

# BOARD MEETING

## JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

March 18, 2021



Virtual: Dungeons & Dragons



Jefferson County  
**PUBLIC LIBRARY**

## **APPROVAL OF AGENDA**

# BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, March 18, 2021 – 5:30 pm - <u>ONLINE MEETING VIA WEBEX</u>
1.	<b>Call to order &amp; attendance</b> (4.5.8) Verbal roll call – Each Trustee announces their presence by stating their name.
2.	<b>Pledge of Allegiance</b>
3. Agenda <b>Action</b>	<b>Approve Agenda</b> <b>Chair: Call for motion and second</b>
4. Public Comment	<b>Public Comment</b> Public comments are currently being submitted to the Board via a link on the Board of Trustees webpage. Comments will be acknowledged in the minutes of the meeting.
5. CONSENT AGENDA <b>Action</b>	<b>Approval of Consent Agenda</b> <b>Chair: Call for motion and second</b> A. February 18, 2021 Board Meeting Minutes B. Authorize the Library Executive Director to enter into a contract with Emerald Isle Landscaping C. Trustees Adopt Policy Governance: Monitoring Reports 2.0 to 2.4 and Policy Governance Process Policies Statements and Guidelines 4.9.1 thru 4.9.5. D. Trustees adopt Bylaws
6. Foundation Report	Foundation Report – Jo Schantz, Executive Director and Kim Johnson, Trustee Representative
7. Operational Updates <b>Action</b> as Needed	<b>Executive Director</b> 1. Executive Director Report 2. Philanthropy Project  <b>Strategy, Engagement &amp; Finance</b> <u>Finance and Budget</u> 1. Financial Review – January 2. Financial Report - February  <b>Public Services</b> 1. Update on In-Person Services
8. <b>Action</b> as Needed	Items Removed From Consent Agenda (4.3.4) The Board may address and/or vote on any items that were removed from the Consent Agenda
9. Emerging Issues <b>Action</b> as Needed	

# BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

10. Action as Needed	Ends <ul style="list-style-type: none"><li>No items</li></ul>
11. Action as Needed	Board Governance <ul style="list-style-type: none"><li>Trustees Elect Officers<ul style="list-style-type: none"><li>Kim Johnson for Chair: Two-year term April 2021 to March 2023</li><li>Pam Anderson for Vice-Chair: One-year term April 2021 to March 2022</li><li>Jill Fellman for Secretary: One-year term April 2021 to March 2022</li></ul></li></ul> <p>Call for motion and second</p>
12. Suggest Agenda Items	<p>BOARD SCHEDULE – NEXT MEETINGS –</p> <p>In response to COVID-19, protecting the health and safety of our staff, patrons and community is our number one priority. Board of Trustees meetings will be conducted online, until further notice.</p> <p><u>2021 Board Meeting Schedule</u></p> <ul style="list-style-type: none"><li>March 25, 2021 – Joint Meeting – Board of County Commissioners – 12:30-1:30pm - WebEx</li><li>April 8, 2021 – Study Session – 5:30 pm – WebEx</li><li>April 15, 2021 – Board Meeting – 5:30 pm – WebEx</li><li>May 13, 2021 – Study Session – 5:30 pm – WebEx</li><li>May 20, 2021 – Board Meeting – 5:30 pm - WebEx</li></ul>
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"><li>Report of the Chair – Correspondence, Other</li><li>Other Announcements</li></ul>
16. Adjournment	

## **CONSENT AGENDA**

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

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



TO: Library Board of Trustees

FROM: Charles Naumer, Chair and Donna Walker, Executive Director

DATE: March 9, 2021

RE: Consent Agenda for the March 18, 2021 Board Meeting

- A. Library Board of Trustees Approve February 18, 2021 Board Meeting Minutes
- B. Library Board of Trustees authorize the Library Executive Director to enter into a contract with Emerald Isle Landscaping for a period of one year, with the option to extend the contract for an additional 4 years with Board approval, for the base amount of \$88,963
- C. Library Board of Trustees Adopt Policy Governance: Monitoring Reports 2.0 to 2.4 and Policy Governance Process Policies Statements and Guidelines 4.9.1 thru 4.9.5.
- D. Library Board of Trustees Adopt Bylaws

**Minutes of the Regular Meeting of the  
JEFFERSON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
February 18, 2021**

**CALL TO ORDER – REGULAR MEETING**

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via WebEx on February 18, 2021. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:30 p.m. Other Trustees present: Kim Johnson (Vice-Chair), Pam Anderson (Secretary), John Bodnar, Jill Fellman, Jeanne Lomba and German Zarate-Bohorquez.

Trustees not present: All Trustees were present.

**Staff present:** Donna Walker, Executive Director; Julianne Rist, Director of Libraries; Rex Whisman, Director of Strategy, Engagement and Finance; Bernadette Berger, Director of Technology and Innovation; Steve Chestnut, Director of Facilities and Construction Projects; Barbara Long, Assistant Director of Finance and Budget; Lizzie Gall, Assistant Director of Library Experience; Padma Polepeddi, Assistant Director of Library Experience; Amber Fisher, Executive Assistant, Office of the Executive Director; and Katie O'Loughlin, Administrative Coordinator.

There were additional Library staff members attending the online WebEx meeting.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

Public comments are currently being submitted to the Board via a link on the Board of Trustee's webpage. Comments will be acknowledged in the minutes of the meeting. There were no public comments.

**APPROVAL OF CONSENT AGENDA**

The Chair asked the Trustees if any of the items should be removed from the consent agenda. There were no requests for items to be removed.

**MOTION:** Pam Anderson moved that the Library Board of Trustees approve the items on the consent agenda as presented. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

Items on the Consent Agenda for January 21, 2021

- A. Library Board of Trustees approve the January 14, 2021 Study Session Minutes.
- B. Library Board of Trustees approve the January 21, 2021 Board Meeting Minutes.

**FOUNDATION UPDATE**

Jo Schantz, Foundation Executive Director, provided an update to the Board. The Foundation signed a one year lease for the Whales Tales bookshop at Colorado Mills. The shop has had a lot of success selling books and themed gift baskets. The shop is also a great way to raise awareness and money for library programs. The childcare cash assistance grant deadline is February 22. The Foundation received more than two dozen applications. Award letters will be sent out at the end of the month and the funds will be dispersed by the end of March. The spring whale book sale is scheduled for June 25-27 at a new location, Lakewood Church of the Nazarene. The Foundation is planning to do additional advertising around the new location for the spring whale book sale. A \$5,000 grant from the Burt Foundation was for the 1,000 books before kindergarten Library program. The Foundation's endowments continue to do well.

The Board expressed appreciation to the Foundation for their support to the Library.

**EXECUTIVE DIRECTOR REPORT**

Executive Director Report

The Executive Director addressed the Board and advised the Trustees that everyone who serves on a County board has to take annual training on sexual harassment. The Trustees will receive an email from Amber Oeltjenbruns with a link to the self-paced training and will be the Trustee's support resource for this training.

Translation Services for Board Meetings

The Executive Director advised the Trustees that earlier in 2020 the Board asked the Library to investigate translation services for Board meetings and noted that JCPL is committed to this idea. A memo with more information was included in the Board's information packet. Implementation is more complex than appears on the surface with technology platforms and open meeting law considerations. The County recently hired a diversity and inclusion manager. Aligning translation services with JCPL's Diversity,



Equity and Inclusion (DEI) planning and the County's DEI efforts would likely be a more effective approach rather than having a separate initiative.

In response to questions, the Board was advised that:

- The County's DEI manager is newly hired and has not addressed public meetings.
- The Library would rely on the County's legal counsel to provide compliance guidance related to the open meetings laws.

Trustee Zarate-Bohorquez noted that this effort is aligned with the mission and goals of JCPL to reach more people. Providing translation services will give patrons the ability to communicate and provide more input into services. Trustee Zarate-Bohorquez expressed appreciation to the Executive Director and her team for their efforts.

### 2020 Strategic Plan Achievements

The Executive Director introduced the topic and noted that a full report on the Library's 2020 accomplishment of its goals is included in the Board's information packet. The Executive Director shared a visual montage to tell the story of 2020 in pictures.

JCPL jumped into 2020 with high hopes for a year of growth and opportunity starting with a brand new five-year Strategic Plan.

