

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

August 16, 2018



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, August 16, 2018 – 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 2, 2018 Special Board Meeting Minutes July 19, 2018 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 Finance Department – Barbara Long, Interim Director of Budget & Finance Facilities & Construction Projects <ul style="list-style-type: none"> Edgewater Update – Paul Wember, Wember, Inc. & Steve Chestnut Edgewater Library – Furniture & Family Place Presentation – Julianne Rist Communications – Rebecca Winning <ul style="list-style-type: none"> Naming – Call for Motion & Second
8. Action as Needed	Consent Agenda (4.3.4) <ul style="list-style-type: none"> No items
9. Emerging Issues Action as Needed	
10. Action as Needed	Ends <ul style="list-style-type: none"> 2020 Strategic Planning
11. Action as Needed	Governing Policies Call for Motions <ul style="list-style-type: none"> 2.5 Financial Planning/Budgeting 2.6 Compensation and Benefits 2.7 Emergency Executive Director Succession

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

	<ul style="list-style-type: none">• 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 13 – BCC & BOT Quarterly Meeting – 11:30 – BCC Board Room• September 13 – Study Session – 5:30 pm - Administration Conference Room• September 20 – Joint Library & Foundation Board Meeting – 4:45 -5:30 pm – Regular Library Board Meeting 5:45pm- Belmar Library Meeting Room• October 11 – Study Session – 5:30 pm – Administration Conference Room• October 18 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room• November 8 – Study Session – 5:30 pm – Administration Conference Room• November 15 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room• December 13 – BCC & BOT Quarterly Meeting – 11:30 – BCC Board Room• December 13 – 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. EXECUTIVE SESSION Action	EXECUTIVE SESSION: Call for Motion: <ul style="list-style-type: none">• To adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session pursuant to CRS 24-6-402(4)(f) Personnel Matters.
17. Reconvene Regular Meeting	Executive Session Summary
18. Adjournment	

APPROVAL OF MINUTES

Minutes of the Special Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
July 2, 2018

CALL TO ORDER – REGULAR MEETING

The special meeting of the Jefferson County Public Library Board of Trustees was held in the Library Administration meeting room on July 2, 2018. Library Board of Trustees Chair, Julia Hill-Nichols called the meeting to order at 8:00 am. Other Trustees present: Kim Johnson (Secretary), Pam Anderson, John Bodnar, Deborah Deal and Brian DeLaet.

Trustees not present: Charles Naumer.

Guests: None.

Staff present: Donna Walker, Director of Public Services; Sandie Coutts, Director of Employee Relations & Development; Julianne Rist, Director of Public Services; Barbara Long, Interim Director of Finance and Budget; Steve Chestnut, Director of Facilities and Construction Projects; and Amber Fisher, Executive Assistant, Office of the Executive Director.

APPROVAL OF AGENDA

MOTION: Brian DeLaet moved that the Library Board of Trustees approve the agenda as presented. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

Executive Director Recruitment

Julia Hill-Nichols, Chair, addressed the Board and announced that Donna Walker has accepted the offer to become the new Executive Director effective no later than September 1, 2018 at a starting annual salary of \$133,000. The Chair expressed appreciation to the Board for the extra time they committed to the recruitment process and acknowledged the excellent services provided by Bradbury Miller Associates. The Chair also expressed appreciation to Sandie Coutts, Director of Employee Relations and Development for her assistance throughout the recruitment efforts.

The Chair noted that the entire Board is excited to begin working with Donna and see what the years ahead will bring

Ms. Walker noted that she is humbled to be selected and excited about the path ahead and the opportunity to take JCPL to the next level with the great staff, great Board and a community that truly values the Library.

BOARD SCHEDULE – NEXT MEETINGS

- July 12 – Study Session – CANCELLED – Administration Conference Room
- July 19 – Board Meeting – 5:30 pm – Golden Library Meeting Room
- August 9 – Study Session – 5:30 pm – Administration Conference Room
- August 16 – Board Meeting – 5:30 pm – Standley Lake Library Meeting Room
- September 13 – BCC & BOT Quarterly Meeting – 11:30 – BCC Board Room
- September 13 – Study Session – 5:30 pm - Administration Conference Room
- September 20 – Board Meeting – 5:30 pm – Belmar Library Meeting Room

ADJOURNMENT

The Special Board meeting was adjourned at 8:05 p.m.

Kim Johnson, Secretary

Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
July 19, 2018

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 19, 2018. Library Board of Trustees Chair, Julia Hill-Nichols called the meeting to order at 5:30 p.m. Other Trustees present: Charles Naumer (Vice-Chair), Kim Johnson (Secretary), Deborah Deal and Brian DeLaet.

Trustees not present: Pam Anderson and John Bodnar.

Guests: None.

Staff present: Pam Nissler, Executive Director; Donna Walker, Director of Public Services; Sandie Coutts, Director of Employee Relations & Development; Julianne Rist, Director of Public Services; Barbara Long, Interim Director of Finance and Budget; Rebecca Winning, Director of Communications and Amber Fisher, Executive Assistant, Office of the Executive Director.

APPROVAL OF AGENDA

MOTION: Charles Naumer moved that the Library Board of Trustees approve the agenda as presented. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

APPROVAL OF MINUTES

MOTION: Brian DeLaet moved approval of the minutes of the June 14, 2018 Study Session. Seconded by Charles Naumer the minutes were approved by majority vote of all Trustees present with Trustee Kim Johnson abstaining.

MOTION: Charles Naumer moved approval of the minutes of the June 21, 2018 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, Foundation Executive Director addressed the Board and provided an update on the activities of the Foundation. Highlights of the audit include net assets increased by 25%,

overall contributions more than doubled, total expenses decreased by nearly 10% and the support the Foundation provided to the Library was nearly nine times the in-kind support that the Library provided to the Foundation. The Foundation volunteer picnic is July 27, at Fruitdale Park in Wheat Ridge and Stouts and Stories/Ales & Tales is having a special benefit September 27, at the Lamar Street Center in Arvada. A \$10,000 grant was received from Verizon Foundation for STEM Girls and Girls Who Code.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Pam Nissler, Executive Director, provided an update to the Board. There were no questions on the Executive Director's report.

Budget and Finance Department

Barbara Long, Interim Director of the Finance and Budget Department presented information on the activities of the Budget and Finance Department.

Financial Report

The report this month included some projections on capital projects (Table 5) with significant savings on the Columbine project and some projects that will not be done this year. Property tax revenue remains the same as last month due to the timing of receipts from the County. Operating expenses are on track.

In response to questions, the Board was advised that:

- The bulk of the revenue will be received by August or September and any variances should be known at that time.
- There are no immediate plans for the Lakewood restroom and fence projects.
- There are no plans to spend the savings from the Columbine project. The \$600,000 was from the contingency fund and not needed for the project.
- For the Edgewater project, \$160,000 was budgeted in 2017 and only \$89,000 was expended.

Facilities and Construction Projects

Edgewater Library Project Update

Paul Wember, President of Wember, Inc. shared some photographs of the Edgewater project. Edgewater is well under construction including framing, plumbing and electrical. The City of Edgewater is a little behind and the Library is waiting for the new timeline. The City had to re-pour a section and complete some required fireproofing. There is nothing significant to report on the budget at this time. Next steps include finalizing furniture and signage with Juliann Rist coordinating with the City of Edgewater to make sure we are consistent with the same signage style.

Temporary Construction Easement and Bargain and Sale Deed - LSC/RTD/Wheat Ridge
Barbara Long introduced the topic and provided brief background information. The temporary easement allows access for construction and transfers a small piece of land for construction of the bus stop and sidewalk. In March, the Library Board authorized the Library to move forward with this approach.

