

SPECIAL BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

March 8, 2018



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

SPECIAL BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, March 8, 2018 –LIBRARY ADMINISTRATION CONFERENCE ROOM
1.	Call to order & attendance (4.5.8)
2.	Pledge of Allegiance
3. Action	Approve Agenda Call for motion and second
4. Executive Director Recruitment	Bradbury Miller Associates – Sandie Coutts
5. Operational Updates	<ul style="list-style-type: none">• Public Services Department<ul style="list-style-type: none">▪ Library to You High Roof Cargo Van– <u>Information Only</u> – For discussion at the March 15, 2018 Regular Board Meeting• Facilities Department<ul style="list-style-type: none">▪ Security Vendor Contract – <u>Information Only</u> – For discussion at the March 15, 2018 Regular Board Meeting• Financial Review<ul style="list-style-type: none">▪ Standing Agenda Item – <u>Addressed Only If Necessary</u>
6. Meeting Schedule	BOARD SCHEDULE – NEXT MEETINGS <ul style="list-style-type: none">• March 15 – Board Meeting – 5:30 pm - Lakewood Library Meeting Room• April 12 – BCC & Board Quarterly Meeting & Working Lunch – 11:45-1:00 – Columbine Library Meeting Room• April 12 – Study Session – 5:30 pm - Administration Conference Room• April 19 – Board Meeting – 5:30 pm – Arvada Library Meeting Room• May 10 – Study Session – 5:30 pm – Administration Conference Room• May 17 – Board Meeting – 5:30 pm – Columbine Library Meeting Room
7. Adjournment	

Executive Director Recruitment

**JEFFERSON COUNTY (CO) PUBLIC LIBRARY – EXECUTIVE DIRECTOR SEARCH
AGENDA FOR BOARD MEETING
March 8, 2018; 5:30pm, Lakewood Library, Admin Conference Room**

1. INTRODUCTIONS

2. CONFIRM STRUCTURE FOR THE SEARCH

3. CONFIRM TENTATIVE SCHEDULE FOR SEARCH CONSULTANTS' WORK:
Review the proposed search schedule and process; set and confirm dates.

4. IDENTIFICATION OF KEY ATTRIBUTES: Report of group assessment from the attribute survey as well as challenges and desired results.

5. JOB ADVERTISEMENT/ANNOUNCEMENT: Review the basic elements of the job ad/announcement—including starting salary range and closing date. Establish deadline and final input for announcement approval.

6. STAFF MEETINGS/OTHER INPUT: Discussion of general input from staff meetings.

7. CONFIDENTIALITY: Reach consensus on the confidentiality of the applications under Colorado's Open meetings/records laws.

8. ADDITIONAL AGENDA ITEMS



Jefferson County Public Library is seeking
an outstanding leader as our next

EXECUTIVE DIRECTOR

Jefferson County Public Library will
always be here to connect you to
the people, ideas and inspiration for
whatever's next in life. Define your
destination, and we'll help you get
there. So you can **ALWAYS BE** learning.
ALWAYS BE creating. And **ALWAYS BE**
discovering something new.



Jefferson County
PUBLIC LIBRARY
ALWAYS BE

ALWAYS BE EXPLORING



JEFFERSON COUNTY AT A GLANCE

Square Miles	773
Population	571,711
Incorporated Cities	Arvada, Bow Mar, Edgewater, Golden, Lakeside, Lakewood, Mountain View, Superior, Westminster, Wheat Ridge
Unincorporated Communities	Applewood, Aspen Park, Bergen Park, Conifer, Deckers, El Rancho, Evergreen, Genesee, Idledale, Kittredge, Pine Junction, South Jeffco
Demographics:	
White	78%
Latino	15%
Other	4%
Asian	3%
Median Age	41
Median Household Income	\$72,017
Median Home Price	\$299,100
Median Monthly Rental	\$1,118

Source: Denver Council of Regional Governments, 2016 Population Data



JEFFERSON COUNTY, COLORADO...A GREAT PLACE TO WORK, LIVE AND PLAY

Located just west of Denver and just east of the Rocky Mountains, Jefferson County, CO is one of the best-kept secrets of the West. It offers something for everyone: a robust and growing economy, thriving urban areas, nationally acclaimed schools, a wealth of cultural attractions, magnificent scenery, and a near-perfect climate, with more than 300 days of sunshine every year. Spanning 773-square-miles, Jefferson County offers diversified geographical settings – from urban, small town and rural lifestyles, to vibrant mountain communities.