- Eliminated Library fines for overdue materials.
- Completed the Belmar Library redesign
- Expanded Alternative Services through the installation at the Ridge Center
- Ordered a new bookmobile
- Delivered three Signature Events: Romance in the Rockies, Summer Reading, and Raise a Reader including a creative way to engage patrons in person through the Raise a Reader story walk in Arvada.
- Outside spaces of our libraries were transformed to safer places for literacy activities
- Continued Core Service Master Planning specifically for services to kids and families, teens, and our diverse community
- Implemented infrastructure and process improvements, including installing three new sorters and launching the new enterprise resource management tool, Workday.
- JCPL's focus became ensuring the safety of employees and patrons
  - Staff making masks early on in the pandemic when PPE was in short supply
  - Ordering and delivering PPE became a new task
  - Quarantining materials
  - Adapting services based on patron needs
  - Expanding our online library
  - Established new services and workflows

- Curbside services
- How to come in safely
- How to open a library safely
- How to use the library safely
- Reinventing programs for virtual platforms
- Partnering to meet community needs
  - Jeffco Public Schools (JPS), The Action Center, Adelante, Community First Foundation, and area chambers of commerce are just some of the community organizations JCPL partnered with and supported
- Purchased and distributed more hot spots into people's homes and hands; and lent laptops for contact tracing
- Participation in A Community Needs task force helped us know to promote particular services
- Work behind the scenes like Standing up a remote workforce and all the technology and training required. Supporting staff and supporting each other – the behind the scenes teams – helped us hold our team together
- Meeting the technology and legal requirements for online public meetings on a very short timeframe and then for longer than any of us imagined

#JCPL love became the Library's 2020 theme. The many and varied accomplishments of 2020 are a direct result of the extreme dedication of JCPL staff, Board, and the community, working together as partners to thrive in this year of unprecedented challenges and opportunities.

In response to a question, the Board was advised that the 2020 Edge survey was postponed and that the Library does not have information at this time about an Edge survey for 2021.

The Board expressed appreciation to the Library for their remarkable work that led to so many great accomplishments in 2020.

## **EXECUTIVE TEAM OPERATIONAL UPDATES**

### **Strategy, Engagement & Finance**

#### **Finance and Budget - Financial Review – December 2020**

Barbara Long, Assistant Director of Finance and Budget, introduced the topic and provided updated information on the Library's December 2020 financials. The year ended with higher revenue even with the abatement. There were significant savings over budget most of it from capital but quite a bit from operations. The Library is returning \$8.9 to fund balance rather than taking \$8.3 out, mainly for those large capital projects. Operating savings were also impacted by moving to virtual and not having the expenses as planned.

The impact of CARES funding is shown in Table 3. Overall Jeffco received an award of CARES funds of \$101 million. Some of that funding was dispersed to other cities and local governments and to reimburse County departments. The Library received \$1.9 million in reimbursement for salaries and \$300,000 for supplies and services that were directly related to Covid. Those expenses included PPE, extra cleaning and touchless fountains. The negative number in the salaries area is how the County reflected that transaction for transparency. Expenses line items are less than the preliminary numbers reviewed with the Board last month.

#### January Financials

The Board was advised that the County's new human resources and financial system, Workday, went live for finance at the beginning of the year. The January tables are missing some numbers, especially from revenue, and the County and Library are still working through issues with Workday. The implementation of Workday does continue to impact the finance team. In response to a question, the Board was advised that the Library has not received information on revenues that would be concerning. It was noted that Gallagher wasn't going to impact 2021 but 2022.

#### Cares Act Summary

The Board expressed appreciation for the thorough information on the CAREs act and how it impacted the Library.

#### Project Carry-forward Budget Amendment

All capital projects funded in 2020 and underway at year end are included in the carry-forward budget amendment. This amendment will allow the Library to continue moving forward on these projects that were budgeted.

**MOTION:** Jeanne Lomba moved that the Library Board of Trustees authorize the Executive Director to submit a carry-forward budget amendment in the amount of \$1,746,783. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

#### **Public Services**

##### Axis 360 Contract Renewal

Julianne Rist, Director of Libraries, introduced the topic and advised the Board that Axis 360 is one of the Library's digital book vendors. Renewal of the existing contract maintains the platform that allows JCPL to share digital material directly with schools. Students can access materials through their school website increasing access to those materials.

**MOTION:** Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to sign the contract renewal with Axis 360 within the approved budgeted amount. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

Virtual Signature Event: An Evening with Isabel Allende

The Executive Director addressed the Board and noted that the team that put this signature event together will be presenting information on this exciting event.

Cindy Jaye, Patron Experience Public Services Manager, and Paola Vilaxa, Patron Experience Diversity and Inclusion Coordinator, presented information to the Board.

JCPL will be hosting An Evening with Isabel Allende, in conversation with Kali Fajardo-Anstine. Isabel Allende is a world renowned author who has been published in 42 languages. She has won the presidential Medal of Freedom, the highest honor awarded to a civilian. Kali Fajardo Anstine is a newer author whose first book was an award winner and is currently working on her second book. Ms. Fajardo is local, having written portions of her first book *Sabrina and Corina*, at the Standley Lake Library. The program will consist of a “fireside chat” with these two authors, followed by a question and answer session with Ms. Allende, facilitated by Kali. The program will be offered virtually through Zoom and it will be recorded so that people who aren’t available to attend during the live event can still tune in. The programming team has been working with Jeffco Schools to promote the program. Empowering women is a big theme and patrons are submitting questions virtually through Zoom.

The Spanish webpage was displayed for the Board. Bringing Isabel Allende to JCPL was a very intentional decision around diversity and inclusion. JCPL is attempting to reflect the rich diversity of Jefferson County in its Signature Events. This is a unique opportunity to bring in an internationally renowned Latina author who appeals to adults and teens. This event is in direct response to the strategic plan: Jefferson County Public Library helps to build an educated and vibrant community by providing equal access to information and opportunities. It is a fully inclusive program and live Spanish interpretation will be offered through the Community Language Cooperative incorporating Language justice into this program as well as ASL interpretation for the access of the deaf and hard of hearing community

There has been an excellent response for this event with more than 2,000 people registered to attend or to watch the video. The Board was advised that each of them would receive a pen and a pin that were designed for the event and distributed for promotion of the event. The Library’s graphics and digital experience teams were instrumental in promoting the event to our patrons.

The Board expressed appreciation to the staff working on this signature event. Trustee Zarate-Bohorquez noted that German Gonzalez, Spanish Community Coordinator, EDUCA, Office of Family and Community Engagement from Denver Public Schools is a writer and journalist and is willing to do an interview with Spanish-speaking Paola Vilaxa, Patron Experience Diversity and Inclusion Coordinator. The topics could include the event and JCPLs initiative to reflect the rich diversity of Jefferson County Public Library. The Executive Director noted that she would be happy to help coordinate an interview.

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

No items were removed from the consent agenda.

## **EMERGING ISSUES**

The Chair advised the Board that as part of the Executive Director Evaluation Process he will be reaching out to the Trustees to receive informal feedback. The Chair and Vice-Chair will then meet with the Executive Director in March to have that discussion.

The Chair advised the Board that an email was sent from the Colorado State Library regarding a session on essentials for governing Boards that may be of interest to the Trustees.

In response to a question, the Board was advised that the closure of the Edgewater Library is related to the fan in the HVAC unit that supplies the Library. It is not a closure of the entire Edgewater Civic Center. The Library is working on getting that fan unit shipped for the repairs and does not yet have a ship date. The closure is compliant with CDC building ventilation recommendations. The Library has a contingency plan if temperatures should drop to where there is a concern for frozen pipes. That plan includes opening the doors to the indoor atrium and operating fans to push warm air into the Library if that need should arise.

## **ENDS**

There were no items.

## **BOARD GOVERNANCE**

### **Nominating Committee Report**

Committee members Jeanne Lomba and John Bodnar presented the Slate of Officers:

- Kim Johnson for Chair
- Pam Anderson for Vice-Chair
- Jill Fellman for Secretary

The Chair advised the Board that voting will take place at the March 18 Board meeting.

### Bylaws Committee Report

Committee members German Zarate-Bohorquez and Pam Anderson advised the Board that the committee is recommending no amendments to the Bylaws.

### Library Board of Trustees Review Policy Governance Monitoring Reports 2.0 to 2.4. and Policy Governance Process Policies Statements and Guidelines 4.9.1 thru 4.9.5.

The Chair introduced the topic and advised the Board that adoption of the policies will be on the consent agenda for the March 18 Board meeting unless otherwise instructed by the Board. In response to questions, the Board was advised that:

- Policy 2.3 – Financial Condition and Activities. The adjustment is intended to be more inclusive that any kind of capital debt be brought before the Board.
- Policy 2.3 – Financial Condition and Activities. The adjustment is intended to reflect that the Library no longer sells things so there are no sales taxes to address.