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to sign the Temporary Construction Easement and the Bargain and Sale Deed between the Jefferson County Public Library and the City of Wheat Ridge. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

Public Services

2018 Strategic Priorities / 2018 Mid-Year Report

Donna Walker, Director of Public Services, addressed board and provided information on the new approach and format for the mid-year report. The new format is easier to read and digest. Statistics focus on the key performance indicators. The Library anticipates that it will meet the benchmark measures and targets noted in the 2018 Strategic Plan Scorecard. Highlights of the report include program attendance and improved scores with all the Edge assessment measurements.

In response to questions, the Board was advised that:

- The Edge assessment results reflect 2018 data. All participants were required to have their data and results submitted in May, 2018.
- The Library is watching the decline in renewals. Last year the Library's renewal numbers went up. JCPL is researching this issue including checking software (Bibliocommons and Innovative Interfaces), making inquiries to the Urban Libraries Council and other library systems. There are a number of factors included in the investigation including the impact of fine free materials, auto renewals, the number of renewals allowed and changes in patron behavior. The Library's data analyst is performing a 90 day study and more information will be provided.

There was Board consensus that they liked the new format of the report.

Charles Naumer advised the Board that he sent an email recapping the Board's past discussions on strategic planning and attached some material for the Board's discussion at the next study session.

BOARD SCHEDULE – NEXT MEETINGS

- July 12 – Study Session – CANCELLED – Administration Conference Room
- July 19 – Board Meeting – 5:30 pm – Golden Library Meeting Room
- August 9 – Study Session – 5:30 pm – Administration Conference Room – all trustees present at this meeting are planning on attending.
- August 16 – Board Meeting – 5:30 pm – Standley Lake Library Meeting Room
- September 13 – BCC & BOT Quarterly Meeting – 11:30 – BCC Board Room
- September 13 – Study Session – 5:30 pm - Administration Conference Room
- September 20 – Board Meeting – 5:30 pm – Belmar Library Meeting Room

ANNOUNCEMENTS / GENERAL INFORMATION

Rebecca Winning, Director of Communications, advised the Board that the farewell reception for Pam Nissler is scheduled for August 15, 2018 at the Belmar Library, from 4:00 to 6:00 pm. A press release will go out on Monday (July 23). This is a Board hosted event and beverages and hors d'oeuvres will be served and there will be a memory book that people can write in. There will be some time for formal remarks. The Trustees were asked to contact Rebecca with any questions or thoughts on the reception.

Trustee Johnson noted that her daughter is volunteering at the Standley Lake Library over the summer and is really enjoying her time “working” at the Library.

ADJOURNMENT

The Board meeting was adjourned at 6:14 p.m.

Kim Johnson, Secretary

FOUNDATION REPORT

JEFFERSON COUNTY LIBRARY FOUNDATION
EXECUTIVE DIRECTOR REPORT
AUGUST 2018 (July 19 – August 16)
By Jo Schantz

1. Recent Events

2018 JCLF Volunteer Appreciation Picnic – Friday, July 27, 11:30 a.m. to 1:30 p.m.; Fruitdale Park in Wheat Ridge



I'm pleased to tell you that our summertime volunteer appreciation picnic was a huge success, and we had nearly 60 guests attending, including Gift Shop Volunteers, Whale Sale volunteers, warehouse volunteers, five of our JCLF Board members and three Library staff members.



Lunch was catered by Frank's Bar-B-Que, and our guests enjoyed lawn games, a door prize drawing and an awards presentation. Our guests also received free gifts – water bottles courtesy of Westerra Credit Union, and sunglasses, courtesy of Pinkard Construction.



Recipients of this year's awards:

Volunteer Leadership Service Award – Sharon Edwards
Volunteers of the Year – Al and Cheryl Cyr
Elena Joyce Grissom Award – Jeannie Mann



We also paid tribute to the four-legged friends who visit our warehouse each week – Remi, owned by Al and Cheryl Cyr, and Tuyok, owned by Dawn Jacoby and John Wilson. These faithful “volunteers” each received a gift-wrapped, super-sized doggie treat in honor of their service!

2. Meetings, activities and networking

Tickets are now on sale for our upcoming benefit, Stouts & Stories/Ales & Tales kick-off party, that will be held on Thursday, September 27th at Lamar Street Center in Arvada. This event will be followed by a six-week Jeffco craft beer tour (September 28 - November 11), where participants will have opportunities to visit breweries throughout the county. When they do so, these beer-lovers can also take advantage of beer specials offered by the breweries, have their “passports” stamped, and receive great prizes. Sponsorship solicitation is now in full swing.

We recently converted all our records from the current Access database to a spreadsheet, and have migrated all information into the new eTapestry database. The JCLF staff and volunteers will be undergoing training (webinars and hands-on training) to bring us up to speed with this new software application, but it will offer many improvements over the old database, including: grants management, blast email capabilities and a broader range of information that will keep us up-to-date with our donors and our donations. I want to thank TJ Bowen, JCLF's

new Board Vice President and chair of the Development Committee, for his help in researching this new database. I also want to thank Board member Caleb Amyot for his assistance in migrating the data to this new application.

Our planned giving campaign is getting ready to launch, and it will be featured in an article in our upcoming fall *Footnotes* newsletter! To date, I have four commitments from individuals and couples who have agreed to place the Foundation in their estate plans (wills). We are also launching two new Giving Circles that we anticipate will encourage more contributions toward the JCLF endowment. The Director's Circle is for donors who give \$5,000 - \$9,999. The President's Circle is for donors who contribute \$10,000 or more. Funds may be allotted to general support, or donors can designate their funds for a Library program or group of programs (such as STEM/STEAM, Early Childhood Literacy, etc.). These donors will be recognized in campaign publicity and in our annual report, or they can choose to remain anonymous.

I have had meetings with two of our key supporters during this past month: Tami Bandimere and Bill Knott. I have also had two meetings with JCPL's Communications Director, Rebecca Winning, to review JCLF's grants calendar and to map out our appeals for the remainder of the year. Rebecca is now my grants liaison at the Library.

On July 26, I attended the annual Buffalo Bill Days kick-off luncheon at the Colorado Railroad Museum in Golden. On August 7, I met with Kim Mangle (Kim Mangle Consulting) to plan a Board Retreat that JCLF would like to host in early 2019. Kim is the founder of the Golden Executive Director Roundtable. I also attended a workshop on the role of governments and nonprofits at The Action Center in Lakewood on August 9.

The monthly meeting of the Finance Committee was held on Monday, August 13. We are trying to move these meetings ahead in the calendar, so that we can send monthly financials out to the Board earlier, and to give Board members more time to review these documents. Caleb Amyot is now a new member of the Finance Committee.

3. Upcoming events

- ✓ **JCLF/JCPL Joint Meeting** – Sept. 20, 5 p.m., Belmar Library Meeting Room
- ✓ **Outdoor Adventure Center ground breaking ceremony** – Sept. 22, 11:30 a.m. at Standley Lake Library
- ✓ **Stouts & Stories/Ales & Tales Kickoff event** – Thursday, September 27, 5:00 to 9:00 p.m., Lamar Street Center in Arvada. Tickets: \$15 general admission; VIP tickets and private tour of the Cool Car Collection, \$25.
- ✓ **Fall Whale of a Used Book Sale** – October 19-21, Jeffco Fairgrounds. Friends Preview, Oct. 18, 6 to 8 p.m.
- ✓ **Rocky Mountain Literary Festival** – October 20, Mt. Vernon Country Club (JCLF is a sponsor of this event)

4) Grants and Sponsorships

Grants sent this month:

- The Denver Foundation -- \$26,587 in support of 2019 Teen/Tween Coding Camp (includes the hiring of 4 temporary staff and the purchase of 20 laptop computers)

Grants pending:

- Rose Community Foundation -- \$5,000 (educational toys/manipulatives for new Edgewater Library)
- Buell Foundation -- \$22,500 (\$10,000 for **1,000 Books Before Kindergarten** program and \$12,500 for structures and the playscape in Edgewater's Family Place Library™)
- Theda and Tamblin Clark Smith Family Foundation -- \$5,000 (educational toys/manipulatives, Edgewater)
- Best Buy Foundation -- \$7,902 to hire temporary instructors for JCPL's 2019 Teen/Tween Coding Camps
- AJL Charitable Foundation -- \$5,000 (a Letter of Inquiry for **1,000 Books Before Kindergarten**)

Stouts & Stories Event Sponsorships confirmed:

- Westerra Credit Union @ \$5,000
- High Point Financial Group, LLC @ \$500
- Cat Care Society @ \$500
- Picocyl @ \$500

Operational Updates

Executive Director Update

MEMORANDUM



Jefferson County
PUBLIC LIBRARY

TO: Library Board of Trustees
FROM: Pam Nissler, Executive Director
RE: August 2018 Board Report

There are a number of activities to report that were outside the routine.