Jefferson County has a high-performing K-12 school district, and Colorado boasts a number of nationally known colleges and universities, including the University of Colorado, Colorado State University, University of Northern Colorado, Colorado School of Mines, University of Denver, Metropolitan State College of Denver, Rocky Mountain College of Art and Design, and Arapahoe, Front Range and Red Rocks Community Colleges.

Jefferson County is also home to a number of well-established Fortune 500 companies. In addition, it is becoming a recognized center for new-economy industries. With companies in aerospace, aviation, bioscience, and

renewable energy, Jefferson County has one of the highest-educated workforces in Colorado.

Jefferson County and Colorado also offer exciting opportunities for recreation and entertainment. The Arvada Center for Arts & Humanities, Lakewood Cultural Center and the Belmar Center provide local arts and cultural opportunities, and all of Denver's attractions – including the Denver Art Museum, Denver Museum of Modern Art, Denver Center for the Performing Arts, Denver Symphony, Denver Museum of Nature and Science, and more – are only moments away.

Sports enthusiasts can root for several winning sports teams, including Colorado's beloved Rockies, Broncos, Nuggets and Avalanche, and music lovers will enjoy Red Rocks Park and Amphitheatre, one of the top tourist attractions in the state.

For outdoor enthusiasts, Jefferson County is a veritable paradise, home to three national forests, two state parks and nearly 44,000 acres of open space with 236 trail miles, offering abundant hiking, camping, fishing and rafting opportunities. In addition, world-class resorts offering skiing and snowboarding are a short drive away.

ALWAYS BE LEARNING



JCPL AT A GLANCE

Year Established	1952
Population Served	571,711
Library Cardholders	320,551
Facilities	10 libraries, a service center and leased office and warehouse space
Outreach	Bookmobile, cargo van, robust community outreach and home services
Location of Library Administration	Lakewood, CO
Collection	1.1 million books, CDs, DVDs, periodicals, audiobooks and eBooks
Patron Library Visits	2.6 million
Patron Web Visits	3.0 million
Items Circulated	7.9 million
Circulation per Capita	13.71
Summer Reading Club Participants	48,153
Programs and Classes Offered	10,672
# In-library Volunteers	TBD
2018 Adopted Budget	
Total Sources of Funds	\$41.2 million
Total Operating Expense	\$34.3 million
Total Debt Service	\$1.5 million
Planned Capital Expenditures	\$5.4 million
Fund Balance	\$17.5 million
#FTEs	TBD



OUR LIBRARY

Jefferson County Public Library is poised to take its rightful place as a best-in-class U.S. Library system.

First established in 1952, Jefferson County Public Library (JCPL) quickly grew into a technologically progressive and service-oriented library system.

JCPL was the first library system in the nation to move to an online catalog, and over the years, we have initiated radio frequency identification (RFID), self-checkout, automated materials handlers, self-holds pickup, downloadable eBooks, streaming media and laptops and wireless hot spots for check out. We are committed to giving Jefferson County residents equal and convenient access to current and emerging technologies as we go forward.

JCPL has also been a leader in community outreach. Library leadership maintains proactive partnerships with key community stakeholders and a strategic focus on shared community outcomes. For these and other reasons, JCPL was recognized for innovation and excellence by Library Journal and Gale in the 2009 and 2010 Library of the Year award competitions.

During the recent recession, JCPL was forced to reduce services, lay off staff and delay much-needed upgrades to technology and facilities. Since then, we've established a solid foundation from which to launch an exceptional future. Over the past few years, we've:

- secured the future of the Library with a successful mill levy initiative
- introduced an innovative service model, with increased emphasis on proactive customer service and community outreach