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

In response to COVID-19, protecting the health and safety of our staff, patrons and community is our number one priority. Board of Trustees meetings will be conducted online, until further notice.

### 2021 Board Meeting Schedule

- March 11, 2021 – Study Session – 5:30 pm - WebEx
- March 18, 2021 – Board Meeting – 5:30 pm – WebEx
- March 25, 2021 – Joint Meeting – Board of County Commissioners – 12:30-1:30 pm - WebEx
- April 8, 2021 – Study Session – 5:30 pm – WebEx
- April 15, 2021 – Board Meeting – 5:30 pm - WebEx

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

There were no announcements.

### **ADJOURNMENT**

The Board meeting was adjourned at 6:42 pm.

Pam Anderson, Secretary

# GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

## GOVERNING POLICIES MANUAL TABLE OF CONTENTS

I	CATEGORY: ENDS	Page	Review Date	Adoption/Revision/ Review
1-4	Global Ends Statements	2	Annually - January	Adopted January 2020. Reviewed January 2021.
II	CATEGORY: MANAGEMENT LIMITATIONS			
2.0	General Management Constraint	3	Annually - February	Reviewed February 2021. Adopted March 2021
2.1	Treatment of Patrons	4-8	Annually – February	Reviewed February 2021. Adopted March 2021
2.2	Treatment of Staff	9-10	Annually – February	Reviewed February 2021. Adopted March 2021
2.3	Financial Condition and Activities	11-15	Annually - February	Reviewed February 2021. Adopted March 2021
2.4	Asset Protection	16-21	Annually - February	Reviewed February 2021. Adopted March 2021
2.5	Financial Planning/Budgeting	22-24	Annually - August	August 2020
2.6	Compensation and Benefits	25-26	Annually - August	August 2020
2.7	Emergency Executive Director Succession	27	Annually - August	August 2020
2.8	Board Awareness and Support	28-32	Annually - August	August 2020
2.9	Materials Selection	33-34	Annually - August	August 2020
III	CATEGORY: BOARD-MANAGEMENT DELEGATION			
3.0	Governance-Management Connection	35	As Needed	July 2008
3.1	Unity of Control	36	As Needed	July 2008
3.2	Accountability of the Executive Director	37	As Needed	January 2009
3.3	Delegation to the Executive Director	38	As Needed	February 2013
3.4	Monitoring the Executive Director's Performance	39-40	As Needed	February 2013
IV	CATEGORY: GOVERNANCE PROCESS			
4.0	Governance Commitment	41	As Needed	May 2005
4.1	Governing Style and Values	42-43	As Needed	May 2016
4.2	Board Job Products	44-45	As Needed	August 2012
4.3	Agenda Planning	46-47	As Needed	August 2020
4.4	Chair's Role	48	As Needed	July 2008
4.5	Board Members' Code of Conduct	49-50	As Needed	July 2008
4.6	Board Committee Principles	51	As Needed	July 2008
4.7	Board Committee Structure	52	As Needed	July 2008
4.8	Governance Budget	53	As Needed	May 2006

# GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

4.9	Policies, Statements and Guidelines	54	As Needed	Reviewed February 2021. Adopted March 2021
4.9.1	Board of Trustees Budget Cover Letter to BCC	54	As Needed	Reviewed February 2021. Adopted March 2021
4.9.2	Capital & Controlled Asset Management Policy	55	As Needed	Reviewed February 2021. Adopted March 2021
4.9.3	Library Fund Reserve Policy	56	As Needed	Reviewed February 2021. Adopted March 2021
4.9.4	Capital Project Funding Internal Guideline	57	As Needed	Reviewed February 2021. Adopted March 2021
4.9.5	Library Books & Materials Budget Policy	58	As Needed	Reviewed February 2021. Adopted March 2021

---

**POLICY TYPE: ENDS**

**POLICY 1.0**

**POLICY TITLE: *ENDS POLICIES***

---

## Global Ends Statements:

**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.



# GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

**POLICY TYPE: MANAGEMENT LIMITATIONS**

**POLICY 2.0**

**POLICY TITLE: *GENERAL MANAGEMENT CONSTRAINT***

---

## *MANAGEMENT LIMITATIONS*

**Initial Monitoring on *Policy 2.0: GENERAL MANAGEMENT CONSTRAINT***

I hereby present my monitoring report on your Management Limitations policy 2.0 “General Management Constraint”, 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: March 18, 2021

### **BROADEST POLICY PROVISION**

**The Executive Director shall not cause or allow any practice, activity, decision or organizational circumstance that is unlawful, imprudent, or in violation of commonly accepted professional ethics and best practices for public library management.**

**EXECUTIVE DIRECTOR’S INTERPRETATION:** I understand this constraint to include all operational activities that occur within the Library. It does not include activities or decisions occurring or made at the Board level.

I interpret “unlawful” to mean I will not fail to insure that all operational activities are within legal requirements as imposed by all relevant governing bodies, including federal, state, county and city statutes and ordinances.

In matters of prudence and ethics, the Board has comprehensively interpreted these concerns throughout the “Management Limitations”. In areas where no specific Board policy exists; I will use the test of “reasonable and prudent” to evaluate the circumstances. In addition, I understand that “commonly accepted professional ethics and best practices for public library management” is an additional qualifier of the Board’s intentions. By this, if an issue arises which I believe my response would be judged ethical and prudent but for some reason inconsistent with common practices in public libraries; I would not necessarily have the authority to proceed.

**REPORT (COMPLIANT):** The implementation of the above measures is incorporated into specific monitoring reports provided to the Board on each of the other Management Limitations policies. I therefore am focusing this response on this policy provision proscribing against any “unlawful” actions or situations.

I can report compliance.

# GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

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

**POLICY 2.1**

---

## MANAGEMENT LIMITATIONS

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

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

Signed:



, Executive Director

Date: March 18, 2021

### **BROADEST POLICY PROVISION**

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

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

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

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

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

**REPORT (COMPLIANT):** We are committed to keeping information about an individual’s use of the library only as long as needed in order to provide Library services. Full and current guidelines for the public will be posted on the JCPL website and updated when and as conditions change.

Colorado State law (CRS 24-90-101 et seq.) requires that we treat as confidential information about materials users check out, information they access, and their use of the library. CRS 24-73-101 requires that we keep patron personally identifiable information secure and properly dispose of this information.

I can report compliance.

## **GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES**

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

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

**REPORT (COMPLIANT):** We are committed to keeping information about an individual's use of the library only as long as needed in order to provide Library services. Full and current guidelines for the public will be posted on the JCPL website and updated when and as conditions change.

Colorado State law (CRS 24-90-101 et seq.) requires that we treat as confidential information about materials users check out, information they access, and their use of the library. CRS 24-73-101 requires that we keep patron personally identifiable information secure and properly dispose of this information.

I can report compliance.

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

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

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

I can report compliance.

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

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

**REPORT (COMPLIANT):** We are committed to keeping information about an individual's use of the library only as long as needed in order to provide Library services. Full and current guidelines for the public will be posted on the JCPL website and updated when and as conditions change.

# GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Colorado State law (CRS 24-90-101 et seq.) requires that we treat as confidential information about materials users check out, information they access, and their use of the library. CRS 24-73-101 requires that we keep patron personally identifiable information secure and properly dispose of this information.

I can report compliance.

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

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

**REPORT (COMPLIANT):** The Library ensures that all hires possess the required education, training and experience for their jobs and have the training required to successfully fulfill their job requirements. Mechanisms are in place for patron complaints and compliments.

I can report compliance.

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

**EXECUTIVE DIRECTOR'S INTERPRETATION:** Policies are in place that effectively direct public use of materials, resources, and facilities, so that all patrons can use our libraries and resources in a reasonable and responsible manner. We inform patrons of these policies. Staff is also versed in the policies such that they can address and discuss them with patrons.

**REPORT (COMPLIANT):** All of the library policies regarding library use are reviewed and updated as needed.

I can report compliance.

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

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

# GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

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

I can report compliance.

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

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

**REPORT (COMPLIANT):** Norms and practices in the Library's Code of Conduct have been developed to assist staff in making these decisions. ~~We make the Code of Conduct available in our libraries and on our website.~~ **We also have our Code of Conduct posted on our website and will print it when asked by our public.**

I can report compliance.

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

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

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

I can report compliance.

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

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

**REPORT (COMPLIANT):** We strive to maintain a high level of patron safety conditions. To confirm our safety standards, key staff along with local law enforcement conduct safety audits of public use areas. We also maintain and use safety/emergency mechanisms such as fire extinguishers and sprinklers, detection and alarm systems, AEDs and surveillance cameras. As

## **GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES**

well, each library establishes a working relationship with their local law enforcement agencies. The library's Person-In-Charge program trains staff to assist with patron safety be it physical safety, threat or medical.

