam Nissler, Executive Director
Re: Executive Director Update – August, 2017

I have one item to follow up on, regarding the Monitoring Report 2.1 Treatment of Patrons. Brian had asked that we look at having a method to contact patrons regarding their instructions about their reading history. He asked that we re-visit their instructions periodically to allow them to modify their elections. This has been folded into a larger discussion prompted by options available in the Savannah software provided by Orange Boy. We have the ability to email patrons selectively to alert them to programs and materials that address their interests. This requires looking at our patron privacy policy and aligning it with ALA policies and our philosophy as a library. We plan to have information to bring to you at the March study session. We are recommending that you approve the Monitoring Report as it stands at your August Board Meeting, and to approve any changes in the policy at the March, 2018 Board meeting.

I also want to call your attention to the attached report of the organizational community meeting for the Jefferson County Family Justice Center. The library is participating in the planning meetings with the intention to contribute as roles and programs are developed. Jana Kelly, reference librarian at Standley Lake, attended the meeting as our representative and she prepared the report.

I also attended the following meetings:

- A meeting with Tami Bandimere Shrader regarding collaboration with the Foundation
- The employee recognition event at the Jefferson County Fair.
- A presentation to the Denver Metro Board of Realtors to update them on our progress in keeping our election promises.
- The West Chamber Board meeting
- The August Child Welfare meeting
- The Elected Officials Personnel Board meeting
- The CYLC meeting
- The monthly breakfast meeting with Julia and Chic

Jefferson County Family Justice Center Community Meeting 7/26/17

Meeting Summary

The meeting was opened by Pete Weir, Jefferson and Gilpin County District Attorney (DA). Mr. Weir described how the idea to create a Family Justice Center evolved. He shared facts about domestic violence in Jefferson and Gilpin counties. He introduced Commissioner Tighe and Szabo, each gave brief remarks. Candice Coolidge, Family Justice Center Coordinator for Jefferson and Gilpin Counties described the services, concerns and worries someone may face if they are a domestic violence victim. She described the time and distance that person living in Jefferson County must go to get a protection order, get health care, initiate a divorce, file for custody, etc. Casey Guinn, from Alliance for Hope International, was introduced. He spoke for the remainder of the meeting, describing what a family justice center is, what it is not, what it can be, giving examples of best practices, showing photo tours of existing centers and describing future steps for the project.

What is a Family Justice Center?

- A Family Justice Center (FJC) co-locates all of the agencies and services that may be needed by someone who is a victim of domestic violence, sexual assault, crimes against children, or elder abuse in one campus or building.
- Other amenities at a FJA may include: laundry, showers, child care, fully stocked kitchens, hair salons, parks, classrooms, forensic medical examination rooms, mock court rooms, computer labs, and yoga and meditation space.
- It is also a framework used to sustain a FJC and end the cycle of abuse within a community.

Why are Jefferson and Gilpin Counties creating a Family Justice Center?

- In 2016, the Jefferson and Gilpin Counties DA office was involved in 74 elder abuse cases, 14 human trafficking cases, 1,604 misdemeanor domestic violence cases, 385 felony domestic violence cases, 64 cases of sexual assault towards an adult, and 285 felony crimes against children.
- In Jefferson County alone, a victim of domestic violence would need to travel 174 miles to get to get to the required appointments and potential services they may need.

Who is who?

- Candice Coolidge—Family Justice Center Coordinator. This position was created by District Attorney Pete Weir. She is an experienced felony prosecutor for the DA.
- Pete Weir—District Attorney for Jefferson and Gilpin Counties. 18 months ago he, with county police chiefs, analyzed stats about family and domestic violence. From this the idea to create a FJC developed.
- Steve Siegel—Director of Program Development at Denver's District Attorney's Office and pivotal in the creation of Denver's Family Justice Center.
- Casey Guinn, Gael Strack, Raeanne Passantino—Founders of Alliance For Hope International, the organization that supports governments building Family Justice Centers and sustaining the Family Justice framework.

Other thoughts:

- The Alameda County library is a FJC partner and has a library vending machine and book drop at the center. Initial searches showed no other library systems as partners or providing services.
- Potential services JCPL may bring to the center include adult literacy, Career Online High School, tech classes, book clubs, early literacy programs, materials for check out/return, Raise A Reader.
- All partners are receiving copies of "Cheering for the Children," by Guinn, should JCPL have copies available?

**SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL
UPDATES**

Finance & Budget Department

memorandum

to: Pam Nissler, Executive Director
from: Gloria Overholt, Interim Director of Finance & Budget
re: Finance Monthly Report

- Budget to Actual Tables

date: August 17, 2017

A. Budget to Actual Tables

The Budget to Actual Tables for the period ending July 2017 will be prepared as soon as the analysis has been completed. The Tables will be available for the meeting, along with the analysis discussion.

memorandum



to: Pam Nissler, Executive Director
from: Gloria Overholt, Interim Director of Finance & Budget
re: Finance Monthly Report

- Budget to Actual Tables – July 2017

date: August 17, 2017

A. Budget to Actual Tables July 2017

Attached are the Financial Tables for the month of July 2017.

Most revenues are on track, additional property taxes will be collected this summer. Library fines are not expected to meet budget as a recent analysis indicated. Estimates are that fines will fall short by \$84k. Contributions are also expected to fall short by \$184k. Staff will closely monitor these two particular revenues, and be ready to adjust if needed. However, revenues earned on pooled investments are above total budget for the year. Until the final 2017 numbers are posted, the total investment income will fluctuate. Year- end adjustments of gain and loss on investments and adjustments for fair market value will determine the total investment income.

Expenditures for Salaries and Benefits are expected to be below budget, and the vacancy factor will be met. Mid-year analysis indicate that the vacancy savings will exceed the current estimate by about \$400k. As the year progresses a more accurate analysis and projection will be reported and reflected in the tables. Library Books and Material will be spent, as will the cost allocation budgets. Supplies and Other Services and Charges will be monitored closely to determine whether or not the entire amounts budgeted will be spent. Capital Projects are expected to be fully spent by year end.

Encumbrances (purchase orders issued) for the Library operating accounts total approximately \$1.419 million as of the end of July. Capital Projects purchase orders total approximately \$3.024 million as reported on Table 6. Total encumbrances for the Library as of July 31 are \$4.443 million. Current encumbrances are down from the month of June by \$2.575 million. This number indicates that spending activity on both operating and capital is occurring. It is also a result of analysis of open purchase orders, and releasing encumbrances that are no longer valid.

The monthly financial reports to the Board of Trustees will address revenues, vacancy savings, encumbrances and actual spending every month in order to keep the Board apprised of the budget and spending.