- implemented an annual benchmarking process to track our performance against a basket of similarly sized public library peers
- sharpened our focus on evidence-based decision making, measureable results and shared community outcomes, with active participation in PLA's Project Outcome.
- completed a comprehensive analysis of our Information Technology structure. That, coupled with regular participation in the Urban Library Council's Edge Initiative and the University of Washington's Impact Survey, will help us to ensure patron access to current and emerging technologies
- continued to restore and enhance Library services. By the end of 2016, JCPL ranked # 1 in circulation per capita and #2 in library visits per public service hour when compared to our peers
- undertaken a deep, data-driven analysis of our customer base (2016 Orange Boy Market Analysis), organizational structure and staffing needs (2017 Organizational Analysis), and facilities needs (2018 Facilities Master Plan)

Now, we're looking for caring, energetic and visionary leader who can build on these foundations and position JCPL at the forefront of Library services. Our new executive director will have everything needed to take JCPL to the next level and beyond, including a dedicated Board of Trustees, an accomplished Senior Management Team, an exceptional team of committed and professional employees, and sufficient funding to support innovation and excellence for years to come.

ALWAYS BE IMPROVING



GOVERNANCE AND STRUCTURE

JCPL is governed by Colorado Library Law and organized as a component unit of Jefferson County Government.

The Library is supported primarily through property taxes collected by the County. In 1986, Jefferson County voters approved a dedicated library mill levy of up to 3.5 mills. In 2015, they voted to increase the Library's mill levy to a maximum of 4.5 mills, thereby securing the future of the Library for years to come. Annually, the Library Board of Trustees develops the budget and mill levy required to deliver Library services and an elected Board of County Commissioners appropriates the Library's budget and sets the Library tax levy to be collected.

The seven-member Library Board of Trustees uses the Carver and Charney Policy Governance Model as the framework to guide its decision-making. Under policy governance, the Library Board of Trustees sets Library policy, defines long-term expectations for Library service, has fiscal and legal responsibility for JCPL, and hires and provides direction to the executive director.