As part of my effort to introduce Donna to the Directors along the Front Range, we attended the Front Range Director's meeting in Windsor and the Metro Director's lunch in Lone Tree. Donna knew a number of the individuals in both groups but she also met some folks whom she did not know. They welcomed her warmly.

Steve, Donna, Julianne, Rebecca and I took a half day tour to identify potential library sites in South County. A number of potential locations and partnerships within a 10 minute drive from Columbine were identified. On July 26th, Steve met with Tim Rogers, the commercial realtor who is working with us, to convey our findings. We will wait for Tim to report back on his investigation of the possibilities.

SMT took Pat Klein out for a farewell lunch after he returned from Spain.

Rebecca, Barbara and I met with the Debora Freischlag and Elaine Fears of the County accounting department. The purpose of the meeting was to gain a better understanding of the Eide Bailey auditor's recommendation regarding the new GASB regulations that require making the Foundation a component unit of the library.

I met HJ Stalf, Edgewater City Manager, for lunch and an update on the building project.

Along with a number of our staff, I attended the Commissioners' Award Ceremony to celebrate our Communications Department which won the Vibrant Workplace Award. We are very proud of this well-deserved recognition.

I also participated in the following regular meetings:

The West Chamber Board meeting

The monthly breakfast meeting with Julia and Chic

Along with Donna, I attended the CYLC Child Welfare Committee meeting

Donna and I also attended Elected Officials Personnel Board Meeting

Operational Updates

Finance Department

memorandum

to: Pam Nissler, Executive Director
from: Barbara Long, Interim Director of Finance & Budget
re: July Financial Tables
Date: August 9, 2018

A. Budget to Actual Tables

The Budget to Actual Tables for July 2018 will be forwarded before the meeting, and will include the analysis discussion.

memorandum

to: Pam Nissler, Executive Director
from: Barbara Long, Interim Director of Finance & Budget
re: Finance Monthly Report - Budget to Actual Tables
date: August 17, 2018

A. **Budget to Actual Tables**

The Budget to Actual Tables for July are attached. Property tax revenue receipts through July are reflected in the tables. 98% of budgeted property tax revenue has now been received. Other revenue is projected to exceed the amount budgeted due to increases in investment income, contributions from the Library Foundation and E Rate revenue. These increases more than offset the projected revenue from fines and fees which is likely to come in under budget. Projections of this "other revenue" are now displayed in Table 3.

Fund balance is at a high point for the year as almost all revenue has been received and a little less than half of the annual budgeted expenses have been paid. Fund balance will decrease over the remaining months of 2018.

\$109,980 in revenue was received from the Library Foundation as of the end of July. This funding was a combination of grants, individual contributions and revenue from the Foundation's book sales. Funding for the Standley Lake Outdoor Learning environment is \$50,200 of this total. In-kind support provided to the Foundation by the Library through July is valued at \$39,955.

Operating expenses are on track for this time of year and under budget in some areas. The projection of vacancy savings is now being updated monthly. The Library is on track to meet and exceed the vacancy savings requirement of \$900,550 (5% of total salary and benefit costs).

Expenses and encumbrances for capital projects increased in July. Actual capital expenses to date are now over \$1M as are encumbrances which now include Edgewater construction costs and owner's representation costs for the Belmar remodel project.

TABLE 1
JEFFERSON COUNTY PUBLIC LIBRARY
TOTAL FUND SUMMARY
2018 ACTUAL TO BUDGET

Sources and Uses of Funds	2017 Amended Budget	2017 Actual	2018 Amended Budget	YTD Actual 07/31/2018	\$ Variance 2018 Budget	Budget to Actual %
<i>Sources of Funds</i>	4.500		4.000			
Revenues						
Taxes						
Property Tax - Operating	\$ 34,728,137	\$ 34,631,343	\$ 35,613,839	\$ 34,841,399	\$ (772,440)	-2%
Property Tax - Capital	1,664,831	1,668,527	1,673,653	1,639,610	(34,043)	-2%
Total Taxes	\$ 36,392,968	\$ 36,299,870	\$ 37,287,492	\$ 36,481,009	\$ (806,483)	-2%
Federal & State Grants	\$ 130,000	\$ 131,272	\$ 133,000	\$ 130,042	\$ (2,958)	-2%
Fines & Fees	792,970	692,908	530,850	288,190	(242,660)	-46%
Other Revenue	546,220	705,809	329,400	519,575	190,175	58%
Total Other Revenues	\$ 1,469,190	\$ 1,529,989	\$ 993,250	\$ 937,807	\$ (55,443)	-6%
Sub Total Revenues	\$ 37,862,158	\$ 37,829,859	\$ 38,280,742	\$ 37,418,816	\$ (861,926)	-2%
Fund Balance Activity						
Transfer from FB - Operating	\$ -	\$ -	\$ -	\$ -	\$ -	NA
Transfer from FB - Capital Projects	2,173,025		3,946,044	-		NA
Transfer to Fund Balance		672,267	-	18,333,555		NA
Total Sources of Funds	\$ 40,035,183	\$ 37,157,592	\$ 42,226,786	\$ 19,085,261	\$ (23,141,525)	-55%
<i>Uses of Funds</i>						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 12,592,392	\$ 12,430,918	\$ 13,566,138	\$ 7,231,491	\$ (6,334,647)	-47%
Benefits	3,793,380	3,640,853	4,213,500	2,158,950	(2,054,550)	-49%
Total Salaries & Benefits	\$ 16,385,772	\$ 16,071,770	\$ 17,779,638	\$ 9,390,441	\$ (8,389,197)	-47%
Library Books & Materials	\$ 8,349,727	\$ 8,296,242	\$ 8,273,586	\$ 4,563,017	\$ (3,710,569)	-45%
Supplies	1,287,301	1,105,821	1,469,809	585,033	(884,776)	-60%
Operating Capital	12,000	-	120,000	-	(120,000)	-100%
Other Services & Charges	3,784,203	3,197,461	4,860,782	2,040,764	(2,820,018)	-58%
Internal Transactions /Cost Allocation	1,599,551	1,599,493	1,748,514	1,243,064	(505,450)	-29%
Total Operating Expenditures	\$ 31,418,554	\$ 30,270,788	\$ 34,252,329	\$ 17,822,318	\$ (16,430,011)	-48%
Financing & Debt Service	\$ 1,548,403	\$ 1,519,238	\$ 1,486,667	\$ 103,880	\$ (1,382,787)	-93%
Capital Development Fund	\$ 7,068,226	\$ 5,367,566	\$ 6,487,790	\$ 1,159,064	\$ (5,328,726)	-82%
Total Uses of Funds	\$ 40,035,183	\$ 37,157,592	\$ 42,226,786	\$ 19,085,261	\$ (23,141,525)	-55%