TABLE 1
JEFFERSON COUNTY PUBLIC LIBRARY
TOTAL FUND SUMMARY
2017 ACTUAL TO BUDGET

Sources and Uses of Funds	Final 2016 Budget	Final 2016 Actual	2017 Budget	YTD Actual 07/31/2017	\$ Variance 2017 Budget	Budget to Actual %
<i>Sources of Funds</i>						
Revenues						
Property Taxes						
Property Taxes - Operating	\$ 31,558,023	\$ 31,415,219	\$ 34,728,137	\$ 34,145,007	\$ (583,130)	98.32%
Property Taxes - Capital	1,519,998	1,473,398	1,664,831	1,607,991	(56,840)	96.59%
Total Taxes	\$ 33,078,021	\$ 32,888,617	\$ 36,392,968	\$ 35,752,998	\$ (639,970)	98.24%
Federal & State Grants	\$ 126,734	\$ 131,085	\$ 130,000	\$ 131,272	\$ 1,272	100.98%
Fines & Fees	799,000	700,219	792,970	406,727	(386,243)	51.29%
Other Revenue	450,021	327,952	546,220	406,863	377,545	74.49%
Total Other Revenues	1,375,755	1,159,256	1,469,190	944,862	(7,426)	64.31%
Sub Total Operating Revenues	\$ 34,453,776	\$ 34,047,873	\$ 37,862,158	\$ 36,697,860	\$ (647,396)	96.92%
Transfer from Fund Balance	\$ 2,057,647	\$ -	\$ 2,173,025	\$ -	\$ -	N/A
Transfer to Fund Balance	-	4,383,466	-	18,538,448	21,188,375	N/A
Total Sources of Funds	\$ 32,396,129	\$ 29,664,407	\$ 40,035,183	\$ 18,159,412	\$ (21,835,771)	45.36%
<i>Uses of Funds</i>						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 12,624,592	\$ 11,926,754	\$ 12,592,392	\$ 6,858,133	\$ (5,734,259)	54.46%
Benefits	3,845,432	3,444,953	3,793,380	2,021,591	(1,771,789)	53.29%
Sub-Total Salaries & Benefits	\$ 16,470,024	\$ 15,371,707	\$ 16,385,772	\$ 8,879,724	\$ (7,506,048)	54.19%
Collection: Library Books & Materials	\$ 5,854,776	\$ 5,816,450	\$ 8,384,727	\$ 4,122,018	\$ (4,262,709)	49.16%
Supplies	943,313	974,281	1,248,375	524,231	(724,144)	41.99%
Operating Capital	-	-	40,000	-	(40,000)	0.00%
Other Services & Charges	3,407,915	2,758,004	3,788,881	1,617,296	(2,171,585)	42.69%
Internal Transactions /Cost Allocation	1,450,848	1,386,406	1,571,551	1,115,515	(456,036)	70.98%
Total Operating Expenditures	\$ 28,126,876	\$ 26,306,848	\$ 31,419,306	\$ 16,258,784	\$ (15,120,522)	51.75%
Financing & Debt Service	\$ 1,584,388	\$ 1,554,199	\$ 1,548,403	\$ 126,368	\$ (1,422,035)	8.16%
Capital Projects	\$ 2,684,865	\$ 1,803,360	\$ 7,067,474	\$ 1,774,260	\$ (5,293,214)	25.10%
Total Uses of Funds	\$ 32,396,129	\$ 29,664,407	\$ 40,035,183	\$ 18,159,412	\$ (21,835,771)	45.36%

TABLE 2A
JEFFERSON COUNTY PUBLIC LIBRARY
FUND BALANCE REQUIREMENTS
2017 ACTUAL TO BUDGET

	Final 2016 Budget	Final 2016 Actual	2017 Budget	YTD Actual 07/31/2017	\$ Incr(Decr) 2016 Actual to 2017 Adopted
Beginning Fund Balance	\$ 11,721,384	\$ 13,108,503	\$ 13,779,031	\$17,491,968	\$ 670,528
Revenues					
Operating Revenues	\$ 32,933,778	\$ 32,574,475	\$ 36,197,327	\$35,089,869	\$ 3,622,852
Capital Funding	1,519,998	1,473,398	1,664,831	1,607,991	191,433
Total Revenues	\$ 34,453,776	\$ 34,047,873	\$ 37,862,158	\$36,697,860	\$ 3,814,285
Expenditures					
Operating Expenditures	\$ 28,126,876	\$ 26,306,848	\$ 31,419,306	\$16,258,784	\$ 5,112,458
Debt Service	1,584,388	1,554,199	1,548,403	126,368	(5,796)
Capital Projects	2,684,865	1,803,360	7,067,474	1,774,260	5,264,114
Total Expenditures	\$ 32,396,129	\$ 29,664,407	\$ 40,035,183	\$18,159,412	\$ 10,370,776
Increase/(Decrease) in Fund Balance	\$ 2,057,647	\$ 4,383,466	\$ (2,173,025)	\$18,538,448	\$ (6,556,491)
Ending Fund Balance	\$ 13,779,031	\$ 17,491,968	\$ 11,606,006	\$36,030,416	\$ (5,885,962)
Above/(Below) Minimum	\$ 5,165,587	\$ 8,878,524	\$ 2,140,467	\$26,564,877	\$ (6,738,058)
Above/(Below) Maximum	N/A	\$ 265,080	\$ (7,325,073)	\$17,099,337	N/A
Fund Balance Policy					
Minimum Fund Balance					
16% of Current Year Revenues	\$ 5,512,604		\$ 6,057,945		
9% of Current Year Revenues - Uncertainty	3,100,840		3,407,594		
Total Minimum F/B Reserve Requirement	\$ 8,613,444		9,465,540		
Maximum Fund Balance					
50% of Current Year Budgeted Revenues	17,226,888		18,931,079		
Total Maximum F/B Reserve Requirement	\$ 17,226,888		\$ 18,931,079		

TABLE 2B
JEFFERSON COUNTY PUBLIC LIBRARY
POSITION AUTHORIZATIONS (FTEs)
2017 ACTUAL TO BUDGET

	Adopted 2016 Budget	Actual 2016	Adopted 2017 Budget	Revised 2017 Budget	Change 2016 to 2017
FTE Positions - Active	207.50	181.50	207.50	208.50	27.00
FTE Positions - Reserved	7.50	33.50	7.50	6.50	-27.00
Total Authorized Positions	215.00	215.00	215.00	215.00	0.00

TABLE 3
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
2017 ACTUAL TO BUDGET

Sources and Uses of Funds	Final 2016 Budget	Final 2016 Actual	2017 Budget	YTD Actual 07/31/2017	Projected Year-End 2017	Variance 2017 Budget
<i>Sources of Funds</i>						
Revenues						
Taxes						
Property Taxes - Operating	\$ 32,257,736	\$ 31,268,777	\$35,331,413	\$34,125,138	\$ 35,331,413	\$ -
Delinquent Taxes	45,241	122,018	50,124	15,408	50,124	-
Prior Year Cancellations	(116,244)	-	(76,556)	-	(76,556)	-
Urban Renewal	(667,853)	-	(606,610)	-	(606,610)	-
Penalties & Interest	39,143	24,424	29,766	4,461	29,766	-
Total Taxes	\$ 31,558,023	\$ 31,415,219	\$34,728,137	\$34,145,007	\$ 34,728,137	\$ -
Federal & State Grants	\$ 126,734	\$ 131,085	\$ 130,000	\$ 131,272	\$ 131,085	\$ 1,085
Library Fines	650,000	585,214	639,500	335,953	555,500	(84,000)
Other Fees	149,000	115,005	153,470	70,774	153,121	(349)
Investment Income	149,021	100,072	149,200	164,438	164,385	15,185
Contributions from Private Sources	200,000	142,969	200,000	29,880	16,140	(183,860)
Other Revenue	101,000	84,912	197,020	212,545	197,020	-
Total Revenues	\$ 32,933,778	\$ 32,574,476	\$36,197,327	\$35,089,869	\$ 35,945,388	\$ (251,939)
<i>Uses of Funds</i>						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 11,222,688	\$ 10,300,740	\$11,398,213	\$ 5,917,993	\$ 11,386,090	\$ (12,123)
Awards & Bonuses	83,796	48,519	100,000	-	100,000	-
Termination Pay	-	113,718	-	24,186	12,123	12,123
Temporary Pay	1,806,537	1,462,528	1,946,245	914,723	1,946,245	-
Overtime	8,900	1,249	13,900	1,231	13,900	-
Vacancy Savings	(498,628)	-	(865,966)	-	(865,966)	-
Benefits	3,846,731	3,444,953	3,793,380	2,021,591	3,793,380	-
Total Salaries & Benefits	\$ 16,470,024	\$ 15,371,707	\$16,385,772	\$ 8,879,724	\$ 16,385,772	\$ -
Library Books & Materials	\$ 4,820,976	\$ 4,584,052	\$ 6,900,603	\$ 2,987,966	\$ 6,900,603	\$ -
Library Computer Materials	926,650	1,115,396	1,352,744	1,011,810	1,352,744	-
Library Periodicals	130,650	117,002	131,380	122,242	131,380	-
Sub-Total Library Collections	5,878,276	5,816,450	8,384,727	4,122,018	8,384,727	-
Supplies	943,313	974,281	1,248,375	524,231	1,248,375	-
Other Services & Charges	3,407,915	2,758,004	3,788,881	1,617,296	3,788,881	-
Operating Capital	-	-	40,000	-	40,000	-
Direct Internal Charges	127,061	136,345	150,688	66,230	150,688	-
Indirect Cost Allocation	696,338	696,338	758,653	442,547	758,653	-
Intra County Transactions	627,449	553,723	662,210	606,738	662,210	-
Total Operating Expenditures	\$ 28,150,376	\$ 26,306,849	\$31,419,306	\$16,258,784	\$ 31,419,306	\$ -
Total Uses of Funds	\$ 28,150,376	\$ 26,306,849	\$31,419,306	\$16,258,784	\$ 31,419,306	\$ -