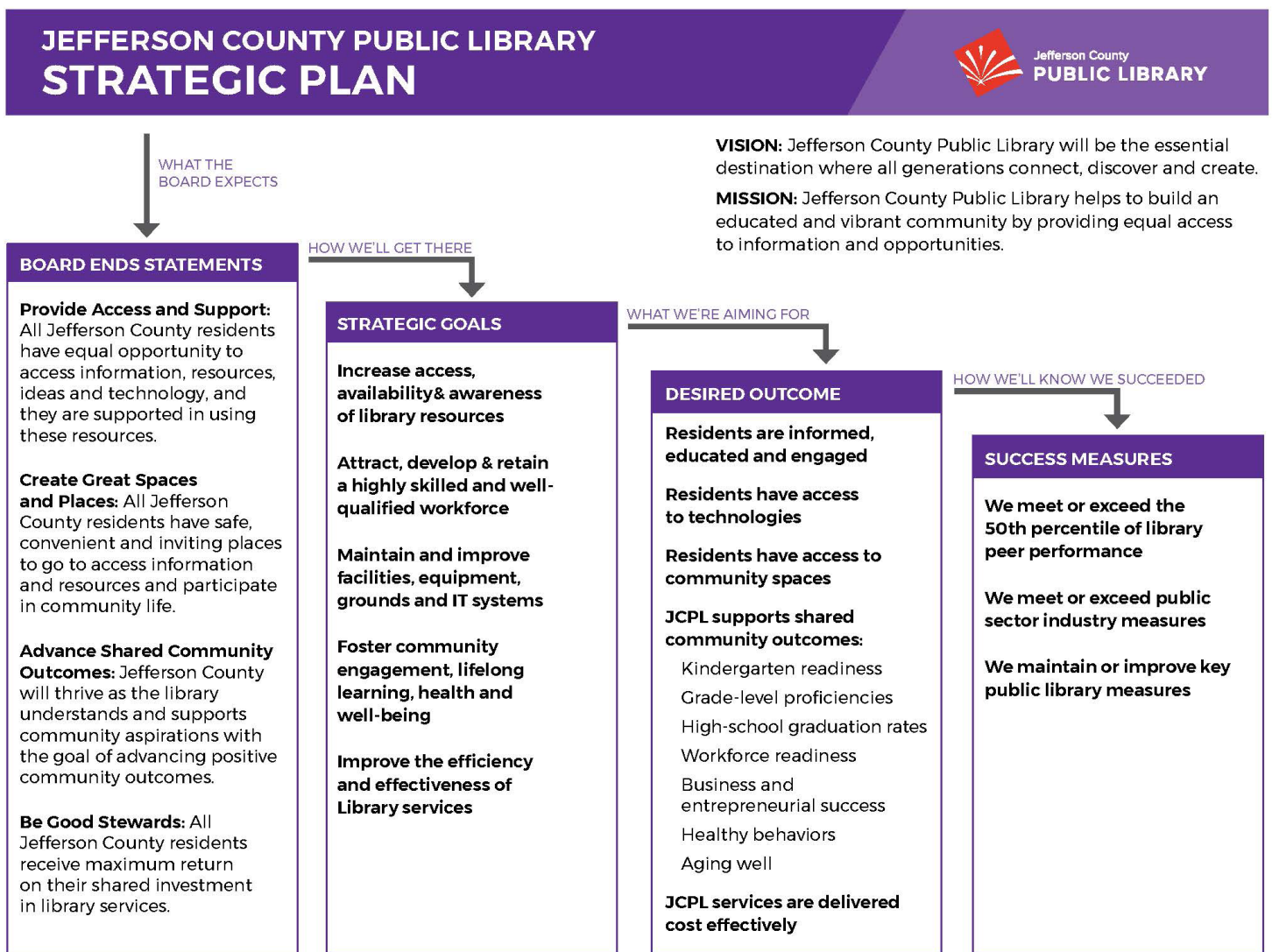


OUR PLAN

The executive director of Jefferson County Public Library provides vision, leadership and direction to the organization for the benefit of the residents of Jefferson County and the library profession. The executive director is responsible for the management of Jefferson County Public Library in accordance with the policies set by the Library Board of Trustees and as outlined in a formal job description. Key accountabilities include communicating a strategic vision; developing and implementing a long-term plan and budget; delivering a relevant program of service; hiring, directing and evaluating staff; securing adequate funding; managing fiscal operations, facilities and technology; providing strategic input to the Jefferson County Library Foundation; maintaining

positive relationships with the County and the community; representing Jefferson County Public Library in the larger library community; and advocating for appropriate library policies and services.

Our 2018 plan is a collaborative effort between our Board and staff. The Board is responsible for developing Ends Statements that define the purpose of the organization and serve as overarching goals to guide the work of the Library. Strategic initiatives are then developed by Library staff to ensure progress toward the achievement of the Ends Statements.



ALWAYS BE REACHING

OUR EXECUTIVE DIRECTOR

Opportunities and Challenges

Jefferson County Public Library (JCPL) is poised to position itself at the forefront of library service. Our next executive director will have the opportunity to:

- Work collaboratively with a dedicated, supportive Board of Trustees
- Build on a successful mill levy campaign (2015) to fulfill JCPL's mission, vision, values and brand promise
- Direct a 10-year plan to restore and expand Library facilities and staffing levels
- Ensure that Jeffco residents have access to resources, technology, programs and services befitting a progressive library
- Bring new insights, energy and innovations to JCPL to ensure alignment with developing trends in Library service

- Participate in collaborative community problem-solving and contribute to shared community outcomes
- Continually transform the Library to meet the changing needs of our users and communities
- Establish JCPL as a best in class US Library

Education and Experience

The executive director should hold a Master's Degree in Library/Information Science from an ALA-accredited library school and have completed coursework in management or public administration. At least 10 years of progressively responsible Library management experience as a senior executive in a multi-location system is required, with a minimum of six years at the administrative level.



Compensation and Benefits

For the candidate who enjoys working with a highly motivated board, staff and public, an executive benefits package is offered, including:

- A competitive salary commensurate with experience, negotiable from \$xxx,000
- Leave package dependent on length of service, beginning with 96 hours of vacation accruals annually, as well as 11 paid holidays, 2 personal days and paid sick leave
- Retirement benefits offered by the Colorado County Officials and Employees Retirement Association
- Optional 457 Deferred Compensation retirement savings plan
- Medical, Dental and Vision Insurance for the employee and eligible family members
- Insurances: basic life, accidental death and dismemberment, and long-term disability
- Access to and participation in the employee Life Assistance Plan
- Professional development opportunities
- Other TBD (Relocation assistance? Vehicle allowance? Other?)