I can report compliance.

# GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

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

**POLICY 2.2**

---

## MANAGEMENT LIMITATIONS

### Initial Monitoring on **Policy 2.2: *TREATMENT OF STAFF***

I hereby present my monitoring report on your Management Limitations policy 2.2 “Treatment of Staff”, 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: March 18, 2021

### **BROADEST POLICY PROVISION**

**With respect to the treatment of staff and volunteers, the Executive Director shall not cause or allow conditions that are unfair, unsafe, disrespectful or inconsistent with the Jefferson County Personnel Rules, by which the Library abides.**

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

Accordingly, pertaining to staff, I shall not:

**1. Operate without a written personnel manual, which clarifies personnel rules for staff.**

**EXECUTIVE DIRECTOR INTERPRETATION:** The Library must have in place a personnel manual that sets forth the rules and policies regarding employment with the Library.

**REPORT (COMPLIANT):** The Library uses the Jefferson County Personnel Rules for our personnel manual.

I can report compliance.

**2. Fail to provide staff with avenues for non-disruptive, internal expression of opinions.**

**EXECUTIVE DIRECTOR INTERPRETATION:** I understand this policy to mean that staff must know and be allowed to freely express their support, opposition, and concerns with the Library’s policies and practices without fear of reprisal, as long as their dissent is expressed internally, respectfully and in a manner that does not disrupt operations.

**REPORT (COMPLIANT):** New Library staff members are made aware that open and honest communication is encouraged at Jefferson County Public Library during their orientation process, and long-standing staff members are aware of this through administrative and management messaging. Jefferson County Public Library is an Equal Opportunity Employer and does not tolerate discrimination and harassment. The Library recruits, hires, trains and promotes employees without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or any other status protected by Federal or State law. The Library will not tolerate retaliation for opposing

# **GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES**

discrimination and harassment. The Library adheres to a formal complaint process, which is available to staff, through Jefferson County Personnel Rules.

I can report compliance.

### **3. Fail to acquaint staff with these Federal, State and County laws and Library policies.**

**EXECUTIVE DIRECTOR INTERPRETATION:** It is my responsibility to ensure that all staff is informed of these policies.

**REPORT (COMPLIANT):** These policies are available online, on the staff intranet or included in the personnel manual and staff has access to them.

I can report compliance.

### **4. Allow staff to be unprepared to deal with emergency situations.**

**EXECUTIVE DIRECTOR INTERPRETATION:** I understand this to mean that staff will be informed and trained on emergency policies and practices and appropriate staff will be trained to deal with emergency situations.

**REPORT (COMPLIANT):** The Library schedules regular Person-In-Charge (PIC) trainings where staff receives additional training for emergency situations. In turn, all libraries have a trained “Person in Charge” (PIC) on duty during hours of operations. Director-level staff are available to serve as the Senior PIC where immediate assistance and direction is provided to the location/library PIC, staff and law enforcement. Further, all incidents are reported and evaluated, to improve future response. Additional support and training is provided by subject-matter experts as needed to prepare staff to respond to specific circumstances.

I can report compliance.



# GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

**POLICY TYPE: MANAGEMENT LIMITATIONS**

**POLICY 2.3**

**POLICY TITLE: *FINANCIAL CONDITION AND ACTIVITIES***

---

## MANAGEMENT LIMITATIONS

### Initial Monitoring on **Policy 2.3: *FINANCIAL CONDITION AND ACTIVITIES***

I hereby present my monitoring report on your Management Limitations policy 2.3 “Financial Condition and Activities”, 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: March 18, 2021

### **BROADEST POLICY PROVISION**

**With respect to financial condition and activities, the Executive Director shall not cause or allow the development of fiscal jeopardy, or a material deviation of actual expenditures from the Library Board’s Ends priorities.**

**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. Exceed the Library’s total expenditure authorization for operations or capital development.**

**EXECUTIVE DIRECTOR INTERPRETATION:** This requirement prohibits my spending on behalf of the library above the pre-set operations and/or capital development authorizations established by the Library Board and adopted by the Board of County Commissioners during the budget approval process. If circumstances arise where expenditure above the appropriated level is necessary, I must follow the budget transfer process or the supplemental appropriation process, outlined in the Library’s Budget Expenditure policy or the provisions of 4 below.

**REPORT (COMPLIANT):** The Library’s expenditure is reviewed monthly against the total amount authorized and reported in the financial statement. This report discloses year-to-date and projected expenses to the end of the year and is included in the monthly Board reports for informational and review purposes. It also includes any required requests and processes for budget transfers when circumstances arise that require expenditures above the appropriated amount.

I can report compliance.

- 2. Incur debt (with exception of procurement cards, which are to be paid in full when due).**

**EXECUTIVE DIRECTOR INTERPRETATION:** I understand that no library debt can be incurred without the approval of the Library Board other than short-term procurement card debt, which must always be paid when due. The Library Board can authorize debt as defined in the “Library Law,” or by entering into long-term capital debt by **other** means. ~~of Certificates of Participation.~~

# **GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES**

**REPORT (COMPLIANT):** Monthly financial statements issued by the Finance division demonstrate all outstanding obligations which would show any debt as part of the report. These reports are compiled and reviewed monthly by the Library Board.

I can report compliance.

## **3. Fail to get Library Board approval for:**

### **A. Use of the Library Fund**

**EXECUTIVE DIRECTOR INTERPRETATION:** Accordingly, expenditures that have not been approved by the Board cannot be made in advance.

**REPORT (COMPLIANT):** Monthly financial reports regularly report compliance with this limitation. Requests come before the Board when its approval is required for an expense change.

I can report compliance.

### **B. Use of Fund Balance**

**EXECUTIVE DIRECTOR INTERPRETATION:** This limitation requires Board review and approval before any use of fund balance can take place, with the exception of automatic working capital drawdowns until tax collection proceeds are posted to our fund.

**REPORT (COMPLIANT):** All use of reserves (and requests for use of reserves) is shown on budget development plans or financial reports, which are reviewed and approved by the Board.

I can report compliance.

### **C. Adding any salaried staff positions. This means that no new standard FTE positions beyond currently authorized positions can be added unless they are recommended by me and approved by the Library Board according to their authority under Colorado Library Law.**

**EXECUTIVE DIRECTOR INTERPRETATION:** This means that no new salaried positions can be added unless they are recommended by me and approved by the Library Board.

**REPORT (COMPLIANT):** I review and act upon all requests for staffing changes which are reported in my monthly reports and in the annual budgeting process.

I can report compliance.

## **4. Authorize transfers of greater than \$50,000 among line items and categories within the operational fund.**

**EXECUTIVE DIRECTOR INTERPRETATION:** Budget transfers less than \$50,000 between expense lines are allowed without board approval but non-emergency transfers greater than \$50,000

# GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

require Board authorization. The Executive Director may authorize transfers in excess of \$50,000 when an emergency situation exists and must inform the Board about all emergency transfers as soon as practical.

**REPORT (COMPLIANT):** All budget transfers follow the above guidelines and any transfers are reported in the monthly financial statements.

I can report compliance.

## 5. Fail to settle payroll obligations and payables in a timely manner.

**EXECUTIVE DIRECTOR INTERPRETATION:** This means that we must process all payables in as timely a manner as possible if not in accordance with the vendor's dictates. Payrolls are processed in accordance with County policy.

**REPORT (COMPLIANT):** Payables are processed in a timely manner, normally weekly. With regard to payroll, all staff is paid bi-weekly, pay periods end every other Saturday and paydays are every other Friday.

I can report compliance.

## 6. Allow payroll or other tax payments or other government ordered payments or filings to be overdue or inaccurately filed.

**EXECUTIVE DIRECTOR INTERPRETATION:** The schedules of tax payments to other government units are strictly observed. The ~~two~~ principal payments ~~are~~ **is** payroll taxes. ~~and state and local sales tax payments.~~

**REPORT (COMPLIANT):** Payroll taxes are paid by the County as part of normal payroll practice and are reflected in our financial statements. ~~Sales tax activity is recorded in the general ledger and the liability is relieved either quarterly or at year end as required by the appropriate jurisdictions.~~

I can report compliance.

## 7. Expend more on a capital project than the amount previously authorized by the Board.

**EXECUTIVE DIRECTOR INTERPRETATION:** This means that capital project expenditures greater than approved must not occur without Board approval. However, small transfers (being no more than 10% of the total cost of the project or \$50,000, whichever is less) between individual project funds may be necessary, as they are completed.