TABLE 2A
JEFFERSON COUNTY PUBLIC LIBRARY
FUND BALANCE SUMMARY
2018 ACTUAL TO BUDGET

	2017 Budget	2017 Actual	2018 Budget	YTD Actual 07/31/2018	Year End Projected Fund Balance
Beginning Fund Balance	\$ 13,779,031	\$ 17,491,968	\$ 13,779,031	\$ 18,164,234	\$ 18,164,234
Revenues	\$ 36,197,327	\$ 36,161,332	\$ 36,607,089	\$ 35,779,206	\$ 36,607,089
Capital Funding	1,664,831	1,668,527	4,558,946	1,639,610	4,558,946
Total Revenues	\$ 37,862,158	\$ 37,829,859	\$ 41,166,035	\$ 37,418,816	\$ 41,166,035
Expenditures					
Operating Expenditures	\$ 31,418,554	\$ 30,270,788	\$ 34,252,329	\$ 17,822,317	\$ 34,252,329
Debt Service	1,548,403	1,519,238	1,486,667	103,880	1,486,667
Capital Projects	7,068,226	5,367,566	6,487,790	1,159,064	6,487,790
Total Expenditures	\$ 40,035,183	\$ 37,157,592	\$ 42,226,786	\$ 19,085,261	\$ 42,226,786
Increase/(Decrease) in Fund Balance	\$ (2,173,025)	\$ 672,267	\$ (1,060,751)	\$ 18,333,555	\$ (1,060,751)
Ending Fund Balance	\$ 11,606,006	\$ 18,164,234	\$ 12,718,280	\$ 36,497,789	\$ 17,103,483

Fund Balance Policy Calculation

	2017 Budget		2018 Budget		
16% - Current Year Budgeted Revenues	\$ 6,057,945		\$ 6,586,566		
9% - Current Year Budgeted Revenues - Uncertainty	3,407,594		3,704,943		
Total Minimum F/B Reserve Requirements (FLOOR)	\$ 9,465,539		\$ 10,291,509		
50% of Current Year Budgeted Revenues	\$ 18,931,079		\$ 20,583,018		
Total Maximum F/B Reserve Requirements (CEILING)	\$ 18,931,079		\$ 20,583,018		
Above/(Below) Minimum (FLOOR)	\$ 2,140,467		\$ 2,426,771		
Above/(Below) Maximum (CEILING)	\$ (7,325,073)		\$ (7,864,738)		

TABLE 3
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
2018 ACTUAL TO BUDGET

Sources and Uses of Funds	2017 Amended Budget	2017 Actual	2018 Amended Budget	YTD Actual 07/31/2018	Projected Year-End 2018	Variance 2018 Budget
<i>Sources of Funds</i>						
Revenues						
Taxes						
Property Taxes	\$ 35,331,413	\$ 35,409,860	\$ 35,518,639	\$ 34,796,158	\$ 35,518,639	\$ -
Delinquent Taxes	50,124	43,327	96,167	40,938	96,167	-
Prior Year Cancellations	(76,556)	(141,745)	(27,635)	-	(27,635)	-
Urban Renewal	(606,610)	(700,288)	-	-	-	-
Penalties & Interest	29,766	20,189	26,668	4,303	26,668	-
Total Taxes	\$ 34,728,137	\$ 34,631,343	\$ 35,613,839	\$ 34,841,399	\$ 35,613,839	\$ -
Federal & State Grants	\$ 130,000	\$ 131,272	\$ 133,000	\$ 130,042	\$ 130,042	\$ (2,958)
Library Fines	639,500	567,005	395,800	216,501	365,800	(30,000)
Charges for Services	153,470	125,903	135,050	71,689	126,050	(9,000)
Investment Income	149,200	345,733	241,400	308,056	380,000	138,600
Library Foundation	200,000	103,653	30,000	109,980	120,000	90,000
E Rate Revenue	197,020	237,343	58,000	85,378	106,378	48,378
Other Revenue	-	19,080	-	16,161	16,161	16,161
Total Revenues	\$ 36,197,327	\$ 36,161,332	\$ 36,607,089	\$ 35,779,206	\$ 36,858,270	\$ 251,181
<i>Uses of Funds</i>						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 11,398,213	\$ 10,691,940	\$ 12,268,624	\$ 6,130,678	\$ 12,190,383	\$ (78,241)
Awards & Bonuses	100,000	-	120,000	-	120,000	-
Termination Pay	-	42,066	-	78,241	78,241	78,241
Temporary Salaries	1,946,245	1,695,666	2,063,934	1,022,218	2,063,934	-
Overtime	13,900	1,246	14,130	354	14,130	-
Vacancy Savings	(865,966)	-	(900,550)	-	(900,550)	-
Benefits	3,793,380	3,640,853	4,213,500	2,158,950	4,213,500	-
Total Salaries & Benefits	\$ 16,385,772	\$ 16,071,771	\$ 17,779,638	\$ 9,390,441	\$ 17,779,638	\$ -
Library Books & Materials	\$ 6,900,603	\$ 6,307,632	\$ 6,907,000	\$ 3,553,154	\$ 6,907,000	\$ -
Library Computer Materials	1,317,744	1,860,275	1,234,706	883,180	1,234,706	-
Library Periodicals	131,380	128,335	131,880	126,682	131,880	-
Sub-Total Library Collections	8,349,727	8,296,242	8,273,586	4,563,017	8,273,586	-
Supplies	\$ 1,287,301	\$ 1,105,821	\$ 1,469,809	\$ 585,033	\$ 1,469,809	\$ -
Other Services & Charges	3,784,203	3,197,461	4,860,782	2,040,764	4,860,782	-
Operating Capital	12,000	-	120,000	-	120,000	-
Direct Internal Charges	178,688	175,573	140,762	83,426	140,762	-
Indirect Cost Allocation	758,653	758,653	929,085	541,966	929,085	-
Intra County Transactions	662,210	665,267	678,667	617,672	678,667	-
Total Supplies and Other	\$ 15,032,782	\$ 14,199,017	\$ 16,472,691	\$ 8,431,877	\$ 16,472,691	\$ -
Total Uses of Funds	\$ 31,418,554	\$ 30,270,788	\$ 34,252,329	\$ 17,822,318	\$ 34,252,329	\$ -

TABLE 4
JEFFERSON COUNTY PUBLIC LIBRARY
DEBT SERVICE DETAIL
2018 ACTUAL TO BUDGET

Sources and Uses of Funds	2017 Budget	2017 Actual	2018 Budget	YTD Actual 07/31/2018	Projected Year End 2018	Variance 2018 Budget
Debt Service						
Principal - Arvada (2005-2024)	\$ 516,095	\$ 516,095	\$ 528,501	\$ -	\$ 528,501	\$ -
Interest - Arvada (2005-2024)	107,157	107,157	94,823	47,411	94,823	-
Principal - Refunding Series 2013	632,740	632,740	608,264	-	608,264	-
Interest - Refunding Series 2013	116,772	116,772	91,544	56,468	91,544	-
Principal - COP - Capital Projects	142,143	142,143	142,143	-	142,143	-
Interest - COP - Capital Projects	33,496	4,331	21,392	-	21,392	-
Total Debt Service	\$ 1,548,403	\$ 1,519,238	\$ 1,486,667	\$ 103,880	\$ 1,486,667	\$ -

Arvada

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

Build America Bonds

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

Certificates of Participation (COP)

Total Issue \$995,000
Term 2014-2020
Use - Belmar Roof Replacement
Columbine HVAC
Columbine Parking Lot
Standley Lake Parking Lot

TABLE 5
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2018 ACTUAL TO BUDGET