Desired Skills/Competencies

VISION AND INNOVATION

- Skilled in strategic visioning, planning and implementation
- Anticipates library and community trends
- Seeks innovative solutions to Library challenges
- Leads evolutionary change

LEADERSHIP

- Exhibits and inspires visionary leadership
- Demonstrates unquestionable integrity and high ethical standards
- Creates a sense of shared mission
- Provides strategic direction to the Library Board
- Promotes and is guided by the Carver and Charney Policy Governance Model
- Collaborates with and supports the Jefferson County Library Foundation
- Monitors legislative/regulatory activities affecting the organization
- Advocates for library policies/best practices at local, state and national levels

RELATIONSHIP BUILDING

- Demonstrates political acumen and effectiveness
- Develops productive relationships with key stakeholders
- Seeks to enhance the Library's social and political capital via targeted outreach
- Promotes collaborative partnerships with other community groups

- Is active and encourages employee participation in community and professional organizations
- Is skilled at negotiation and issue resolution
- Exhibits and models JCPL brand personality traits; is friendly, caring, connected, trustworthy and empowering

COMMUNICATIONS

- Possesses excellent oral and written communication skills
- Creates an atmosphere of transparency, inclusiveness and openness
- Is responsive to the concerns and issues of others
- Participates in collaborative problem solving
- Uses humor effectively

OPERATIONAL EXCELLENCE

- Excels in short-range and long-range planning
- Demonstrates effective financial/administrative/operational management skills
- Balances operational excellence with effective stewardship of taxpayer dollars
- Aligns employees behind organizational goals and objectives
- Demonstrates strong analytical skills and applies them to planning/problem solving
- Applies appropriate technologies in the delivery of library service
- Excels in measuring and increasing performance against objectives
- Holds him/herself and others accountable for results

ALWAYS BE CONNECTING





HOW TO APPLY

To be considered for this exceptional opportunity, please submit a cover letter, resume and contact information for three work-related references to:

Bradbury Miller Associates
4545 Wornall Road, Ste. 805
Kansas City, MO 64111



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10200 W. 20TH AVE.
LAKEWOOD, CO 80215
303-235-JCPL



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Title: Executive Director

FLSA Status: Exempt

BRIEF DESCRIPTION:

The Executive Director is the key strategic leader of the Jefferson County Public Library (JCPL); he/she performs executive and administrative work directing all operations and activities of JCPL. The Executive Director plans, organizes, directs, evaluates and reviews the Libraries' resources, services and programs to support community outcomes and respond to community needs. Work includes providing vision and leadership for long range planning and implementing strategic goals plus developing and monitoring the budget. Work includes frequent contact with the Library Board, other County officials, local and State leaders, and other Library Directors regarding library services, funding and collaborative efforts. Other key duties include collaboration with the Jefferson County Library Foundation, oversight of marketing, and community outreach. Work is performed under executive direction of the Library Board of Trustees, in accordance with Board policies, and is evaluated annually by the Board for results obtained. This position directly supervises members of the Senior Management Team (SMT) and provides extended supervision to the entire staff of JCPL.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	L	STRATEGIC LEADERSHIP: Works with Board and JCPL staff to ensure that the mission, vision and values of JCPL are fulfilled through programs, services and community outreach. Responsible for leading strategic planning efforts and creating a strategic plan in coordination with the Board of trustees to ensure that the Library can successfully fulfill its vision and long range plans. Responsible for implementation of the library's programs and services to achieve organizational goals and carry out the organization's mission. Maintains membership in professional organizations, attends seminars and conferences for professional development of self and organization, provides leadership and training; demonstrates a positive, cooperative, team-oriented	25%