**REPORT (COMPLIANT):** Monthly capital projects reports show the comparison between budgeted and actual expense of each project.

I can report compliance.

# **GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES**

## **8. Acquire, encumber, lease or dispose of real property.**

**EXECUTIVE DIRECTOR INTERPRETATION:** By statute, the Library Board is the only authority empowered to hold and acquire property. This means that all decisions regarding real property and buildings, whether owned or leased, must be reviewed and approved by the Board.

**REPORT (COMPLIANT):** The Library Board holds the authority for acquiring property. The Library Board approves all leases, disposals and acquisitions of real property. The Library Board also approves all issues of debt which could encumber real property.

I can report compliance.

## **9. Accept gifts or grants from sources that are not, in fact and appearance, legal and consistent with the mission and values of the library.**

**EXECUTIVE DIRECTOR INTERPRETATION:** This means that the Library (nor I on behalf of the Library), cannot accept any gifts or grants when they appear to be inconsistent with our mission and role.

**REPORT (COMPLIANT):** Through the Agreement between the Library and the Jefferson County Library Foundation, most gifts to the Library are processed through the Foundation. In so doing, we require a level of review and retain the right to specify the disposition of any gift.

I can report compliance.

## **10. Fail to pursue material receivables after a reasonable grace period.**

**EXECUTIVE DIRECTOR INTERPRETATION:** This means that we must take action to recover material receivables. Material receivables are defined as accounts with an accumulation of overdue payables in the amount greater than \$500.00 for over 28 days.

**REPORT (COMPLIANT):** Payable accounts over \$500.00 and over 60 days overdue are notified and informed of the need to submit payment. Accounts past due over 90 days may be sent to collection.

I can report compliance.

## **11. Fail to exercise adequate internal controls over receipts and disbursements to avoid unauthorized payments or material dissipation of assets.**

**EXECUTIVE DIRECTOR INTERPRETATION:** This means that we must have in place a process of checks and balances to maintain accountability both for payments and for inventory control.

**REPORT (COMPLIANT):** All payments by the Library are subject to multiple reviews by staff so that payments are only made for goods and services that the library has decided upon. If there are discrepancies in the paperwork, processing stops until a review can determine the validity of the

## **GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES**

claim. Inventories of equipment and supplies are carefully evaluated on a regular basis to ensure proper disposition of those assets.

I can report compliance.

# GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

**POLICY TYPE: MANAGEMENT LIMITATIONS**  
**POLICY TITLE: ASSET PROTECTION**

**POLICY 2.4**

---

## MANAGEMENT LIMITATIONS

Initial Monitoring on **Policy 2.4: ASSET PROTECTION**

Signed:



, Executive Director

Date: March 18, 2021

### **BROADEST POLICY PROVISION**

**The Executive Director shall not allow the Library's assets to be unprotected, inadequately maintained or unnecessarily risked.**

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

- 1. I shall not fail to ensure against theft and casualty losses to at least replacement value, including coverage for Library materials, works of art, mechanical systems, computer equipment and systems, property while in transit, donated items, items not owned by the Library on exhibit/display and all Library facilities, including those buildings not open to the public (Administration, the Library Service Center and Support Services).**

**EXECUTIVE DIRECTOR INTERPRETATION:** I understand this provision to mean that the library must have in place, a means to ensure against significant loss as expressed in any of the manners above. As well, we must be responsive to the changing value of said items, to changing conditions of risk, and to changes in insurance practices and law.

**REPORT (COMPLIANT):** The library's insurance program is part of the County's Risk Management program and we contribute to the pool of coverages as specified by that Department. Some of those coverages are self-insured within the pool and some are purchased from agencies, as appropriate. The Library can direct our specific requirements. The Library periodically commissions an independent consulting assessment of our needs and adjusts the county pool coverages as necessary.

I can report compliance.

- 2. I shall not fail to ensure against loss or damage to library facilities by implementing a disaster response plan.**

**EXECUTIVE DIRECTOR INTERPRETATION:** I understand this provision to mean that we must maintain a comprehensive program of disaster response to ensure that the Library facilities are protected from significant loss from natural or man-made disasters.

**REPORT (COMPLIANT):** The Library has a Continuity of Operations (COOP) plan in place that identifies goals and objectives during emergency situations and clearly defines the roles and responsibilities of each director and each division within the organization during an emergency. This plan insures protection of the library's assets, continuity of operations as well as a rapid

# GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

response and recovery. The plan identifies resources and establishes back-up systems required to maintain internal and external communications, business functions and library operations. The Continuity of Operations Plan (COOP) is updated as personnel changes require but no less than annually. Additionally, the Library is part of the County's Emergency Operations Center's plan.

This provision has one associated implication in Monitoring report 2.3 that establishes emergency spending limits in excess of \$50,000 for the executive director during a disaster.

I can report compliance.

- 3. I shall not fail to ensure against loss or damage to library computers, technology equipment and systems by implementing a security and replacement plan.**

**EXECUTIVE DIRECTOR INTERPRETATION:** In order to be compliant on this measure, we must have in place a security and replacement plan to ensure against loss or damage to the library's technological and communication resources and network.

**REPORT (COMPLIANT):** The ~~IT~~ **Technology & Innovation** ~~department~~ **division** has addressed this in the Continuity of Operations Plan (COOP).

I can report compliance.

- 4. I shall not fail to ensure against liability losses to Library Board members, staff and the Library itself, including directors' and officers' liability and errors and omissions coverage, in an amount equal to or greater than the average for comparable organizations.**

**EXECUTIVE DIRECTOR INTERPRETATION:** This means maintaining a level of protection for Trustees and staff against liability claims while doing the work of the Library.

**REPORT (COMPLIANT):** Errors and Omissions coverage is a standard element in the Risk Management pool and provides protection for the Trustees and staff.

I can report compliance.

- 5. I shall not fail to ensure for general comprehensive on the Library's vehicles.**

**EXECUTIVE DIRECTOR INTERPRETATION:** I understand this to mean that we must have complete insurance protection for all vehicle operations.

**REPORT (COMPLIANT):** Complete vehicle operations insurance coverage is in place as part of the county pool and includes comprehensive, collision and liability coverage.

I can report compliance.

- 6. I shall not fail to ensure against employee theft and dishonesty.**

# GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

**EXECUTIVE DIRECTOR INTERPRETATION:** I understand this to mean that all library employees who handle cash or warrants must pass a sufficient background check prior to employment and that the library will maintain adequate internal controls to prevent or detect fraud.

**REPORT (COMPLIANT):** All employees who handle significant amounts of cash or warrants are covered under the County's crime policy which the Library participates in as part of the Risk Management pool. All library managers and finance staff are responsible for internal controls.

I can report compliance.

7. **I shall not fail to maintain a system for the management of fixed and controlled assets that provides sufficient information for preparation of financial statements, ensures proper use, and provides for their maintenance, replacement and disposal.**

**EXECUTIVE DIRECTOR INTERPRETATION:** It is my understanding that this provision requires an asset management system that provides a high level of accountability and gives us the necessary information so that we can reflect an accurate value for fixed assets in our financial statements, track material controlled assets, dispose of fixed and controlled assets in conformance with CRS 24-90-109 (1) (i), and make good decisions about the use and management of library assets.

**REPORT (COMPLIANT):** The Library Finance division uses the County's procedure to track assets. Asset additions and inventory are reviewed annually with County staff. The Library disposes of assets in accordance with County policy. This requirement is covered under our asset management policy, Jefferson County asset valuation and inventory control practices, and CRS 24-90-109 (1) (i).

I can report compliance.

8. **I shall not fail to maintain and utilize guidelines for the acquisition, lending and de-accession of art.**

**EXECUTIVE DIRECTOR INTERPRETATION:** It is my interpretation that the library must maintain art guidelines covering acquisition, de-accession, lending, maintenance and care.

**REPORT (COMPLIANT):** The Library's art guidelines recognize the special nature of the library's art collection. The Library maintains guidelines for art donations, acquisition, display, de-accession and lending of art.

I can report compliance.

9. **I shall not fail to employ risk management practices to minimize exposure of the organization, its Board or staff to claims of liability.**

**EXECUTIVE DIRECTOR INTERPRETATION:** It is my interpretation that the library must maintain risk management practices that minimize and / or limit claims of liability against the library itself.



# GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

**REPORT (COMPLIANT):** Risk management practices that work to reduce liability are part of the service we receive from County Risk Management. We implement those as directed and appropriate.

I can report compliance.