TABLE 4
JEFFERSON COUNTY PUBLIC LIBRARY
DEBT SERVICE DETAIL
2017 ACTUAL TO BUDGET

Sources and Uses of Funds	Final 2016 Budget	Final 2016 Actual	2017 Budget	YTD Actual 07/31/2017	Projected Year- End 2017	Variance 2017 Budget
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Debt Service						
Principal - Arvada (2005-2024)	\$ 507,411	\$ 507,411	\$ 516,095	\$ -	\$ 516,095	-
Interest - Arvada (2005-2024)	119,285	119,285	107,157	53,579	107,157	-
Principal - Refunding Series 2013	632,690	632,690	632,740	-	632,740	-
Interest - Refunding Series 2013	149,314	119,125	116,772	72,789	116,772	-
Principal - COP - Capital Projects	142,143	142,143	142,143	-	142,143	-
Interest - COP - Capital Projects	33,545	33,545	33,496	-	33,496	-
Total Debt Service	\$1,584,388	\$ 1,554,199	\$ 1,548,403	\$ 126,368	\$ 1,548,403	\$ -

Arvada
Total Issue \$8,886,000
Term 2005-2024 June & Dec
Use - Arvada Library Facility

Build America Bonds
Total Issue \$6,293,000
Original Term 2011-2020
Refunding Term 2013-2024 June & Dec
Use - Lakewood HVAC
Energy Conservation
Book Sorters
Library Service Center Remodel

Certificates of Participation (COP)
Total Issue \$995,000
Term 2014-2020 June & Dec
Use - Belmar Roof Replacement
Columbine HVAC
Columbine Parking Lot
Standley Lake Parking Lot

TABLE 5
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL PROJECTS
2017 ACTUAL TO BUDGET

Sources and Uses of Funds	Final 2016 Budget	Final 2016 Actual	2017 Budget	2017 Amended Budget	YTD Actual 07/31/2017	Projected Year- End 2017	Variance 2017 Budget
Sources of Funds							
Property Tax - Capital - 4.5%	\$ 1,519,998	\$ 1,473,398	\$ 1,664,831	\$ 1,664,831	\$ 1,607,991	\$ 1,664,831	\$ -
Total Sources of Funds	\$ 1,519,998	\$ 1,473,398	\$ 1,664,831	\$ 1,664,831	\$ 1,607,991	\$ 1,664,831	\$ -
Uses of Funds							
Annual Replacement & Maintenance Program (ARM)							
ARM-01 Capital Maintenance	\$ 160,000	\$ 170,424	\$ 250,000	\$ 250,000	\$ 51,461	\$ 250,000	\$ -
ARM-02 Furniture & Equipment	64,550	58,064	56,000	56,000	10,020	56,000	-
ARM-03 Computer Replacement Plan	250,000	218,476	250,000	250,000	44,509	250,000	-
ARM-04 Book Sorter Sinking Fund	200,000	-	200,000	400,000	-	400,000	-
ARM-05 IT Infrastructure Replacement	369,000	316,658	462,000	526,665	185,751	526,665	-
2016 Projects							
16-01 Lakewood Parking Lot	288,975	274,922	-	-	-	-	-
16-02 LSC Parking Lot	69,000	67,699	-	-	-	-	-
16-03 Evergreen Condensing Unit	140,000	54,204	-	85,796	31,848	85,796	-
16-04 Wheat Ridge HVAC Replacement	48,000	-	-	41,600	41,599	41,600	-
16-05 Standley Lake Boiler Replacement	62,800	62,781	-	-	-	-	-
16-06 Admin Space Plan/Reconfiguration	10,000	8,031	-	-	-	-	-
16-07 Belmar Carpet Repair	6,000	5,939	-	-	-	-	-
16-08 Columbine Tree & Sidewalk Replace	25,000	27,807	-	-	-	-	-
16-09 Implement Wireless Upgrade	35,000	8,221	-	-	-	-	-
16-10 Records Management Software	-	-	50,000	50,000	-	50,000	-
16-11 Increase Wireless Access Points	60,000	16,614	-	-	-	-	-
16-12 IT Software Projects	71,000	26,499	-	11,809	11,809	11,809	-
16-13 Ill Database Server	56,000	81,660	-	5,560	5,560	5,560	-
16-14 High Availability Internet Redundancy	38,000	-	-	-	-	-	-
16-15 Replace DVD/Disk Washer	8,000	7,990	8,000	-	-	-	-
16-16 Columbine Remodel	385,800	99,027	4,250,000	4,536,773	1,337,051	4,536,773	-
16-18 IT Erate Data Cabeling	-	26,344	-	-	-	-	-
2017 Projects							
17-01 Evergreen AHU Rebuild	-	-	135,000	124,031	-	124,031	-
17-02 Entry Door Replacement	-	-	36,800	36,800	-	36,800	-
17-03 Virtual Servers Upgrades	-	-	91,000	91,000	-	91,000	-
17-04 Encore Server	-	-	37,000	-	-	-	-
17-05 Implement RFID/Self Check	337,740	272,000	250,000	315,740	40,125	315,740	-
17-06 Belmar Remodel	-	-	-	-	-	-	-
17-07 Edgewater Library	-	-	80,000	160,000	8,750	160,000	-
17-08 Large Format Printer	-	-	10,000	10,000	4,477	4,477	5,523
17-09 JCPL Mobile Experience	-	-	15,700	15,700	-	15,700	-
17-10 Mobility Solution	-	-	25,000	25,000	1,300	25,000	-
17-11 Long-Range Facility Master Plan	-	-	75,000	75,000	-	75,000	-
17-12 Current Year Facility Expansion	-	-	80,000	-	-	-	-
Total Capital Projects	\$ 2,684,865	\$ 1,803,360	\$ 6,361,500	\$ 7,067,474	\$ 1,774,260	\$ 7,061,951	\$ 5,523