		working relationship with Library staff.	
2	S	<p>FINANCIAL PERFORMANCE: Develops and manages resources to ensure the financial health of JCPL. Responsible for the fiscal integrity of the library including planning and operation of annual budget, direction of budget preparation and administration of budget; submission to the Board of a proposed annual budget and monthly financial statements which accurately reflect the financial condition of the organization. Responsible for fiscal management including operation of the Library within the approved budget, oversight of contract negotiation and execution, development of capital plans to ensure maximum resource utilization, and maintenance of the organization in a positive financial position. Ensures collaborative work with the Foundation for fundraising and developing other resources necessary to support the library's mission.</p>	20%
3	L	<p>COMMUNICATION: Represents JCPL and enhances the Library's image by being active and visible in the community and by working closely with other professional, civic and private organizations. Serve as the face of the Library to key stakeholders, the organization's constituents, the media and the general public. Represent JCPL at professional conferences, round tables and other events including public meetings; gives speeches and makes presentations. Establishes and maintains relationships with various organizations throughout the state and utilize those relationships to strategically enhance the Library's Mission. Attends and chairs various meetings including Elected Officials, Library Directors; works with State Library and State legislature on collaborative efforts to achieve progressive Library legislation and funding for public libraries. Oversees all marketing and other communications efforts for JCPL.</p>	20%
4	L	<p>ORGANIZATIONAL OPERATIONS: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate. Responsible for effective administration of Library operations. Oversees the hiring, development and retention of competent, qualified staff. Final authority on all personnel matters including promoting, transfer and termination of JCPL personnel in accordance with personnel policies, rules and regulations. Responsible for signing all contracts, agreements, and other instruments made and entered into and on behalf of the organization. Develops and oversees implementation of Library policies and procedures for all functions and for the day-to-day operation of JCPL. Oversees collection development, facilities and technology. Evaluates Library programs and services and determines future actions.</p>	20%

5	L	BOARD GOVERNANCE: Works with the Board so that they receive, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions. Responsible for leading the library in a manner that supports and guides the organization's vision, mission and values as defined by the Strategic Plan. Reports to and works closely with the Board of Directors to seek their involvement in policy decisions; recommend new policies and advise Board of new concepts, procedures, technology and tools. Responsible for communicating effectively with the Board and providing periodic reports, including advising Board on contract and budget issues and progress towards strategic goals.	15%
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JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	MLS/MLIS from a school certified by the American Library Association plus coursework in management or public administration is required
Experience	10 years of public Library leadership/management experience is required, or any combination of training and experience which provides the required knowledge, skills and abilities.
Certification & Other Requirements	Valid Colorado Driver's License. On call 24/7 in crisis situations; may work some evenings, weekends and holidays.

ESSENTIAL SKILLS:

-Description of Job Success factors-
Knowledge of public management principles as they relate to public library operations and administration.
Transparent and high integrity leadership.
High emotional intelligence.
Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
Strong organizational abilities including planning, delegating, program development and task facilitation.
Strategic thinking plus the ability to convey a vision of the Library's strategic future to staff, board, volunteers and donors.
Knowledge of professional library literature, library technology and technology trends.
Knowledge of public library goals, policies, programs and services.
Knowledge of the methods and practices of professional library science, communication principles and theories.
Skills to collaborate with and motivate board members and other community leaders.
Strong written and oral communication skills.
Ability to interface with and engage diverse employee, patron and community groups.
Demonstrated ability to lead, manage and supervise staff and teams.
Strong public speaking ability.

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with “X”-					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Constantly	Frequently	Occasionally	Rarely	Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	communicating with co-workers, making presentations, observing work duties
Sitting	F	desk work, driving, meetings
Walking	F	to other departments/offices/office equipment
Lifting	F	equipment, files, supplies
Carrying	O	equipment, files, supplies
Pushing/Pulling	F	equipment, file drawers, tables and chairs
Reaching	O	for files, for supplies
Handling	F	paperwork
Fine Dexterity	F	calculator, computer keyboard, telephone pad
Kneeling	O	filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	
Crawling	N	
Bending	F	filing in lower drawers, retrieving items from lower shelves/ground
Twisting	O	from computer to telephone, getting inside vehicle
Climbing	O	stairs, step stool
Balancing	O	step stool
Vision	C	computer screen, driving, reading
Hearing	C	communicating with co-workers and public and on telephone, listening to equipment
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	O	driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

PC/Laptop/General office equipment and computer software.