10. **I shall not allow any purchase wherein normally prudent protection has not been given against conflict of interest.**

**EXECUTIVE DIRECTOR INTERPRETATION:** I take this to mean that we must have practices in place that guard against staff and board members personally profiting from a procurement decision in which they participated.

**REPORT (COMPLIANT):** The Library's procurement processes have oversight procedures to minimize the possibility of conflict of interest. Our procurement manual reflects this provision and it is posted on the Library's intranet. Also, Jefferson County has as part of the Personnel Rules, a "Conflict of Interest" policy which covers most significant issues of conflict and which is applicable to all library staff. The library's Policy Governance practices ensure this same oversight for board members.

I can report compliance.

11. **I shall not allow for procurement practices which do not serve the best interests of the Library, and are not consistent with best practices and Jefferson County Purchasing Guidelines.**

**EXECUTIVE DIRECTOR INTERPRETATION:** This provision requires that significant procurement decisions be competitive or otherwise made in the best interest of the library. Each such decision must demonstrate, as part of the procurement documents, to have been compliant.

**REPORT (COMPLIANT):** All procurements and purchases conform to this requirement and are documented in the procurement paperwork.

I can report compliance.

12. **I shall not fail to store and preserve Library records in accordance with a Records Retention schedule and program under the direction of the Jefferson County Records Management department.**

**EXECUTIVE DIRECTOR INTERPRETATION:** The library, as part of its normal practices must carefully preserve its operational history as reflected in its files and records.

**REPORT (COMPLIANT):** The library works with the County's Records Management department to develop retention schedules that are consistent with applicable statute and good business practices.

I can report compliance.

# **GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES**

**13. I shall not fail to protect intellectual property, information and files from loss, improper access or significant damage**

**EXECUTIVE DIRECTOR INTERPRETATION:** I understand this provision to mean that internal documents, files and other operational information must be carefully protected from loss or damage and that access is limited to the terms of public records' statutes and business practices of confidentiality.

**REPORT (COMPLIANT):** Operational materials, records and resources are managed under basic business practices of confidentiality and security using available means to do so including locked files, electronic controls, password protection, document and data destruction, etc. Confidential files are kept under careful limits of access. Statutes define much of this process for us and we maintain an active understanding of applicable law.

I can report compliance.

**14. I shall not receive, process or disburse funds under controls insufficient to meet the County appointed auditor's standards (as set forth in Management Letter and/or other correspondence).**

**EXECUTIVE DIRECTOR INTERPRETATION:** This means that our financial controls and practices must be conducted in a manner consistent with applicable standards of accountability as required by law and County practices.

**REPORT (COMPLIANT):** Our financial practices are directed by law and County practices and our Finance division and staff follows these structures accordingly.

I can report compliance.

**15. I shall not compromise the independence of the financial auditor or the Board's other external monitoring or advice, such as by engaging parties already chosen by the Board as consultants or advisors.**

**EXECUTIVE DIRECTOR INTERPRETATION:** This provision serves to prevent audit contractors from auditing their own work. This is a practice that can diminish the value and the accuracy of audits and other financial reports. I understand that I must make such financial reporting decisions in a way that ensures independent and accurate audits.

**REPORT (COMPLIANT):** The County selects our external auditor; auditors that then proceed to evaluate our financial practices under commonly accepted standards and the terms of their contract. We have, from time to time, requested County approval for additional auditing services from the auditors, to help us document the value of some of our practices or to provide the Board with additional information. These requests are made and handled to ensure independent and accurate audits and are not in conflict with this policy provision.

I can report compliance.

## **GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES**

- 16. I shall not endanger the organization's public image, its credibility, or its ability to accomplish Ends.**

**EXECUTIVE DIRECTOR INTERPRETATION:** The Library's public image and credibility are among its most valuable assets. I understand that a significant part of my work is protecting that asset, taking into account all of our fiscal, technical, informational, service and public relations activities.

**REPORT (COMPLIANT):** Much thoughtful work goes into our processes of service and support for the goals the community sets for itself. We can point to service outputs, productive partnerships, invitations to participate and other measures that we promote and maintain a positive image in the community.

I can report compliance.

- 17. I shall not change the organization's name or substantially alter its identity.**

**EXECUTIVE DIRECTOR INTERPRETATION:** The name of this organization is Jefferson County Public Library. In this provision, the Board has determined that identity changes to the name Jefferson County Public Library of any kind must be reviewed and approved by the Board. I further take this to mean that the naming of individual buildings or significant elements of buildings is the Board's prerogative.

**REPORT (COMPLIANT):** We maintain a careful observance of Board-established names and identities, while investigating the value of selective name changes when such changes can enhance the community's understanding and/or support of our role and our work. In all cases the Library adheres to the Board's naming policy.

I can report compliance.

# GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

**POLICY TYPE: GOVERNANCE PROCESS**

**POLICY 4.9**

**POLICY TITLE: *POLICIES, STATEMENTS & GUIDELINES***

---

## **4.9.1 Board of Trustees Budget Cover Letter to Board of County Commissioners**

**Purpose:** The Board of Trustees supports and acknowledges their responsibility to present the budget necessary to provide residents of Jefferson County with quality library services. In order to ensure the proposed budget meets that responsibility the Board will submit a budget cover letter with the budget submittal. The cover letter will ensure the submitted budget meets the following goals:

1. The submitted budget generally meets the Board of County Commissioners annual guidelines, and any deviations from the guidelines will be explained, justified and validated in the budget cover letter.
2. The submitted budget meets the Library Board of Trustees fiduciary responsibilities with respect to:
  - a. State of Colorado Library Law, 24-90-109 Powers and Duties of Board of Trustees:
    - i. Submit annually a budget as required by law and certify to the legislative body of the governmental unit or units that the library serves the amount of the mill necessary to maintain and operate the library during the ensuing year.
3. The Board of Trustees will submit to the Board of County Commissioners the required mill levy needed to fund the proposed budget. The mill levy required will not exceed the voter approved maximum of 4.5000 mills.

# GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

**POLICY TYPE: GOVERNANCE PROCESS**

**POLICY 4.9**

**POLICY TITLE: *POLICIES, STATEMENTS & GUIDELINES***

---

## **4.9.2 Capital and Controlled Asset Management Policy**

Purpose: To comply with the Board of Trustees Governing Policy 2.4, Asset Protection:

The Library's Executive Director shall not allow the Library's assets to be unprotected, inadequately maintained or unnecessarily risked.

Item #7 under this governing policy states: "I shall not fail to maintain a system for the management of fixed and controlled assets that provides sufficient information for the preparation of financial statements, ensures proper use, and provides for their maintenance, replacement and disposal."

In order to comply with this policy the Library shall follow the guidelines stated below:

- ~~1. Every five years the Library shall contract with an asset management firm to conduct a complete and thorough physical inventory of all Library fixed assets over \$5,000 and controlled assets as defined during the year of the audit.~~ **The Library participates in the County's physical inventory process. The Library shall permit a physical inventory of all Library fixed assets by County staff or contractors, depending on the County's schedule. This is normally done annually. Most Desktop PC's, laptops, tablets and copiers are not considered assets as their cost is less than \$5,000 each. However, the Technology & Innovation department maintains an inventory and replacement schedule for this equipment.**
- ~~2. Every year the controlled tagged items will be inventoried by Library staff. These items include: Desktop PC's, laptops, tablets, monitors, laser printers, supporting network hardware, LCD projectors, televisions, and any other controlled/tagged assets in this asset class.~~
- ~~3. The remainder of the fixed assets, whether tagged or not, will be inventoried on a schedule to be determined by the Finance Director, but within the 5 year time period between the complete asset audit.~~
- ~~4. 2. All asset additions, deletions and values are reviewed annually by the Finance office in cooperation with the County accounting office. The valuation, assigning fair market value and replacement costs for inventoried items shall be reviewed, updated and maintained by the Finance office on a yearly basis.~~
- ~~5. 3. Reporting on the Library's asset values may be provided to the Board of Trustees with the results of the annual Comprehensive Annual Financial Report (CAFR). Information on Library assets can be requested by the Board of Trustees at any time.~~

# **GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES**

~~The results of the above steps will be reported to the Board of Trustees to ensure the Library is in compliance with Governing Policy 2.4, Asset Protection.~~

# GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

**POLICY TYPE: GOVERNANCE PROCESS**

**POLICY 4.9**

**POLICY TITLE: *POLICIES, STATEMENTS & GUIDELINES***

---

## **4.9.3 LIBRARY FUND RESERVE POLICY (Adopted August 15, 2019)**

### **Background:**

Jefferson County Public Library recognizes the importance of maintaining an appropriate and prudent reserve balance in the Library Fund. A minimum level of reserves gives the library the ability to maintain library service levels through an economic downturn and to respond to natural disasters and other unexpected events. A maximum level ensures that taxpayers receive library services close to the time when their taxes are paid.