TABLE 6
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2017 BUDGET TO ACTUAL

Project	Amended Budget 2017 Budget	YTD Actual 07/31/2017	YTD Encumbrances 07/31/2017	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 250,000	\$ 51,461	\$ 27,139	\$ 78,600	\$ 171,400
ARM-02 Furniture & Equipment	56,000	10,020	5,998	16,018	39,982
ARM-03 Computer Replacement Plan	250,000	44,509	10,080	54,589	195,411
ARM-04 Book Sorter Sinking Fund	400,000	-	248,790	248,790	151,210
ARM-05 IT Infrastructure Replacement	526,665	185,751	37,169	222,920	303,745
16-03 Evergreen Condensing Unit	85,796	31,848	-	31,848	53,948
16-04 Wheat Ridge HVAC Replacement	41,600	41,599	-	41,599	1
16-10 Records Management Software	50,000	-	-	-	50,000
16-12 IT Software Projects	11,809	11,809	-	11,809	-
16-13 Ill Database Server	5,560	5,560	-	5,560	-
16-15 Replace DVD/Disk Washer	-	-	-	-	-
16-16 Columbine Remodel	4,536,773	1,337,051	2,471,524	3,808,575	728,198
17-01 Evergreen AHU Rebuild	124,031	-	-	-	124,031
17-02 Entry Door Replacement	36,800	-	-	-	36,800
17-03 Virtual Servers upgrades	91,000	-	-	-	91,000
17-04 Encore Server	-	-	-	-	-
17-05 Implement RFID/Self Check	315,740	40,125	114,655	154,780	160,960
17-07 Edgewater Library	160,000	8,750	109,053	117,803	42,197
17-08 Large Format Printer	10,000	4,477	-	4,477	5,523
17-09 JCPL Mobile Experience	15,700	-	-	-	15,700
17-10 Mobility Solution	25,000	1,300	-	1,300	23,700
17-11 Long-Range Facility Master Plan	75,000	-	-	-	75,000
17-12 Current Year Facility Expansion	-	-	-	-	-
Total Capital Projects	\$ 7,067,474	\$ 1,774,260	\$ 3,024,408	\$ 4,798,668	\$ 2,268,806

Operational Updates

Public Services

Columbine Library Renovation – Progress Reporting

DATE: **August 2017**

I. PROJECT TEAM:

Jefferson County Public Library
JCPL Steering Committee
NV5
Humphries Poli Architects
Fransen Pittman

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

II. PROJECT PROGRESS / STATUS:

- A. The vast majority of the exterior work is complete with the exception of the entrance canopy, mechanical enclosure screen and planting of the bushes, trees, etc. The current schedule has the canopy being delivered in early September and the exterior landscaping being completely planted out in the next 2-3 weeks, depending on weather.
- B. Installation of drywall is nearly finished and is expected to be 100% complete the week of 8/15.
- C. Painting has already commenced in the eastern portion of the building and includes the children's area and several of the barrel vaults.
- D. Installation of tile within the restrooms is complete.
- E. Carpet installation is scheduled to start 8/17-8/18 and is expected to be finished by the end of the month.
- F. Casework installation has begun in the break room and at the children's area.
- G. Coordination for the installation of shelving, sorter, furniture, AV, and moving content back into the building has already commenced. All FF&E and shelving has been ordered and is expected to be delivered in early September.

III. CURRENT PROJECT RISKS &/OR OPPORTUNITIES:

- A. Several members of the project team met with the casework subcontractor to discuss the repair of wood finish at the curved south-facing windows. A price estimate is being compiled and includes removal and replacement of lower wood trim sections. The anticipated fix would keep a consistent look across the windows.
- B. Steel supports for the new top-of-wall metal panel screens are being design and fabricated. Design issues include the location of exiting steel reinforcement and allowable strength of the exiting wall construction.

IV. UPCOMING KEY DECISIONS:

- A. As we move into the last couple of months of the project an increase in logistical coordination will need to take place in order to properly direct delivery and installation of items such as FF&E, AV, shelving, furniture, etc. NV5 will work closely with Mary Gulash and JCPL to ensure that this phase of the project succeeds with minimal issue.

V. BUDGET:

- A. Project budget is maintained at a Not To Exceed amount of \$4 Million.

VI. MEETINGS:

- A. Every Thursday @ 9am. Weekly OAC (Owner-Architect-Contractor) meetings are held at Columbine.
- B. September 14 – Board Study Session
- C. September 21 – Board Meeting (Belmar Library)

VII. MILESTONES PROJECTED FOR NEXT PERIOD:

- A. Near completion of interior finish installation and begin punch list
- B. Shipment of new shelving units
- C. Installation of exterior entrance canopy

VIII. PHOTOGRAPHS

Provided on the following pages



Asphalt at new book-drop loop



Casework installation at break room



Casework installation at entrance to Children's area



Casework installation at windows in Children's area



Barrel vaults refinished and painted near entrance



Tile installed in bathroom near Children's and Teen area.

Project Monthly Update Report

Project Name: Edgewater Public Library
Wember Inc. Project Number: EPL (2017.08)
Issue Date: August 7, 2017
Purpose: Project Update thru August 7, 2017

Dear Executive Director Pam Nissler
The purpose of this update is to report on the current status of the Edgewater Public Library.

Summary

Since the following report issued on July 11th the projects main focus has been to obtain the boards approval to enter into an agreement with the design team, Humphries Poli Architects and begin scheduling meetings to kick off the project. On July 20th the board authorized the Executive Director and Design Advisory Group to complete negotiations and enter into an agreement, this has occurred and the agreement has been executed. Additionally the team has scheduled a half day meeting on Thursday August 10th from 1:00pm to 4:00pm to review the design program, discuss the project budget and begin a concept plan discussion.

- Project Successes
 - Agreement has been negotiated and executed with the design team.
 - Design meetings have been scheduled.
- Project Challenges
 - Nothing significant at this time.

Schedule

Work in Progress

- Wember is building a detailed schedule that will tie into the Civic Center Schedule
- Public meetings will be included in this schedule
- The library has selected Construction Manager at Risk (CMaR) as the delivery method. Wember has begun generating the request for proposal (RFP) for this future team member.

Financial

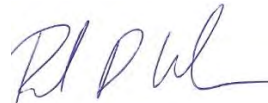
Budget

- The comprehensive project budget has been generated and is currently showing a total project cost of \$2.6 Million to complete the project. Discussions continue on related shared cost items including but not limited to mechanical systems and toilet facilities. Wember and Steve C. will continue to negotiate shared costs as they are detailed in the IGA with the City.

Next Steps

- Generate detailed and coordinated schedule with the City project.
- Finalize shared costs with City of Edgewater
- Complete the IGA and Lease agreement
- Design meetings with the City of Edgewater team

Please don't hesitate to contact me if you have any questions.



Paul D. Wember, President
Wember

Operational Updates

Information Technology

administration

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

jeffcolibrary.org



TO: Pam Nissler, Executive Director
FROM: Patrick Klein, IT Director
DATE: August 17, 2017
RE: Intranet Project Contract Authorization

JCPL has a strategic goal of implementing a new comprehensive Intranet. This project is scheduled to be completed 4th quarter of 2017, with additional training and knowledge of use to be completed 1st quarter 2018.

The intranet will give employees access to documentation, announcements, and training materials. A modern intranet will enable JCPL staff to share information across the organization; it will be easier to set up and share appointments and information, while giving employees the ability to collaborate and communicate more efficiently. Some current products that will be replaced include: Staff Stuff, Green Sheets, Facts of the Matter bulletins and a number of electronic documents. These benefits will ultimately allow staff to better serve the patrons of JCPL. The Intranet will work in conjunction with the Document Management System, which is scheduled to be deployed in 2018.

