



Jefferson County  
**PUBLIC LIBRARY**

## **BOARD STUDY SESSION**

**DATE:** April 11, 2019

**TIME:** 5:30 P.M.

**PLACE:** Administration Conference Room  
10200 W. 20<sup>th</sup> Avenue  
Lakewood, CO 80215

**Topics:**

- Financial Review
- Carpet Cleaning Contract Amendment Information– Kleen Tech.
- 2020 Strategic Planning
- Volunteer Report
- Agenda Format
- Contract Limits

**NEXT BOARD STUDY SESSION**

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



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

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities and Construction Projects

DATE: April 11, 2019

RE: New Edgewater Library Carpet & Upholstery Cleaning Amendment, Study Session Memo

**Contract:**

In May of 2016, we entered into a contract with Kleen Tech Service Corp. to provide carpet and upholstery cleaning service at our libraries. With the size increase of our new Edgewater library over the previous location, our contract for carpet and upholstery cleaning services needs to be amended. This amendment is necessary for the 8500 square foot increase in carpet as well as more upholstery cleaning.

**Next Actions:**

I anticipate bringing the amended contract authorization request to the Board at the April 18<sup>th</sup> Board meeting. We will be asking the Library Board of Trustees to authorize the Library Executive Director to sign the amended contract with Kleen Tech Service Corp. for the total annual amount of \$5,996.00.

## MEMORANDUM

TO: Board of Trustees

FROM: Donna Walker

RE: 2020 Strategic Planning – Strategic Framework Draft

DATE: April 9, 2019

Attached you'll find the Library Executive Team's draft framework for the 2020 Strategic Plan. Our former cascading model served us well for several years. We feel like the new Board Ends call for a new form of expression. We believe this framework is a more flexible and accessible model for our audiences.

As you can see, the innermost circle reflects what we heard from you as the top priority, the #1 Long Range Goal: **Equity of Access**, which connects directly with our mission. The next circle surrounding Equity of Access has the other Ends, stated in shorthand for easier recognition.

The outermost circle reflects the various strategies we will use to achieve these Ends. These strategies are based on what we heard from you, our community, the many and varied data sources we studied, and our expertise. Our tactical approach, or the initiatives that align with our strategies and targets for outcomes and impact, come next. But first, the strategies.

We wanted you to have this draft ahead of time to review and contemplate before the study session. We'll have time to discuss options and gather input then and at the regular Board meeting as needed. Your draft minutes from the March 14 extended study session will help refresh your memory as well.

Here are the questions we'd like you to consider:

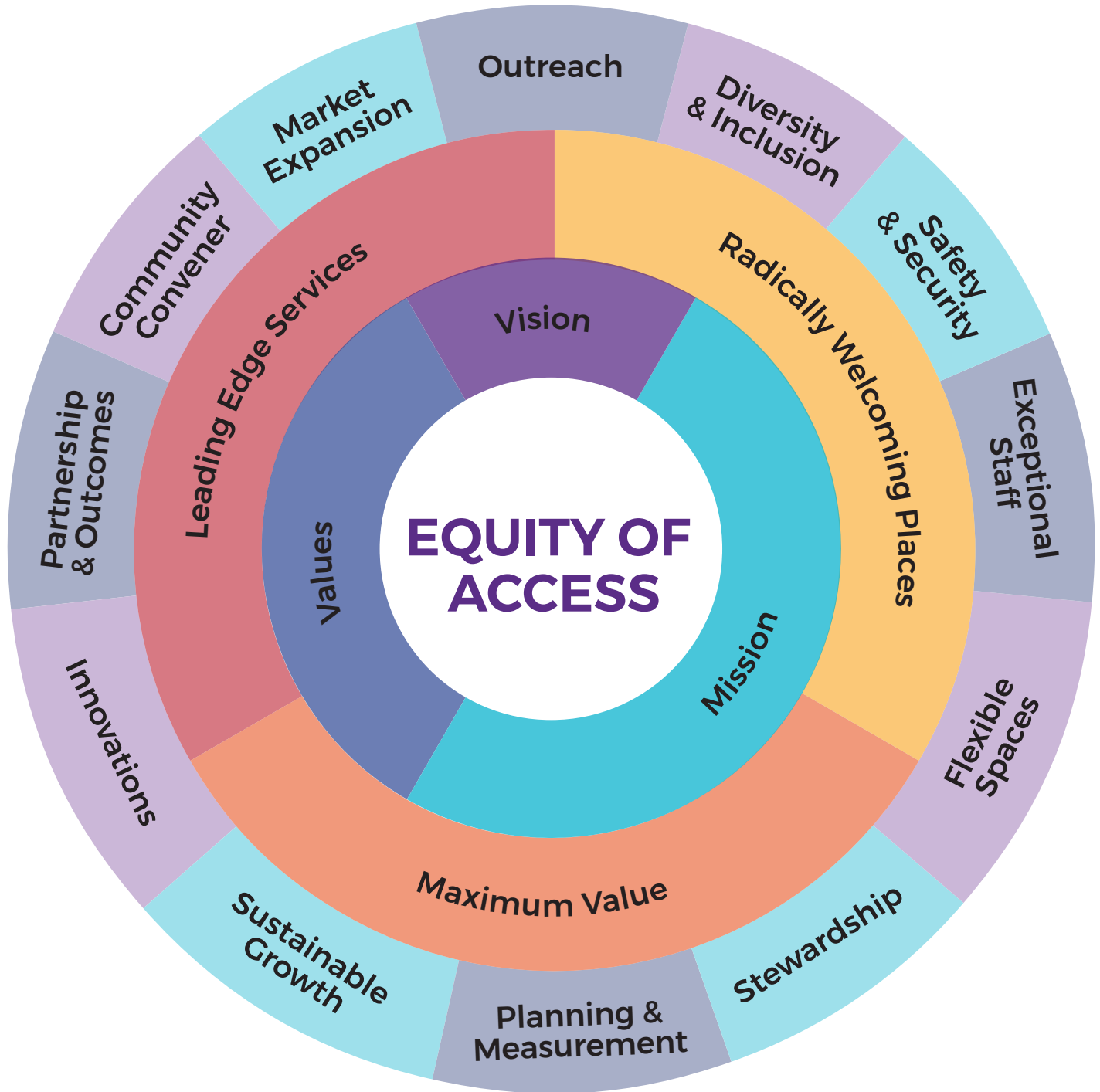
- Did we hear you right?
- Is there anything you would add or subtract?

As a reminder, here are your new 2020 Board Ends Statements with our emphasis added:

**JCPL Mission: The Jefferson County Public Library helps to build an educated and vibrant community by providing equal access to information and opportunities.**

1. All Jefferson County residents have **equal opportunity to access** information, resources, ideas and technology, and they are supported in using these resources.
2. All Jefferson County residents have safe, convenient, and **radically welcoming places** to go to access information and resources and participate in community life.
3. Jefferson County Public Library adds value to the community by providing **leading-edge services** that advance our common goals.
4. JCPL **maximizes return on shared investment** by delivering services of the greatest possible **value** to Jefferson County residents through effective and efficient use of our resources.

# 2020 STRATEGIC FRAMEWORK





## **MEMORANDUM**

TO: Library Board of Trustees  
CC:  
FROM: Donna Walker  
RE: Increasing Contract and Budget Transfer Limits for Board Approval  
DATE: April 4, 2019

As requested by the Board chair and vice-chair, I'm bringing forward a recommendation that will help streamline Board meetings by reducing time spent on contract approvals while still allowing for oversight on material expenditures.

### Recommendation:

1. Increase the dollar limit on contracts needing Board approval from \$50,000 to \$100,000
2. Increase the dollar limit on budget transfers needing Board approval from \$50,000 to \$100,000
3. Increase the dollar limit on allowable capital project small transfers (no more than 10% or \$100,000, whichever is less) between individual project funds – increase limit from \$50,000 to \$100,000.
4. Increase the dollar limit on capital projects requiring board approval from \$50,000 to \$100,000

### Pros:

- Reduces Board involvement in operational detail
- Allows more Board time on Ends and material expenditures
- Policies already in place protect the Library from misuse of funds

### Cons:

- Less opportunity for Board involvement in contracts between \$50,000 and \$100,000

The following Board Governing Policies are affected by this recommendation. The Board can take action on these policies at any time.

- 2.3: Financial conditions and activities
  - 2.3.4 Budget transfers
  - 2.3.7 Capital project transfers
- 2.4: Asset protection
  - 2.4.2 Emergency spending



## **MEMORANDUM**

- 4.2 Governance Process
  - 4.2.6 Capital projects approval

The following Board Governing Policies offer additional protections for the Board.

- 2.4 Asset protection
  - 2.4.11 Requirement for a negotiated procurement process for purchases over \$10,000
- 2.6 Compensation and Benefits
  - 2.6.3 Requirement to contractually limit obligations for payments to the current fiscal year