### **Definitions:**

#### **Fund Balance**

Fund Balance refers to the fund balance at the end of a fiscal year. This is the balance published in the Library's year-end financial tables and in the Library's balance sheet in Jefferson County's Comprehensive Annual Financial Report (CAFR) for the fiscal year.

#### **Library Fund Reserve Balance**

The Library Fund Reserve is the portion of fund balance that is available to meet current and future obligations. Reserve Balance equals Fund Balance less the portion of fund balance that is not spendable (prepaid expenses) and the portion that is committed for specific purposes. The calculation is:

#### **Fund Balance**

- Nonspendable fund balance
- Fund balance committed to sinking funds
- Fund balance committed to project carryover for the next fiscal year

---

= **Reserve Balance**

### **Library Fund Reserve Policy Statement:**

The Library Board of Trustees has established the following goals for the Library Fund Reserve.

- The level of reserve balance that the Library strives to maintain is an amount equal to 16% of current year budgeted revenues.
- In addition, an amount equal to 9% of current year budgeted revenues is designated as an "uncertainty reserve".
- The maximum level of library fund reserve balance is 50% of current year budgeted revenues

If the Library's reserve is below the minimum level, the Library Board of Trustees will include a plan to build the reserve balance back up to minimum levels within a five-year period as part of the next year's approved budget and long-term financial plan.

If the Library's reserve balance is over the maximum level, funds over this amount will be used to fund one-time expenses such as those for capital projects or other one-time costs and may not be used to fund on-going operating expenses.

# **GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES**

**POLICY TYPE: GOVERNANCE PROCESS**

**POLICY 4.9**

**POLICY TITLE: *POLICIES, STATEMENTS & GUIDELINES***

---

## **4.9.4 CAPITAL PROJECT FUNDING INTERNAL GUIDELINE**

In order to ensure the 5 Year Capital Plan for Jefferson County Public Library has adequate resources to fund projects, the Board of Trustees adopts the following internal guideline regarding funding for capital projects:

- Designate a minimum of 4.5% of Property Tax Revenue each year to fund capital projects.

This internal guideline has been adopted by the Library Board of Trustees to recognize the financial importance of a designated revenue stream for capital projects. However, the Library Board of Trustees, reserves the right to adjust the percentage each year during the budget process as the Board believes to be in the best interest of the Library.



# GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

**POLICY TYPE: GOVERNANCE PROCESS**

**POLICY 4.9**

**POLICY TITLE: *POLICIES, STATEMENTS & GUIDELINES***

---

## **4.9.5 LIBRARY BOOKS AND MATERIALS BUDGET POLICY**

Purpose: The Library desires to maintain a responsible level of access to books and materials for Jefferson County residents as defined by demand and use measures of holdings per capita, circulation per capita and annual turnover rate. Each year library staff will establish annual targets for these measures in relation to benchmarks of peer libraries with the aim of reaching the top 75<sup>th</sup> percentile over time. The annual budget for books and materials will be based on projections developed by the Finance office and Public Services to ensure continual progress toward this goal. The budget for books and materials will ensure that the amount budgeted will move the Library closer to the annual target.

The internal guideline for the budget for Library Books and Materials has been adopted by the Library Board of Trustees to recognize the importance of maintaining the investment in Library Books and Materials.

This guideline serves to ensure that the Library Board of Trustee's Ends Statement #1 is met each year.

*"All Jefferson County residents have equal opportunity to access information, resources, ideas and technology, and they are supported in using these resources."*

The Library Board of Trustees reserves the right to modify or adjust the policy each year during the budget process as the Board believes to be in the best interest of the Library.

**Bylaws for the Jefferson County Public Library Board of Trustees**  
**Adopted: March 18, 2021**

**ARTICLE I: NAME**

The name of this organization shall be the Jefferson County Public Library Board of Trustees, (Library Board) and existing by virtue of the provisions of the “Colorado Library Law”, Section 24-90-101 et. Seq. C.R.S., and, established by the action of the Jefferson County Board of County Commissioners (Board of County Commissioners).

**ARTICLE II: PURPOSE**

The purpose of the Library Board shall be to govern the affairs of the Jefferson County Public Library according to the applicable statutes and laws, and the duties assigned by the Board of County Commissioners to “establish policies, employ an Executive Director, adopt a strategic plan, recommend a budget and dispense funds, and acquire and oversee libraries and library assets.”

**ARTICLE III: LIBRARY BOARD**

Section 1. Trustees of the Library Board are those who have been duly appointed by the Board of County Commissioners.

Section 2. Ethics. Trustees shall observe these Bylaws, and the Governing Policies of the Library Board, which shall address expectations as to conduct and ethics of the Board.

Section 3. Terms and Reappointments. Length of term and number of terms shall be determined by the Board of County Commissioners.

Section 4. Vacancies. Vacancies shall be filled pursuant to the Colorado Library Law and the policies of the Board of County Commissioners.

Section 5. Removal. A Trustee may be removed only by a majority vote of the Board of County Commissioners and only upon a showing of good cause. Good cause shall include, but not be limited to: Failure to attend, without justification, three consecutive Regular monthly meetings of the Board, or violating the Library Board’s Governing Policies.

## **ARTICLE IV: OFFICERS**

Section 1. Number of Officers. The officers of the Library Board shall be a Chair, Vice Chair, and a Secretary.

## **ARTICLE V: ELECTION OF OFFICERS**

Section 1. Date of Election. The officers shall be elected annually at the regularly scheduled Library Board meeting in March by a majority vote of attending Trustees. The nominating committee will be appointed at the January Board meeting, and present a slate of officers at the February Board meeting.

Section 2. Term of Office. The Vice Chair and Secretary shall assume their duties upon election and shall serve for terms of one year or until their successors are elected. The Chair shall assume their duties upon election and shall serve for a term of two years or until their successor is elected.

Section 3. Number of Terms of Office. A trustee shall not be eligible to serve more than two consecutive terms in the same officer position, except by an affirmative majority vote of attending Trustees at the meeting at which the election is held.

Section 4. Vacancies. A vacancy occurring in the office of Chair shall be filled for the unexpired term by the Vice Chair. A vacancy occurring in the office of Vice Chair or Secretary shall be filled for the unexpired term by a trustee elected at a Regular meeting, notice of such election having been given five days in advance of the meeting by the highest-ranking officer.

Section 5. Removal of Officer. Any officer may be removed from office for failure to discharge his/her duties by an affirmative majority vote of attending Trustees at a Regular meeting. The Trustees seeking such action shall give written notice to the officer 5 days prior to voting on such issue at a Regular meeting.

## **ARTICLE VI: DUTIES OF THE OFFICERS**

Section 1. Chair. The Chair of the Library Board shall be its chief governing officer. The Chair shall preside at all meetings of the Library Board, and shall fulfill other responsibilities as may be designated from time to time by the Library Board. The Chair shall be the representative of the Library Board to other governmental units on such matters as have been approved and designated by the Library Board; shall submit the annual budget prepared by the Library Board to the Jefferson County Board of

County Commissioners; shall submit an annual report to the Jefferson County Board of County Commissioners.

Section 2. Vice Chair. In the absence of the Chair, or in event of the Chair's inability or refusal to act, the Vice-Chair shall perform the duties of the Chair and when so acting, shall have all the powers of the Chair and shall be subject to all the restrictions upon the Chair. The Vice-Chair shall perform any other duties as may be prescribed by the Library Board.

Section 3. Secretary. The Secretary shall record, or cause to be recorded, the minutes of all meetings of the Library Board and shall perform such other duties as may be delegated by the Library Board, such as acting as temporary Chair in the absence of the Chair and Vice chair.

Section 4. General Duties. All officers shall perform the duties as prescribed in these Bylaws, and as may be further enumerated in the Library Board's Governing Policies.

## **ARTICLE VII: MEETINGS**

Section 1. Regular Meetings. Regular meetings of the Library Board shall be held at least once a month online and/or at a place within Jefferson County. The Library Board establishes its schedule of Regular meetings annually. The Regular meeting schedule, meeting notices and agendas will be posted on the Library's public website. The date, time and place of any Regular meeting of the Library Board may be set or changed by a majority vote of attending Trustees at a Regular meeting. The Library Board may cancel a Regular meeting if no pressing issues warrant a meeting, or in the event of an unforeseen circumstance.