Sources and Uses of Funds	2017 Amended Budget	2017 Actual	2018 Budget	2018 Amended Budget	YTD Actual 07/31/2018	Projected Year End 2018	Variance 2018 Budget
Sources of Funds							
Property Tax - Capital - 4.5%	\$ 1,664,831	\$ 1,668,527	\$ 1,673,653	\$ 1,673,653	\$ 1,639,610	\$ 1,673,653	\$ -
Transfer from FB - Edgewater Library Project	-	-	2,600,000	2,600,000	2,600,000	2,600,000	-
Transfer from FB - Capital Expenses	-	3,699,039	285,293	1,346,044	1,346,044	1,346,044	-
Total Sources of Funds	\$ 1,664,831	\$ 5,367,566	\$ 4,558,946	\$ 5,619,697	\$ 5,585,654	\$ 5,619,697	\$ -
Uses of Funds							
Annual Replacement & Maintenance Program (ARM)							
ARM-01 Capital Maintenance	\$ 250,000	\$ 124,470	\$ 250,000	\$ 250,000	\$ 166,455	\$ 250,000	\$ -
ARM-02 Furniture & Equipment	56,000	42,644	36,000	36,000	14,318	36,000	-
ARM-03 Computer Replacement Plan	151,000	154,776	250,000	250,000	51,258	250,000	-
ARM-04 Book Sorter Replacement	400,000	159,837	350,000	350,000	84,507	350,000	-
ARM-05 IT Infrastructure Replacement	596,665	551,075	321,650	351,650	103,111	351,650	-
2016 Projects							
16-01 Lakewood Parking Lot	\$ -	\$ 7,355	\$ -	\$ -	\$ -	\$ -	\$ -
16-03 Evergreen AHU Rebuild	42,979	31,848	-	-	-	-	-
16-04 Wheat Ridge HVAC Replacement	41,600	41,599	-	-	-	-	-
16-09 Implement Wireless Upgrade	-	539	-	-	-	-	-
16-10 Intranet/Records Management	79,000	27,178	120,000	171,282	25,700	171,282	-
16-12 IT Software Projects	11,809	11,809	-	-	-	-	-
16-13 III Database Server	5,560	5,560	-	-	5,560	5,560	(5,560)
16-14 High Availability Internet Redundancy	-	-	36,000	36,000	-	36,000	-
2017 Projects							
17-01 Evergreen HVAC Rebuild	\$ 135,000	\$ -	\$ -	\$ 57,536	\$ 57,536	\$ 57,536	\$ -
17-02 Entry Door Replacement	36,800	-	18,600	18,600	29,605	49,605	(31,005)
17-03 Virtual Servers upgrades	91,000	20,899	-	-	-	-	-
17-05 Implement RFID/Self Check	315,740	264,736	-	-	-	-	-
17-08 Large Format Printer	10,000	4,477	-	-	-	-	-
17-09 JCPL Mobile Experience	15,700	-	-	-	-	-	-
17-10 Mobility Solution	25,000	1,300	-	-	-	-	-
17-11 Long-Range Facility Master Plan	78,600	47,640	-	30,960	30,960	30,960	-
17-13 Standley Lake Outdoor Learning Env.	-	7,592	-	45,200	1,260	45,200	-
2018 Projects							
18-02 Lakewood Fence Replacement	\$ -	\$ -	\$ 55,000	\$ 55,000	\$ -	\$ -	\$ 55,000
18-03 Lakewood Public Restroom Expansion	-	-	120,000	120,000	-	-	120,000
18-04 Lakewood Admin Restroom Remodel	-	-	48,000	48,000	-	-	48,000
18-05 Evergreen Parking Lot	-	-	125,000	125,000	-	125,000	-
18-06 Sorter Replacement - 2 sites	-	-	500,000	500,000	-	-	500,000
18-07 LSC Garage & Loading Dock Planning	-	-	10,000	10,000	-	10,000	-
18-08 Bookmobile Replacement Sinking Fund	-	-	200,000	200,000	-	200,000	-
Multi-Year Construction Projects							
16-16 Columbine Library Remodel	\$ 4,536,773	\$ 3,772,952	\$ -	\$ 798,342	\$ 86,913	\$ 146,581	\$ 636,286
17-07 Edgewater Library	160,000	89,281	2,600,000	2,684,220	501,881	2,684,220	-
18-01 Belmar Library Remodel	-	-	350,000	350,000	-	350,000	-
Total Capital Projects	\$ 7,039,226	\$ 5,367,566	\$ 5,390,250	\$ 6,487,790	\$ 1,159,064	\$ 5,149,594	\$ 1,338,196

Bookmobile Sinking Fund Reserve							
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Source	-	-	200,000	200,000	200,000	200,000	
Use	-	-	-	-	-	-	
Balance	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	

TABLE 6
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2018 BUDGET TO ACTUAL

Project	2018 Amended Budget	YTD Actual 07/31/2018	YTD Encumbrances 07/31/2018	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 250,000	\$ 166,455	\$ 31,847	\$ 198,302	\$ 51,698
ARM-02 Furniture & Equipment	36,000	14,318	1,703	16,021	19,979
ARM-03 Computer Replacement Plan	250,000	51,258	7,958	59,216	190,784
ARM-04 Book Sorter Replacement	350,000	84,507	4,448	88,954	261,046
ARM-05 IT Infrastructure Replacement	351,650	103,111	55,631	158,743	192,907
16-10 Intranet/Document Management	171,282	25,700	22,220	47,920	123,362
16-13 III Database Server	-	5,560	-	5,560	(5,560)
16-14 High Availability Internet Redundancy	36,000	-	-	-	36,000
17-01 Evergreen HVAC Rebuild	57,536	57,536	-	57,536	-
17-02 Entry Door Replacement	18,600	29,605	-	29,605	(11,005)
17-11 Long-Range Facilities Master Plan	30,960	30,960	-	30,960	-
17-13 Standley Lake Outdoor Learning Envir.	45,200	1,260	-	1,260	43,941
18-02 Lakewood Fence Replacement	55,000	-	-	-	55,000
18-03 Lakewood Public Restroom Expansion	120,000	-	-	-	120,000
18-04 Lakewood Admin Restroom Remodel	48,000	-	-	-	48,000
18-05 Evergreen Parking Lot	125,000	-	-	-	125,000
18-06 Sorter Replacement - 2 sites	500,000	-	-	-	500,000
18-07 LSC Garage & Loading Dock Planning	10,000	-	-	-	10,000
18-08 Bookmobile Replacement Sinking Fund	200,000	-	-	-	200,000
Multi-Year Projects Construction Projects					
16-16 Columbine Remodel	798,342	86,913	45,233	132,145	666,197
17-07 Edgewater Library	2,684,220	501,881	1,388,151	1,890,033	794,187
18-01 Belmar Library Remodel	350,000	-	62,000	62,000	288,000
Total Capital Projects	\$ 6,487,790	\$ 1,159,064	\$ 1,619,191	\$ 2,778,255	\$ 3,709,535

**Edgewater Library Project
Project - Budget to Actual
Inception-to-Date
July 31, 2018**

	Design & Engineering	Owner's Requirements (Rep)	Construction	Permits, Utility Fees, Impact Fees & Resource Rights	FFE	Technology	Contingencies & Escalation	Total
Budget	\$ 210,900	\$ 205,403	\$ 1,343,500	\$ 23,693	\$ 319,500	\$ 387,703	\$ 282,801	\$ 2,773,500
Revised Budget	\$ 210,900	\$ 205,403	\$ 1,343,500	\$ 23,693	\$ 319,500	\$ 387,703	\$ 282,801	\$ 2,773,500
2017 Actual								
May	\$ -	\$ 4,480	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,480
June		2,953						2,953
July		1,316						1,316
Aug		978						978
Sept	5,104	6,881						11,985
Oct	4,965	5,498			3,368			13,830
Nov					1,346			1,346
Dec	34,116	17,795					480	52,391
Total 2017	44,185	39,902	-	-	4,714	-	480	89,280
2018 Actual								
Jan	-	-	-	-	-	-	-	-
Feb	4,361	576	204,000					208,937
March	32,540	8,351						40,891
April		7,079				11,840		18,919
May	5,034	3,761	4,943					13,738
June		5,796			29,421			35,217
July	11,334	12,689	128,068		32,088			184,179
Total 2018	53,270	38,252	337,011	-	61,509	11,840	-	501,881
Total Expenditures	97,455	78,153	337,011	-	66,223	11,840	480	591,162
Remaining Budget	\$ 113,445	\$ 127,250	\$ 1,006,490	\$ 23,693	\$ 253,277	\$ 375,863	\$ 282,321	\$ 2,182,338

Operational Updates

Facilities Department

Project Monthly Update Report

Project Name: Edgewater Public Library
Wember Inc. Project Number: EPL (2017.08)
Issue Date: August 6, 2018
Purpose: Project Update thru August 6, 2018

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 the project team continues to make progress on the projects shop drawings, finalizing the furniture purchasing and final signage design. Construction of the library space is progressing on schedule.