ENVIRONMENTAL FACTORS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never

D	W	M	S	N
Daily	Several Times Per Week	Several Times Per Month	Seasonally	Never

-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

F	O	R	N
Frequently From 1/3 to 2/3 of the time	Occasionally Up to 1/3 of the time	Rarely Less than 1 hour per week	Never Never occurs

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	N
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

Operational Updates

Public Services

TO: Pam Nissler, Executive Director

FROM: Julianne Rist, Director of Public Services, Padma Polepeddi, Manager Lakewood & Library to You, Kurt Jungwirth Facilities Operations Manager

DATE: 2/26/2018

RE: Library to You High Roof Cargo Van

History of Contract: Library to You High Roof Cargo Van

The board was informed of the need for this vehicle in September 2017 when the library was working with County Fleet to bid a van. Due to budgeting requirements by County Fleet, we needed to take delivery of the van by December 15 2017. None of the bids could meet this timeline. After consultation with County Fleet, it was decided that the best course of action would be for the library to issue an RFP for the vehicle for delivery in 2018 and purchase it directly.

A cargo Van was budgeted for Library to You in the 2018 budget. This vehicle will support and supplement current library services outside library walls to Jefferson County residents who are not able to come to a physical library location. It will provide lobby stops to some current bookmobile where most of the residents are no longer able to come on to the bookmobile. A lobby stop differs from a bookmobile stop where library materials are taken to facilities in the cargo van and brought into the building as opposed to having residents walk out to the vehicle. The van will also pilot stops to low income areas providing access to library materials and the summer reading program to children who may not be able to go to a library location. Finally the van will be a backup for bookmobile stops when the bookmobile is in for repairs.

A Request for Proposal (RFP #18-01) was released in January 2018, and closed on February 6. Proposals were received from two firms. The selection committee (Julianne Rist, Padma Polepeddi, Kurt Jungwirth, Cecilia LaFrance Library to You Coordinator, and Orlando Gallegos, Facility Supervisor) determined that one firm's proposal met all the requirements. Summit Bodyworks Specialty Vehicles located in Commerce City submitted a qualified proposal with two vehicle options one for front wheel drive and one for four-wheel drive.

The selection committee held an interview and toured the factory on February 22, 2018. It is the recommendation from the committee that the four-wheel drive vehicle is the option chosen. The reason for selecting this vehicle instead of the front wheel drive model includes the following:

- The chassis (Mercedes Sprinter Van) is one that Summit Body Works has already worked with and modified for other library systems for this same type of service.
- The van will be serving mountain communities.

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



jeffcolibrary.org

- Four-wheel drive ensures that the vehicle will be able to serve city and mountain stops in inclement weather.

Total Cost: \$110,000.00

Budget:

The 2018 budget has \$85,000.00 for the project in the Library to You account number 700130.457420. Gloria Overholt (Finance Director) has been consulted and has identified money in the library's contingency which can be used to fund the additional \$25,000.00 needed for this project.

Next Actions:

The selection committee will be checking references and negotiating with Summit Body Works in the next week for a best and final offer as well as a timeline for the build process for the customization of the van. We will be bringing a recommendation, final cost and timeline to the Board meeting on March 15, 2018.

Operational Updates

Facilities

administration

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

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To: Pam Nissler, Executive Director
From: Steve Chestnut, Director of Facilities and Construction
Date: February 27, 2018
RE: SECURITY VENDOR CONTRACT

History of Contract: CITADEL SECURITY USA

As a result of increased need and costs for security services in 2017 JCPL issued an RFP to formalize a contract, based upon competitive bid, for security services at the Library. The RFP elicited responses from 3 firms. The firms were interviewed by a team comprised of Public Services and Facilities personnel. The team concluded that Citadel Security would best meet the needs of JCPL.

Total Cost:

For 2018 it is anticipated that we would need approximately \$155,000 to cover security services. That includes special events and also security services that will be shared by the City of Edgewater for the Edgewater Library (they will pay for their portion). The dollar amount is based upon an hourly rate not a set fee. The range of hourly rates for the 3 proposals was from \$18.97 per hour to \$26.74 per hour for unarmed services. Citadel's rate is \$19.37 per hour.

Budget:

The budget for this contract would fall under Facilities account 70006.433055. This budget will have to be supplemented with \$30,000 in 2018 since it is currently budgeted at \$125,000.

Action Requested:

The selection team is recommending Citadel Security USA be contracted to provide security services for the Library. At the March 15, 2018 Board Meeting, we will ask the Library Board of Trustees to authorize the Executive Director to sign a contract with the recommended vendor for those services and to authorize an additional \$30,000 to be transferred from contingency to the security budget to cover the 2018 contract costs.

ADMINISTRATION

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303.235.5275

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