Cost:

The contract cost of implementation will be \$58,050. Technical services in 2017 will be \$2,500 per quarter. Systems maintenance in 2018 will be \$7,500 per quarter or \$30,000. The total contract limit will be for \$168,050.

Funding for this installation, configuration and training phase of the project will come from two budget lines. \$50,000 will be paid from the Records Management project. The remaining \$9,000 will be paid from the IT Annual Replacement & Maintenance Program. Maintenance will not begin until 2018.

Status:

We are currently in the final negotiations with Bross to develop a contract with a timeline for completion by the end of 2017. We will be asking you to authorize the Executive Director to sign this contract.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Facilities

MEMORANDUM
Evergreen Library Erosion Mitigation Contract

TO: Pam Nissler, Executive Director

FROM: Steve Chestnut, Director of Facilities and Construction Projects

DATE: August 16, 2017

SUBJECT: Evergreen Library Hillside Erosion Mitigation Contract

BACKGROUND: You will recall that last year we did a study of the hillside at Evergreen Library to evaluate what was happening with the soils in the hillside and what needed to be done to prevent further degradation of those soils on the east side. The result of that study/evaluation determined that the soil movement was surface and there was no danger of a major slide occurring. The study also recommended some measures to mitigate the erosion and surface water issues that are causing problems inside the building. Those recommendations were built into a civil design which includes a concrete spillway and clean out. That design was engineered by Martin/Martin Engineering. The following request is to perform the final phase of this project which will be construction.

REQUEST: I would like to ask the Board of Trustees for authorization for you to enter into a contract with Environmental Logistics to perform the work that is identified in the Martin/Martin design. Environmental Logistics was the only responder to our RFP for this project. We have discussed the project with them and have concluded that they are capable of executing the project. The contract amount is \$70,745.00 which is within the \$75,000 budget allocation.

Governing Policies
Monitoring Reports

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

POLICY TYPE: MANAGEMENT LIMITATIONS
POLICY TITLE: *TREATMENT OF PATRONS*

POLICY 2.1

MANAGEMENT LIMITATIONS

Initial Monitoring on **Policy 2.1: *TREATMENT OF PATRONS***

I hereby present my monitoring report on your Management Limitations policy 2.1 “Treatment of Patrons”, in accordance with the monitoring schedule set forth in Board policy. I certify that the information contained in this report is true.

Signed: _____, Executive Director

Date: August 17, 2017

BROADEST POLICY PROVISION

With respect to interactions with patrons, the Executive Director shall not cause or allow conditions or procedures which are unfair, unsafe, undignified, unnecessarily intrusive, or which fail to provide confidentiality in use of facilities and resources, and a high level of customer service.

EXECUTIVE DIRECTOR’S INTERPRETATION: I understand this to mean that the Library may not operate without having and enforcing specific policies that clarify patron rights and staff actions toward patrons. The Executive Director, staff and legal counsel review the policies as needed.

REPORT: Library policy requires regular reporting from all units on these elements. Initial and follow-up reports are issued to the Senior Management Team for review or action.

1. I shall not elicit and maintain patron information for which there is no clear necessity.

EXECUTIVE DIRECTOR’S INTERPRETATION: It is our responsibility to protect the patron’s privacy in their use of the library, its programs or services, neither requesting nor maintaining information (visual, written or otherwise) about our patrons beyond that either required by law or business necessity.

REPORT (COMPLIANT): Patron data is primarily collected within the Circulation module of the Integrated Library System. Patron-usage information is automatically deleted when use transactions are complete. Patrons may opt to preserve a record of the items they have borrowed through a feature of the Integrated Library System.

I can report compliance.

2. I shall not collect, review, transmit, store or destroy patron information in a manner that fails to protect against loss of or improper access to that information.

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

EXECUTIVE DIRECTOR'S INTERPRETATION: It is my interpretation that we must ensure that the documents or on-line gathering of patron data are handled in a manner, from collection until destruction that avoids inappropriate access or loss of such data.

REPORT (COMPLIANT): Patron information is collected and accessible for reasonable business use only. The electronic storage of this information is secured and print materials containing patron information are properly shredded and destroyed.

I can report compliance.

- 3. I shall not fail to maintain facilities that provide a reasonable level of privacy, both aural and visual, and that are reasonably free from public distraction and disturbance.**

EXECUTIVE DIRECTOR'S INTERPRETATION: Our libraries are designed and managed to serve large populations of users at one time. As such, the library provides many venues for quiet reading and study, computer privacy, individual and group study space, etc. All libraries have spaces and/or equipment to assist with this and staff is instructed to assist patrons with finding a suitable work environment that meets their needs.

REPORT (COMPLIANT): Library programs and services are designed to ensure patron privacy in the use of the library. As new technologies and services are added to our program of service, operational activities are vetted between library staff and the Director of Public Services. When space limitations exist, every effort is made to ensure as much patron privacy as possible.

I can report compliance.

- 4. I shall not fail to maintain the confidentiality of a patron's use of the JCPL and patron record except as required by law.**

EXECUTIVE DIRECTOR'S INTERPRETATION: Records of patrons' usage of the Library will not be divulged except when necessary for normal library operations or as provided for in CRS 24-90-119, "Privacy of User Records." I have been designated "Custodian of Library Records" by the Board and can make reasonable exception to this requirement upon application by a patron or law.

REPORT (COMPLIANT): All staff receives training as part of their Orientation regarding patron confidentiality and the processes and steps they should follow when requests for patron information are made. The Library worked with law enforcement of area municipalities and jurisdictions, the District Attorney's and the County Attorney's offices to ensure that our processes were in compliance with, and defensible by law. All staff receives training on this as a part of New Employee Orientation and a DVD has been provided to law enforcement explaining the law and how the Library can be of assistance.

I can report compliance.

- 5. I shall not fail to ensure that patrons receive prompt, courteous service from competent, well-trained staff.**

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

EXECUTIVE DIRECTOR'S INTERPRETATION: Educational and training requirements for knowledge, skills and customer service are required and provided to effect useful and respectful service toward our patrons.

REPORT (COMPLIANT): The Library's Employee Relations and Development and Public Services Staff Training units ensure that all hires possess the required education, training and experience for their jobs and have the training required to successfully fulfill their job requirements. The library's customer comment cards and other such avenues for receiving comment on our service characteristically show a pleased patron base.

I can report compliance.

- 6. I shall not fail to set and convey the policies for the use and circulation of library materials; fines/charges for damaged or lost items; a fee schedule for non-basic Library services; and policies for the use of bulletin boards and meeting/study rooms.**

EXECUTIVE DIRECTOR'S INTERPRETATION: Policies are in place that effectively direct public use of materials, resources, and facilities, such that all patrons can use our libraries and resources in a reasonable and responsible manner. We inform patrons of these policies so they understand and follow the rules these policies define without significant comment or complaint. Staff is also versed in the policies such that they can address and discuss them with patrons.

REPORT (COMPLIANT): All of the library policies regarding library use are reviewed and updated as needed by library managers and then by senior management.

I can report compliance.

- 7. I shall not fail to enforce clearly articulated policies regarding content and control standards for Internet use and safety.**

EXECUTIVE DIRECTOR'S INTERPRETATION: Internet use policies derive largely from state law, as interpreted by the Library and attorney. Access to internet sites complies with filtering as required by law and Board directed library policy. Staff and the public are made aware of these policies so that user and staff expectations are clear. Staff is trained to recognize non-compliant use and intervene if necessary.