- Project Successes
 - Signage design 98% complete with a final design meeting recently held.
 - Weekly meetings on the construction site in place
 - Civic Center Structure progressing, interior work has made progress
 - Power and data locations have been installed and reviewed, drywall has progressed.
 - Ductwork continues to being installed
- Project Challenges
 - The book drop details are being worked through with exterior grade being finalized and the interior sorter details being finalized.
 - The civic center schedule continues to be modified. As the library is running fairly independent (outside of the completion of the skin/windows) the schedule modifications have not impacted our progress but may impact will have an impact on the opening date which is to be determined.

Schedule

- Project Progress
 - Electrical infrastructure complete
 - Ductwork install on schedule
 - Drywall install progressing
 - Ceiling work commenced.
 - The exterior windows frames and glazing is to be in place prior to installing the perimeter drywall. Fransen Pittman will install temp window protection to allow progress to be made until the windows can be installed by the Civic Center team.

Design

- Final colors and material selections are being approved by the designer and Library team through the shop drawing process. These are being posted to the online project management software.
- The design team has progressed on the signage which is 98% complete and has been coordinated with the civic center design.

Financial

Budget

- The comprehensive project estimate has been generated and is currently showing a total project cost of \$2.6 Million to complete the project.
- Invoices for consultant work has been received and processed including payments to the general contractor.
- Signage bids will be procured
- Invoices have been received for HPA and Fransen Pittman is anticipated this week.

Change Order Requests

- There have been a few change order requests that are being finalized. Many of the items were anticipated in the design and have allowances to cover the costs now that the designs have been finalized.

Project Accounting		Budget		
		A Initial Budget	B Budget Changes	C Current Budget A+B
▶ A	Design & Engineering	\$130,900.00	(\$27,077.00)	\$103,823.00
▶ B	Owner's Requirements	\$121,803.00	\$0.00	\$121,803.00
▶ C	Construction	\$1,589,900.00	(\$122,325.97)	\$1,467,574.03
▶ D	Permits, Utility Fees, Impact Fees & Resource Rights	\$0.00	\$0.00	\$0.00
▶ E	Fixtures Furnishings & Equipment	\$319,500.00	\$0.00	\$319,500.00
▶ F	Technology	\$406,812.00	\$0.00	\$406,812.00
▼ G	Contingencies & Escalation	\$31,085.00	\$149,402.97	\$180,487.97
	G.1 Contingency--Design	\$0.00	\$0.00	\$0.00
	G.2 Contingency--Construction	\$31,085.00	\$149,402.97	\$180,487.97
	Total	\$2,600,000.00	\$0.00	\$2,600,000.00

Next Steps

- Complete signage design and procurement
- Continue submittal and review of shop drawings

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



Paul D. Wember, President, Wember

memorandum



To: Pam Nissler, Executive Director JCPL
From: Steve Chestnut, Director of Facilities and Construction
Re: SCHEDULE EXTENDED FOR EDGEWATER
Date: August 6, 2018

Hi Pam,

We have been notified by the City of Edgewater that their General Contractor will not be turning over the Civic Center until November 21, 2018. There are several reasons for the changed completion date such as fireproofing delays, foundation issues and commissioning delays.

What this means to the Library is that we will be unable to open until after that date which has the potential to increase our costs because of general conditions delays and commissioning delays. I don't think that cost will be significant since we can proceed with most of the construction and FF&E once the Civic Center is dried in but it is something that I wanted you to be aware of.

We'll continue to work with the City to set a concrete open date and I'll let you know what, if any, additional expenses we will incur for the delay.

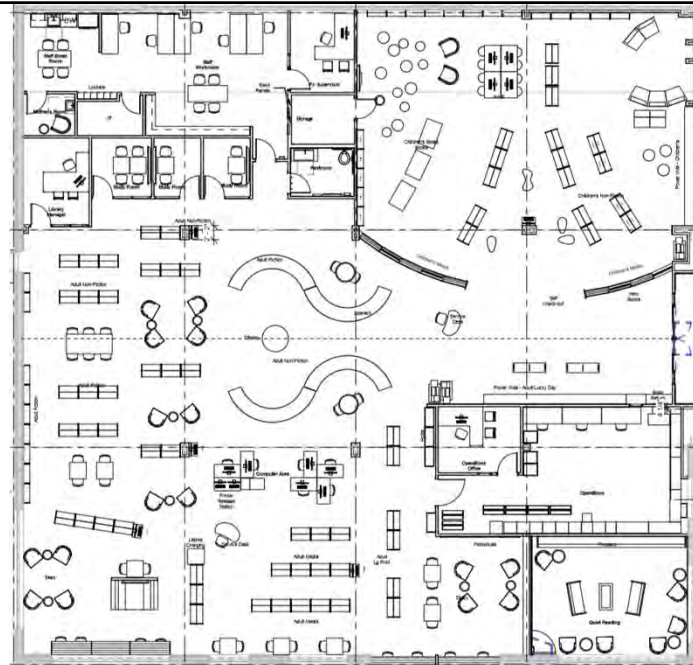


Jefferson County
PUBLIC LIBRARY

Edgewater Library Project – Furniture, Fabrics, and Finishes

Nick Taylor

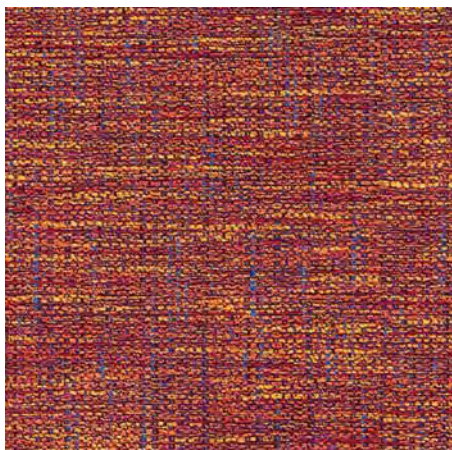
Floor plan



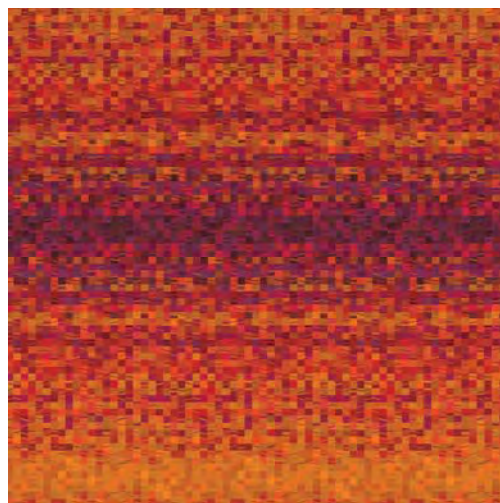
General library space



General library space



General library space



General library space



General library space



General library space



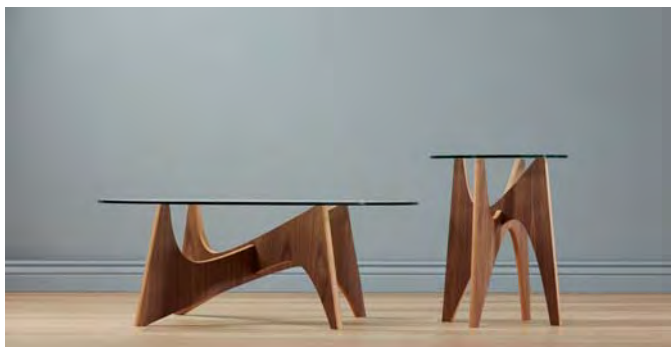
Quiet Reading Room



Quiet Reading Room



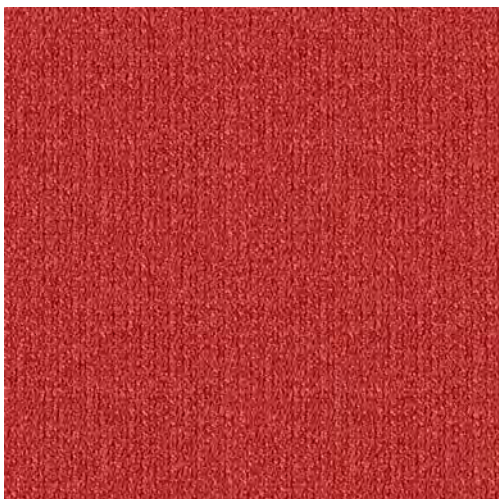
Quiet Reading Room



Quiet Reading Room



Quiet Reading Room



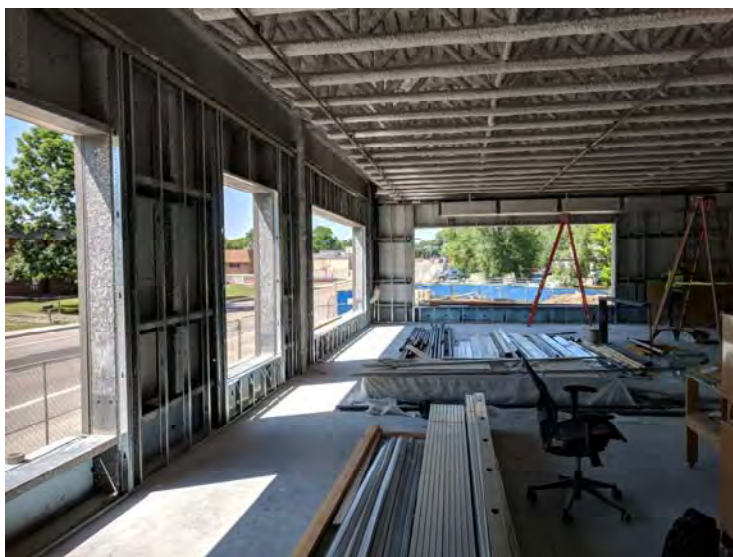
Quiet Reading Room



Quiet Reading Room



Teen Area



Teen Area



Teen area



Teen Area



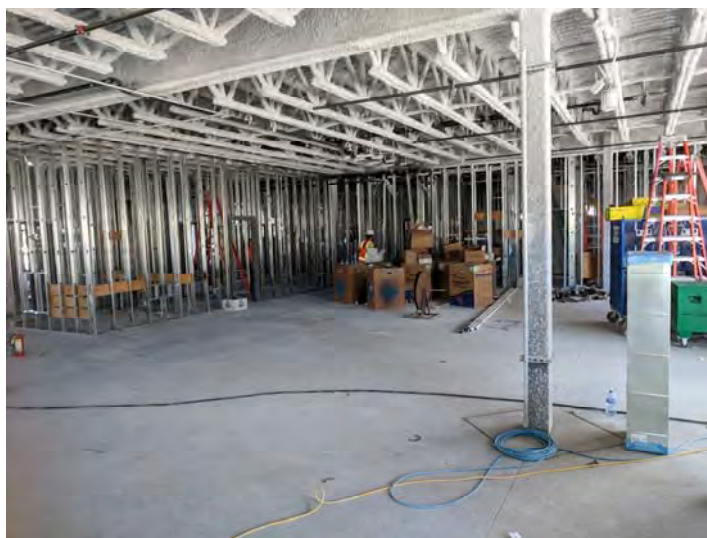
Teen Area



Teen area



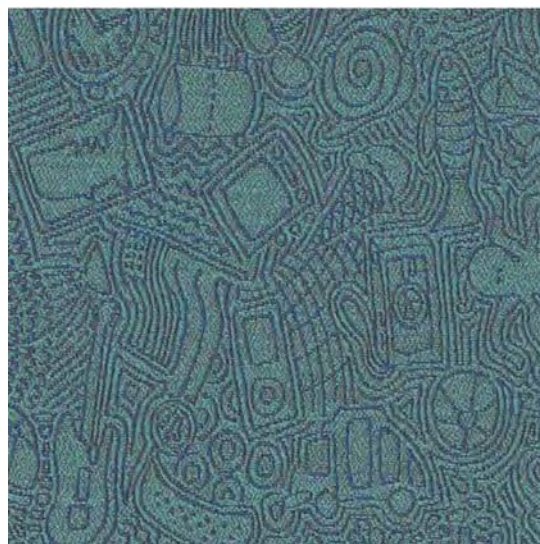
Children's area



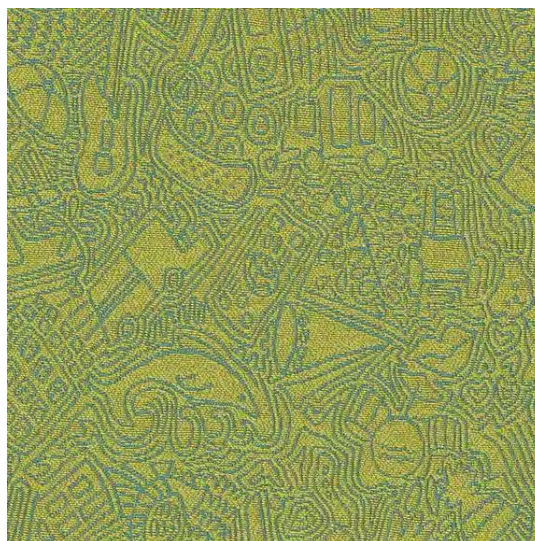
Children's area



Children's area



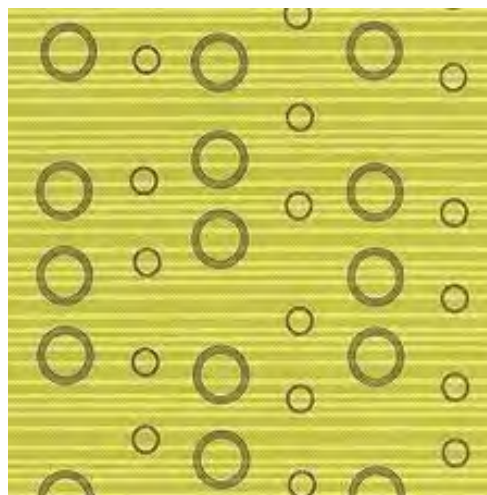
Children's area



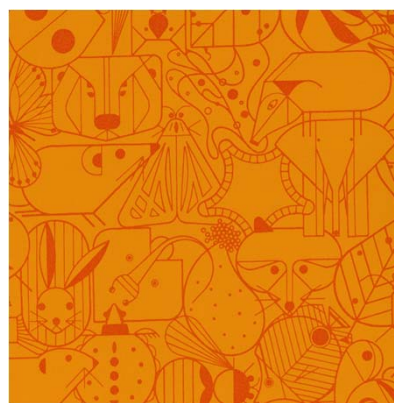
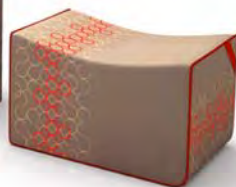
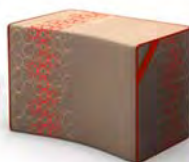
Children's area



Children's area




Children's area



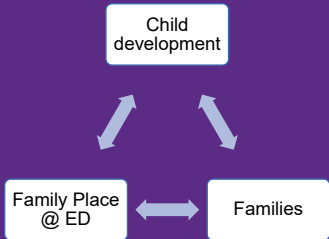
Children's area



Questions?