REPORT (COMPLIANT): Our principal responsibility is to be compliant with state statute and Library Board direction within the limits of technology.

I can report compliance.

- 8. I shall not fail to convey that parents, guardians or caretakers are responsible for monitoring the activities and library use, and controlling the behavior of children or other persons requiring supervision during their library visit.**

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

EXECUTIVE DIRECTOR'S INTERPRETATION: It is my understanding that we have a responsibility to inform parents/guardians/caretakers that it is their responsibility, not the Library's, to control use and provide reasonable supervision to their children or charges when visiting/using the library. Staff is directed to intervene when inappropriate or when illegal behaviors or actions interfere with other's use of the library and its resources.

REPORT (COMPLIANT): It is always difficult for staff to maintain awareness of or judge the level of inappropriate behavior and the necessity for intervention in a very busy and active public library such as ours, however, norms and practices in the Library's Code of Conduct have been developed to assist them in making these decisions. As well we make the Code of Conduct available in our libraries and on our website.

I can report compliance.

9. I shall not fail to inform patrons, as appropriate, of this policy, and to provide an open, accessible patron comment process.

EXECUTIVE DIRECTOR'S INTERPRETATION: It is my understanding that we must inform patrons of library policies that concern and/or protect their use and rights in the library. As well, we must provide a patron comment process so that patrons have the opportunity to express their concerns to administration and management.

REPORT (COMPLIANT): The library uses several means by which to solicit and engage in patron comment including personal interactions with staff, electronic and print comment forms, an open-door process for the public to speak with management or administration, electronic and telephone communications and electronic options on the website. We also have our policies posted on our website and will print them when asked by our public.

I can report compliance.

10. I shall not fail to take appropriate steps to safeguard the safety of library patrons.

EXECUTIVE DIRECTOR'S INTERPRETATION: I understand that this provision requires me to develop and implement policies and practices to ensure patron safety.

REPORT (COMPLIANT): We maintain a very high level of patron safety conditions. To confirm our safety standards, key staff (facilities, public services, information technology, library manager, etc.); along with local law enforcement conduct safety audits of public use areas. We also maintain and use safety/emergency mechanisms such as fire extinguishers and sprinklers, detection and alarm systems and surveillance cameras. As well, each library establishes a working relationship with their local law enforcement agencies. The library's Person-In-Charge program trains staff to assist with patron safety be it physical safety, threat or medical.

I can report compliance.

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

POLICY TYPE: MANAGEMENT LIMITATIONS
POLICY TITLE: *FINANCIAL PLANNING/BUDGETING*

POLICY 2.5

MANAGEMENT LIMITATIONS

Initial Monitoring on **Policy 2.5: *FINANCIAL PLANNING/BUDGETING***

I hereby present my monitoring report on your Management Limitations policy 2.5 “Financial Planning/Budgeting”, in accordance with the monitoring schedule set forth in Board policy. I certify that the information contained in this report is true.

Signed: _____, Executive Director

Date: August 17, 2017

BROADEST POLICY PROVISION

Financial planning for any fiscal year or the remaining part of any fiscal year may not deviate materially from the Board’s Ends priorities, risk financial jeopardy, or fail to be derived from multi-year facilities and operating plans.

EXECUTIVE DIRECTOR INTERPRETATION: With the exception of the multi-year planning component, I submit that the Board has comprehensively interpreted this policy in subsequent provisions. In multi-year planning activities, we have a 5 year ~~planning horizon~~ **capital plan and a 10 year financial forecast** for purposes of cash flow projections. These projections are made to ensure our ability to meet operational objectives and Ends in the short term and in future years. As well, I may revise the budget as the fiscal year proceeds only upon demonstration of compliance with applicable policies and provisions.

Accordingly, the Executive Director shall not present to the Board for approval, nor fail to operate with, a budget plan that:

1. **Does not conform to the County Commissioners’ budget development guidelines, ~~or fails to be derived from the County Budget Office (CBO) five year revenue projections.~~ or fails to be derived from fiscally responsible five year revenue projections, including those revenues projected by the County.**

EXECUTIVE DIRECTOR INTERPRETATION: Budget development is governed by the Library Trustees’ and the Board of County Commissioners’ annual guidelines. Short-term (5-year) revenue projections do not differ from those developed by the County Budget Office **and the Library finance models**, unless authorized by the Library Trustees.

REPORT (COMPLIANT): Each step in the budget development process proceeds in accordance with County Budget Office guidelines.

I can report compliance.

2. **Risks incurring those situations or conditions described as unacceptable in the “Financial Conditions and Activities” Board policy, policy 2.3.**

EXECUTIVE DIRECTOR INTERPRETATION: I understand this to mean that the Library’s

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

budget implementation must plan for the consistent compliance with that policy, which assures that money is only spent to achieve the approved Ends, and that cash-flow is always in a positive mode (excepting short-term use of the library's "working capital" reserves, normally in the first quarter).

REPORT (COMPLIANT): The Director of Finance and I review the current level of fiscal activity monthly and I am informed of any non-compliant financial conditions.

I can report compliance.

3. **Omits credible projection of revenues and expenses, separation of capital and operational items and disclosure of planning assumptions.**

EXECUTIVE DIRECTOR INTERPRETATION: The Library's fiscal planning and management must have adequate data to support the credibility of its projections. This data takes the form of a 5 year cash flow projection based on County revenue and expense projections. This reporting is regularly reviewed by senior managers and the Trustees. Planning assumptions will be included in those reports and special report summaries can be developed as necessary.

Library budgeting separates capital and operational expense as required by the County. The Library Board of Trustees adopted Fund Balance Policy recognizes the financial importance of a stable and sufficient level of fund balance. The policy stipulates that an amount equal to 16% of current year budgeted revenues and 9% of current year budgeted revenues, designated as an "uncertainty reserve", be maintained **and a maximum level of fund balance at 50% of current year budgeted revenues**. Also, Trustee policy regarding the use of capital reserves (2.3.3B) limits capital project expense.

REPORT (COMPLIANT): I meet as necessary with the Director of Finance to review projections and assumptions that make up these types of fiscal reporting. The Trustees use these reports for budget development and oversight.

I can report compliance in developing projections and communicating and also in maintaining the Board approved fund balance policy.

4. **The Executive Director may not fail to ensure that the capital budget provides for the achievement of long-term Ends regarding library service within the County, as well as for construction, maintenance, replacement and financing of facilities.**

EXECUTIVE DIRECTOR INTERPRETATION: Capital planning for library service, construction, maintenance, replacement and financing of facilities is an ongoing activity that is reflected in the annual budget, in the Library's annual strategic priorities and in the five year capital plan.

REPORT (COMPLIANT): The Ends strategic priorities assume the existence and implementation of a capital plan, revised and updated annually in accordance with the Library Board of Trustees direction and the Board of County Commissioners' policy. Also, the library regularly updates its five-year strategic plan.

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

I can report compliance to the extent of available funding.

5. **Plans the expenditure for operations and debt service in any fiscal year according to the actual revenue amount projected to be received in the fiscal year.**

EXECUTIVE DIRECTOR INTERPRETATION: This means that we must plan for and monitor actual revenues and expenditures against our original budget estimates and adjust estimates as necessary for changes in conditions.

REPORT (COMPLIANT): Monthly and annual reports, including audits, reflect this. Transfers or supplemental appropriations are made when necessary per “Financial Conditions and Activities” Board policy 2.3.

I can report compliance.

6. **Provides less for Board activities during the year than is set forth in the Governance Budget policy (*see policy in Governance Process – 4.8*).**

EXECUTIVE DIRECTOR INTERPRETATION: I understand this to mean that the Board establishes its budget for what it believes is important to invest in its own governance. The annual budget for the library allocates the amount stated in the Cost of Governance policy for Board functions.

REPORT (COMPLIANT): The Board determines its “Governance Budget” for each fiscal year and that amount is incorporated into each year’s budget.

I can report compliance.

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

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

POLICY 2.6

MANAGEMENT LIMITATIONS

Initial Monitoring on *Policy 2.6: COMPENSATION AND BENEFITS*

I hereby present my monitoring report on your Management Limitations policy 2.6 “Compensation and Benefits”, in accordance with the monitoring schedule set forth in Board policy. I certify that the information contained in this report is true.

Signed: _____, Executive Director

Date: August 17, 2017

BROADEST POLICY PROVISION

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

EXECUTIVE DIRECTOR INTERPRETATION: The Board has comprehensively interpreted this policy in the provisions below. My interpretations and reporting data are appended below.

Accordingly, I shall not:

1. Change my own compensation or benefits.

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

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

I can report compliance.

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

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

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

REPORT (COMPLIANT): Any and all changes to staff compensation or benefits are in accordance with the library's established compensation practice and County Personnel Rules and reviewed and approved by the Library Board.

I can report compliance.

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

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

REPORT (COMPLIANT): Our Director of Budget and Finance and the County Attorney clearly understand the sound business reasons to use contractual services. As such, all contract language includes the financial abilities and obligations of the library and the duration of service. In practice, when it is in the library's interest to enter into agreements that last longer than the current year, our contracts provide for termination without any cause within a specified number of days or upon a circumstance of non-appropriation and that they have been approved by the County Attorney.

I can report compliance.

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

POLICY TYPE: MANAGEMENT LIMITATIONS

POLICY 2.7

POLICY TITLE: *EMERGENCY EXECUTIVE DIRECTOR SUCCESSION*

MANAGEMENT LIMITATIONS

Initial Monitoring on *Policy 2.7: EMERGENCY EXECUTIVE DIRECTOR SUCCESSION*

I hereby present my monitoring report on your Management Limitations policy 2.7 “Emergency Executive Director Succession”, in accordance with the monitoring schedule set forth in Board policy. I certify that the information contained in this report is true.

Signed: _____, Executive Director

Date: August 17, 2017

BROADEST POLICY PROVISION

In order to protect the Board from sudden loss of the Executive Director’s services, the Executive Director shall not fail to ensure that at least two (2) other members of the management team are sufficiently familiar with Board and Executive Director issues and processes to take over with reasonable proficiency as an interim successor.

EXECUTIVE DIRECTOR INTERPRETATION: I understand this provision to mean that there are at least two senior management team members prepared to act in an interim capacity as Executive Director if I am not available so that library operations may continue until I return to work or a permanent replacement is named.

REPORT (COMPLIANT): In response to this provision, the positions of Director of Public Services and Director of Budget and Finance are empowered and qualified to assist with the day-to-day operations and strategic projects of the library as well as to serve as, and perform the duties and responsibilities of the Executive Director in the absence of the Executive Director. In addition, the library has a policy of designating one of the senior managers to serve as Library “Person-in-Charge” for any issue that arises at any time.

I can report compliance.

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

POLICY TYPE: MANAGEMENT LIMITATIONS
POLICY TITLE: *BOARD AWARENESS AND SUPPORT*

POLICY 2.8

MANAGEMENT LIMITATIONS

Initial Monitoring on **Policy 2.8: *BOARD AWARENESS AND SUPPORT***

I hereby present my monitoring report on your Management Limitations policy 2.8 “Board Awareness and Support”, in accordance with the monitoring schedule set forth in Board policy. I certify that the information contained in this report is true.

Signed: _____, Executive Director

Date: August 17, 2017

BROADEST POLICY PROVISION

The Executive Director shall not cause or allow the Board to be uninformed or unsupported in its work.

EXECUTIVE DIRECTOR INTERPRETATION: The Board has comprehensively interpreted this policy in the provisions below. My interpretations and reporting data are appended below.

Accordingly, I shall not:

1. **Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the Board.**

EXECUTIVE DIRECTOR INTERPRETATION: I interpret this provision to mean that issues of non-compliance are to be regarded by me as matters of priority. I will judge each issue as it arises and report as appropriate. Some will require immediate attention and some may wait for the filing of a formal monitoring report. In any case, non-compliance must always be known by the Board.

REPORT (*COMPLIANT*): Monitoring reports are submitted annually with reporting of compliance or non-compliance. Matters of immediate attention are made known to the library board accordingly.

I can report compliance.

2. **Neglect to submit monitoring data required by the Board (see policy on Monitoring Executive Director Performance in *Board-Management Delegation*) in a timely, accurate and understandable fashion, directly addressing provisions of Board policies being monitored.**

EXECUTIVE DIRECTOR INTERPRETATION: This provision requires that monitoring reports will be submitted to the Board on their approved schedule and in a form that provides the Board with the necessary data.

REPORT (*COMPLIANT*): The review calendar has been established and is updated regularly and on schedule. Monitoring data and interpretation is provided according to the calendar schedule.

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

I can report compliance.

3. **Let the Board be unaware of significant incidental information, such as anticipated adverse media coverage, threatened or pending lawsuits, or material external and internal changes. Notification of planned internal changes is to be provided in advance, when feasible.**

EXECUTIVE DIRECTOR INTERPRETATION: This provision requires timely notification from me to the Board when issues have arisen that significantly affect the library. Since many such issues arise between normal Board reporting sessions, such as Board meetings, I must implement a process of notification to the Board as these come along. We will continue to produce regular reports to the Board in support of meeting discussions and decisions, as prepared by senior managers and the Executive Director.

REPORT (COMPLIANT): We have implemented a direct reporting process to the Board, via e-mail, that informs them as quickly as necessary on vital issues. The Library's **Executive Director** ~~Director of Communication~~ manages the communications process and **delegates to the Director of Communications when appropriate.** ~~and senior managers and others will notify that office when such notification needs to be sent.~~ Such messages will be followed up in the regular meeting support reports, as necessary.

I can report compliance.

4. **Fail to advise the Board if, in the Executive Director's opinion, the Board is not in compliance with its own policies (*Governance Process and Board-Management Delegation*), particularly in the case of Board or Board member behavior that is detrimental to the work relationship between the Board and the Executive Director.**

EXECUTIVE DIRECTOR INTERPRETATION: I understand that I am required by this provision, to monitor all Board processes to ensure they conform to the established policies. In addition, I will be aware of individual Board members' activity for compliance with the Board's policies. My reporting of such issues will be to the Board Chair, unless it is a matter of an individual member. In such cases, I may choose to talk directly to the individual or to the Chair, as appropriate.

REPORT (COMPLIANT): This is standard practice and an expectation.

I can report compliance.

5. **Neglect to submit objective decision information required periodically by the Board, or let the Board be unaware of relevant trends.**

EXECUTIVE DIRECTOR INTERPRETATION: I understand that this provision requires me to provide all relevant information to the Board in support of their decision-making to ensure their objectivity. Further, I must have in place an information process that heightens the Board's ability to understand fundamental library issues and trends.