 Jefferson County
PUBLIC LIBRARY

Edgewater Family Place



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graph TD; A[Child development] <--> B[Family Place @ ED]; A <--> C[Families]; B <--> C;
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Robyn Lupa & Melissa Mendes

Imagine!



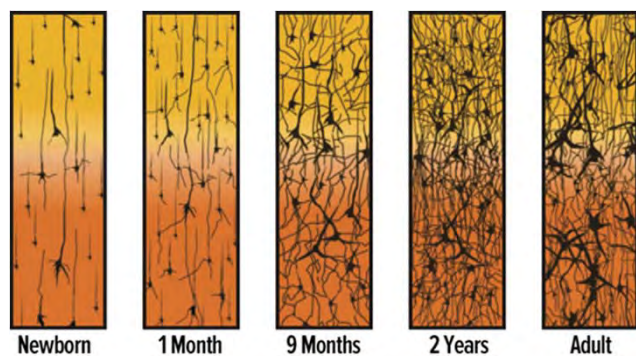
Family



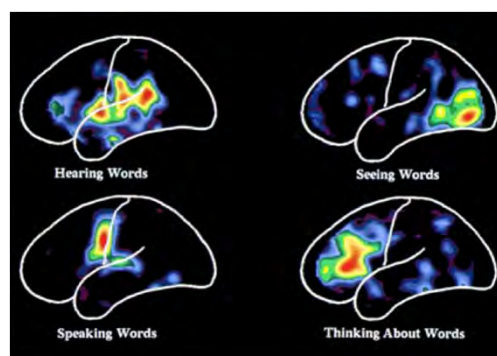
Learning starts at birth



Brain development



Serve and return



Core components

Family Place Libraries™

Collaborations
& partnerships

Outreach

Dedicated space

Collections

Additional
programs for
babies & tots

Trained staff

P/C workshop



Collaborations & partnerships



Outreach



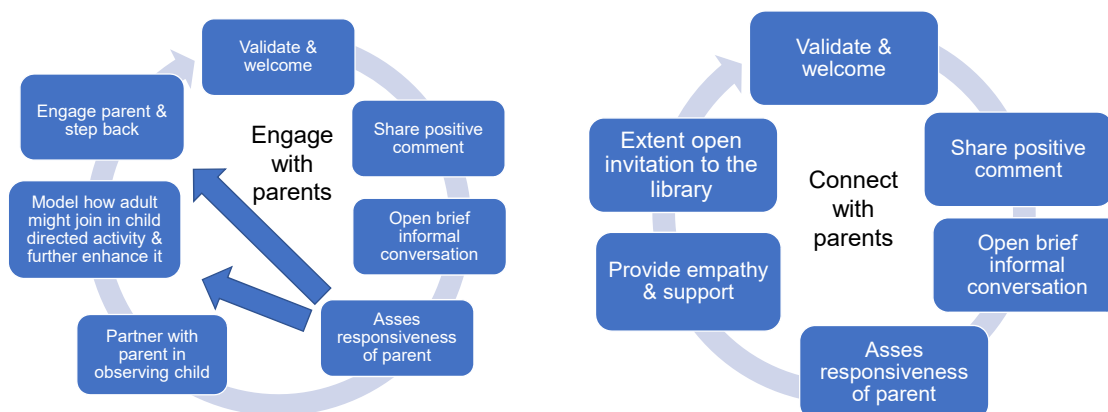
Family-friendly spaces



Collections



Staff training



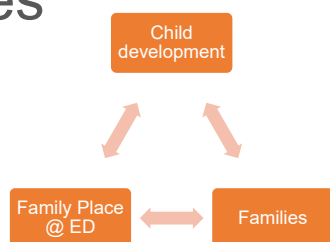
Programs and workshops



Play



Family Place Libraries



Raising readers



Questions?



Operational Updates

Communications

To: Library Board of Directors

From: Julia Hill Nichols, chair, Library Board of Directors

Re: Naming Opportunity

Date: August 6, 2018

JCPL's Naming Rights Guidelines allow for naming rights and name recognition opportunities when the Library Board desires to honor an individual, foundation or corporation for outstanding service contributions that are consistent with the nature and mission of the Library. I recommend that we recognize Pam Nissler for her sustained and distinguished service to the Board, the Library and the community by naming the Lakewood administrative conference room for her. The depth and breadth of her contributions are obvious and reflect a dedication and beneficence to the Library that deserves our deepest gratitude and highest recognition.

Nissler joined JCPL in 2009 and has served as executive director since 2011. Her contributions have been transformative for JCPL. They include but are not limited to the following:

- leading JCPL through a devastating economic downturn;
- seeking robust community inputs and implementing plans and strategies that support shared community outcomes;
- leading the organization through expanded mission and vision work;
- contributing to the delivery of award-winning Library services;
- introducing a new service model to modernize library services;
- introducing innovations, including automated materials handling systems (book sorters), automated service kiosks and other technology enhancements to increase operational efficiencies;
- completing an environmental audit and upgrading library facilities to reduce the Library's impact on the environment;
- managing the organization through a successful mill levy initiative;
- completing major remodels of the Golden and Columbine Libraries; and
- partnering with the City of Edgewater to build a 10,000 –square-foot library as part of their new Civic Center.

She has also made substantive contributions to the Library field by:

- participating in two leadership groups in Colorado: The Front Range Library Directors' Council and the Metro Area Libraries Group;
- serving as a member of the Urban Libraries Council, the American Library Association and the Public Library Association;
- participating in the Mentors for Leadership Development Program at Douglas County Libraries, and supporting the development of mentoring programs for staff at JCPL;
- serving two terms as President of the Colorado Library Association (CLA) and participating in ongoing CLA membership and conference presentations; and

- serving two terms on the Board of Directors of the Central Colorado Library Association (CLIC).

Assuming Board consensus, I plan to present the following at the August Board meeting. I'll be checking in with you to confirm your consent.

Action Item: *Recommend that the Library Board of Trustees recognize Pam Nissler for her sustained and distinguished service to Jefferson County Public Library and the community by naming the Lakewood Administrative Conference Room in her honor and that the name remain in perpetuity as long as the conference room remains at that location.*

JEFFERSON COUNTY PUBLIC LIBRARY NAME RECOGNITION AGREEMENT

This Name Recognition Agreement (“Agreement”), dated for reference purposes on this 16th day of August, 2018, is between **Pam Nissler** (the “Honoree”), the **Jefferson County Public Library Board of Trustees** (the “Board”) and **Jefferson County Public Library** (the “Library”). The Honoree, Board and Library are collectively referred to herein as the “parties”, and hereby agree as follows:

RECITALS

The Board and Library are proud to recognize the Honoree by conferring name recognition rights at the Lakewood Library Administrative Conference Room, as more fully set forth herein.

AGREEMENT

NOW, THEREFORE, the parties hereto agree as follows:

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

IN WITNESS WHEREOF, the parties have executed this agreement this 16th day of August, 2018.

Honoree:

By: _____
Pam Nissler

Date: _____

Jefferson County Library Board of Trustees

By: _____
Julia Hill-Nichols, chair

Date: _____

Jefferson County Public Library

By: _____
Donna Walker, incoming Executive Director

Date: _____

Governing Policies

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 16, 2018

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 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 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.**

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

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

I can report compliance to the extent of available funding.

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

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 16, 2018

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 16, 2018

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~~ **Public Services Directors** 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 2.8

POLICY TITLE: *BOARD AWARENESS AND SUPPORT*

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 16, 2018

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.

I can report compliance.

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

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 manages the communications process and delegates to the Director of Communications when appropriate. 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 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

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

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.

I can report compliance.

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

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.**

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

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

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 16, 2018

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

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

jeffcolibrary.org



Jefferson County

PUBLIC LIBRARY