REPORT (COMPLIANT): Where the complexity of a topic justifies a special study session, we

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

have implemented a two-stage process to provide the Board with background information and more focused information leading to decision-making. The current practice is to provide the background information at these study sessions, primarily in reports from senior managers. The Board then questions and debates these issues, and revisions are prepared for the consent agenda at the regular Board meeting, in support of a necessary decision. The Board has requested that, whenever possible, the background information and the subsequent questions and debates take place at the regular Library Board meetings. The Board then has the choice of deciding its course of action at that time or to defer its decision to the consent agenda at the next regularly scheduled Library Board meeting.

I can report compliance.

6. **Present information in unnecessarily complex or lengthy form, or in a form that fails to differentiate among information of three types:**

A. **Monitoring**

EXECUTIVE DIRECTOR INTERPRETATION: Monitoring reports must be delivered to the Board according to the annual report schedule established by the Board and in a distinctive format and structure that is easily followed and understood.

REPORT (COMPLIANT): The monitoring report formats are now complete and format and organizational approval has been given.

I can report compliance.

B. **Decision preparation (or “action item”)**

EXECUTIVE DIRECTOR INTERPRETATION: Where the complexity of the decision preparation justifies an in-depth study session, the preparation follows the two step process described in #5 above (background information at study sessions and final decision support at the regular meeting.) Both of these processes are reflected in the agendas for each meeting.

REPORT (COMPLIANT): Study sessions are used to provide background and additional information that is requested or needed.

I can report compliance.

C. **Incidental/ “FYI.”**

EXECUTIVE DIRECTOR INTERPRETATION: I understand that this reporting, typically of items not needing an immediate decision, may be presented verbally by me or others during, after meeting adjournment or outside of scheduled meetings if necessary. If a reported issue later rises to the level of a required action, the procedures outlined in #5 above must be followed.

REPORT (COMPLIANT): We have implemented this reporting process and I regard it as effective, primarily in giving the Board the opportunity to discuss incidental issues without making a decision based on what could be insufficient information.

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

I can report compliance.

7. **Fail to provide support for official Board, officer or committee communications and functions, including but not limited to orienting new Board members to Library operations and services.**

EXECUTIVE DIRECTOR INTERPRETATION: This provision requires me to provide a high level of communications support to official Board activities and functions as the Board goes about its governance business. I must also assist the Board as it develops its new member orientation program. Further, I must prepare and implement an operational orientation program that is consistent with the Board's own process.

REPORT (COMPLIANT): The Chair manages support for official Board communications and the required new member orientation program is in place.

8. **Fail, when addressing official Board business, to deal with the Board as a whole except when:**

A. **Fulfilling individual requests for information**

EXECUTIVE DIRECTOR INTERPRETATION: I understand this provision to require me to address official Board business with the Board as a whole. When reasonable requests for information come from individual Board members, I will respond according to my best judgment.

REPORT (COMPLIANT): Current practice has been for me to keep all members informed equally, unless it is a matter that involves an individual need, or for which the board chair will inform the full board. I have in the past, and expect in the future, to fulfill most such requests, refer them to the Chair, or supply an individual's request to the entire Board.

I can report compliance.

B. **Responding to officers, committees or individuals duly charged by the Board**

EXECUTIVE DIRECTOR INTERPRETATION: This important provision is in place as a key element in my work as the Executive Director. As the Board proceeds with its governance work, either as a committee as a whole or through such delegations as the Board may determine, it is my task to provide the most useful information and resources that I can provide.

REPORT (COMPLIANT): Processes are in place for the Executive Director or Senior Management Team members to supply information as needed or requested.

I can report compliance.

9. **Fail to supply for the Board's consent agenda, along with applicable monitoring information, all decisions delegated to the Executive Director yet required by law, regulation or contract to be Board-approved.**

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

EXECUTIVE DIRECTOR INTERPRETATION: I take this to mean that all decisions delegated to me that may be governed by Board policy, Jefferson County policy or state statute be referred to the Board for their action, via the consent agenda.

REPORT (COMPLIANT): Processes are in place to bring before the board, regular decisions that must be reviewed by the Board. An updated copy will be given to the Board after being evaluated by my office or the senior management team for compliance.

I can report compliance.

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

POLICY TYPE: MANAGEMENT LIMITATIONS
POLICY TITLE: *MATERIALS SELECTION*

POLICY 2.9

MANAGEMENT LIMITATIONS

Initial Monitoring on **Policy 2.9: *MATERIALS SELECTION***

I hereby present my monitoring report on your Management Limitations policy 2.9 “Materials Selection”, in accordance with the monitoring schedule set forth in Board policy. I certify that the information contained in this report is true.

Signed: _____, Executive Director

Date: August 17, 2017

BROADEST POLICY PROVISION

To ensure the retention and preservation of materials with long-term value, the Executive Director shall not fail to ensure continual assessment and evaluation of the Library’s collection.

EXECUTIVE DIRECTOR INTERPRETATION: I understand that this provision requires me to have in place written and implemented practices that continuously assess the value of our material collections and make item by item decisions about retention and preservation for long-term value.

Accordingly:

1. **The Executive Director shall not fail to ensure that the Library collection: Reflects the full spectrum of political, religious and cultural beliefs and practices of the residents of Jefferson County.**

EXECUTIVE DIRECTOR INTERPRETATION: Decisions about acquisition, weeding and retention must be directed by a written set of guidelines, the implementation of which will ensure that the library’s materials will reflect a wide range of community interests, readership and intellectual endeavor. These guidelines further ensure that staff decisions will be supported when selection and retention decisions are made in terms of these guidelines.

REPORT (COMPLIANT): We have in place comprehensive guidelines to address these issues. They are managed by the library’s Collections Manager. I regard our collection management practices to be fully compliant with demonstrated success by measuring circulation statistics and through patron satisfaction surveys.

I can report compliance.

2. **Offers all library users in the community access to materials and resources that contribute to the free expression of ideas.**

EXECUTIVE DIRECTOR INTERPRETATION: I understand that access to resources is the key element in having a materials collection. This means that all resources must be equally available to all users and that effective systems are in place to ensure efficient and reliable access.

REPORT (COMPLIANT): We offer complete access to material and electronic resources from

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

any of our libraries as well as from home, office or school. In addition, we provide cataloging that conforms to current standards making our collection accessible. Daily delivery among our libraries provides timely access to requested materials

I can report compliance.

3. Is offered in those formats that best meet the needs of various ages, reading levels, languages, cultural, informational, and educational interests in the community.

EXECUTIVE DIRECTOR INTERPRETATION: This provision requires me to have in place written and implemented guidelines to ensure that collection development practices will seek the best format(s) for any item added to the collection.

REPORT (COMPLIANT): Our collection development guidelines, managed by the Collections Manager, are implemented to guarantee that all material formats are represented in the collection, as appropriate. A careful balance is maintained among formats so that print, media, digital and other formats support the complete range of library use and users.

I can report compliance.

4. Supports the principles of intellectual freedom and avoidance of censorship.

EXECUTIVE DIRECTOR INTERPRETATION: I understand this to mean that the materials collection, taken together, supports the range of subject, content and format that is appropriate to the communities we serve. Each item added is a conscious decision regarding the principles of intellectual freedom. Related to that concept is the practice of applying the same principles to a request for removal of an item.

REPORT (COMPLIANT): We have policies in place, as part of our materials selection practices and binding upon all staff who participate in selection, to ensure that material selection decisions satisfy the standards of intellectual freedom. We will reconsider a request for removal or relocation but I require that the basic principles be observed and that intimations of censorship not be a factor in selection or requests for reconsideration.

I can report compliance.

administration

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