The Chair shall set the agenda in advance for each Regular meeting of the Library Board, adhering to the adopted Governing Policies. A copy will be sent to each Trustee in advance of the Regular meeting. Minutes from previous meetings and documentation supporting agenda items will be sent to each Trustee as part of the agenda packet.

All meetings, votes, and deliberations of the Library Board shall be open to the public, unless otherwise provided by law. The Library Board may determine to hold additional meetings and study sessions. These meetings will be governed by these Bylaws and the Library Board's Governing Policies. All proceedings and records, including meeting minutes taken at each Library Board meeting will be recorded and made available to the public unless otherwise provided by law.

Section 2. Special Meetings. The Chair, or any three (3) Trustees, may call a Special meeting of the Library Board at any time with no less than 24 hours notice to all Trustees and with adequate advance notice to allow for the public posting of the meeting notice in compliance with CRS 24-6-402(2)(c) full and timely notice to the public. The date, time and place of any Special-meeting of the Library Board may be set or changed by a majority vote of attending Trustees at a Regular meeting. The Library Board may cancel a Special meeting if no pressing issues warrant a meeting, or in the event of an unforeseen circumstance.

Section 3. Quorum, Regular Meeting. Four Trustees shall constitute a quorum for the transaction of business at any Regular meeting. Proxy votes will not be allowed.

Section 4. Quorum, Special Meeting. Four Trustees shall constitute a quorum at any Special meeting. Proxy votes will not be allowed.

Section 5. Votes on Motions. Votes on motions shall be recorded in the minutes as approved or disapproved by voice vote or by roll call when requested by a Trustee. All Trustees, including the Chair, may vote on motions.

Section 6. Public Participation. In addition, there will be an agenda item at each Regular Library Board meeting for the public to address the Library Board. The opportunity to address the Library Board does not include a question and answer session or response. Additionally, the Library Board does not respond to anonymous questions or comments. For Special meetings, an agenda item for the public to address the Library Board may be included when appropriate or required. Participation/Public Comment at Regular or Special meetings will be governed by relevant statutes, these Bylaws and the Library Board's Governing Policies.

## **ARTICLE VIII: BOARD COMMITTEES**

The Library Board may establish such committees as deemed necessary to assist in its work. The resolution establishing any such committees shall state the purpose, timeline, composition and authority of each such committee. The adopted Governing Policies will guide the establishment and work of all committees. In the absence of any other method of selection in the resolution, the Chair shall make appointments to any committee.

## **ARTICLE IX: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, revised, latest edition may be invoked by majority vote of a quorum present at a Library Board meeting, or by the Chair.

## **ARTICLE X: EXECUTIVE DIRECTOR AND STAFF**

Section 1. Executive Director. The Library Board shall employ an Executive Director to serve as chief executive officer of the Jefferson County Public Library. The Executive Director shall supervise the Library's day-to-day operations in accordance with these Bylaws and the Library Board's Governing Policies then in effect. The selection, removal, determination of salary and other terms of employment of the Executive Director shall require the affirmative vote of a majority of the Library Board. The Executive Director shall serve as a non-voting member of the Library Board.

Section 2. Staff. As specified in CRS 24-90-109 (1)(c), and the Personnel Rules of Jefferson County, all other Library employees shall be appointed by the Executive Director, in accordance with approved personnel rules and budgeted staffing plans.

## **ARTICLE XI: POLICIES AND ADMINISTRATION**

Section 1. Governing Policies. The Library Board shall adopt and revise, at any Regular meeting, Governing Policies to set forth additional guidelines and values for the Library Board's own conduct, and to govern the Executive Director in conducting the operational affairs of the Jefferson County Public Library. These policies shall be available to the public.

## **ARTICLE XII: FINANCES**

Section 1: Budget Approval and Management. The Library Board's Governing Policies shall direct the Executive Director to prepare an annual budget proposal that is consistent with the guidelines adopted by the Board of County Commissioners, and consistent with the objectives and guidelines adopted by the Library Board. The proposed budget schedule will provide for public input and Library Board review and revision, for the Library Board's resolution. Library Board approval of the proposed budget is required prior to submittal to the Board of County Commissioners. Library Board adoption is required prior to the beginning of a fiscal year.

## ARTICLE XIII: AMENDMENTS

Section 1. The Bylaws shall be reviewed annually by a committee appointed by the Chair. Proposed changes will be presented to the Library Board at a Regular, scheduled meeting.

Section 2. Amendment by Vote. The Bylaws may be amended by an affirmative vote of a majority of the Library Board of Trustees. Amendments to these Bylaws shall be submitted to the Trustees at least 14 days prior to their proposed adoption.

Section 3. Automatic Amendment. The Bylaws shall conform to the prevailing governing statutes. Amendments as a result of changes to a governing statute shall be automatic, and the subsequent changes shall be given to the Trustees, in writing, as soon as possible.

## **Foundation Update**



■ **MARCH 2021**



# Executive Director Report

**Jo Schantz, MNM, CFRE, GPC -- JCLF Executive Director**

## JCLF Distributes \$22,600 to JCPL Staff for Cash Assistance with Childcare

Our Foundation is pleased to announce that 21 Library staff members received cash awards to assist with added childcare costs as a result of the COVID-19 pandemic. Award letters were sent out to these JCPL employees the first week in March, and the checks were distributed soon after.

"We were so pleased to be able to help hardworking Library employees with these unexpected expenses during the coronavirus pandemic," said Ron Benson, JCLF's Board Treasurer. "And we are especially grateful to Community First Foundation for the grant that made this possible."



Applications were judged by a panel of Foundation Board members, who awarded cash gifts ranging from \$400 to \$1,500 for each of these eligible Library workers.

As noted previously, this assistance carried no expectation of any benefit to the Foundation by the employee or the Library.

Our thanks go out to Community First Foundation for this generous gift of financial help to assist JCPL employees.

## Book Donations Abound!

Even though there is a pandemic going on, that hasn't slowed down book donations at our Foundation warehouse. We accept contributions on Mondays and Tuesdays only, because we quarantine books and media donations in a POD in our parking lot. And by each Tuesday afternoon, the POD is filled with donations!

If you have books, CDs, DVDs and/or vinyl records to donate, hours for contributions are 9 a.m. to 4 p.m. each Monday and Tuesday. We can accept up to 6 boxes of books at a time per donor. For more information, call JCLF's Warehouse Coordinator Neil Thoreson at 303-403-5076, or contact him via email at [neil.thoreson@jeffcolibrary.org](mailto:neil.thoreson@jeffcolibrary.org).

## Whale's Tale Continues with Successful Post-Holiday Sales

We're proud to say that our new bookstore -- Whale's Tale Books & Gifts in Colorado Mills Mall -- continues to claim booming sales in the months following a wildly successful six-week holiday timeframe.

Total sales from Black Friday (Nov. 27) to January 17 produced a gross income of more than \$28,000. For the month of January alone, sales reached \$12,574 and February sales brought in \$11,139.

We're also hearing great compliments from our bookstore customers:

"This is my new favorite store!"

"I love this place!"

"We needed a good used bookstore."

"It makes me want to shop here even more, knowing that I'm supporting the Library."

Because the store is open seven days a week, we always need volunteers to help us at Whale's Tale. If you know someone who would like to work a three-hour shift or more, please ask them to call or contact Kirstin Kraig at 303-403-5072, or [Kirstin.kraig@jeffcolibrary.org](mailto:Kirstin.kraig@jeffcolibrary.org).



## PAGE 2

## Executive Director Report

### Upcoming 2021 Foundation Events

---

#### FRIDAY, MAY 7

Colorado Women's Day Luncheon  
11:30 A.M. to 1:30 P.M.  
Baldoria on the Water, Lakewood  
JCLF is a beneficiary of this event!

#### FRIDAY-SUNDAY, JUNE 25-27

Summer Whale of a Used Book Sale  
Friends Preview Night, June 24, 6-8 P.M.  
Lakewood Church of the Nazarene  
Pierce Gymnasium & Family Life Center  
1755 Dover St., Lakewood  
Admission: \$5 per person or \$10 per family

#### FRIDAY, JULY 16

Friends Annual Meeting & Author Talk  
Luncheon and presentation by  
BARBARA NICKLESS  
11:30 A.M. to 1 P.M.  
Wheat Ridge Rec Center Ballroom  
4005 Kipling St.  
\$35 for Friends; \$45 non-Friends  
\$50 for 1-year membership and event

#### FRIDAY, JULY 30

Volunteer Appreciation Picnic  
11:30 A.M. to 1 P.M.  
Anderson Pavilion, Anderson Park  
4355 Field St., Wheat Ridge

#### FRIDAY, AUGUST 27

"Authors in the Afternoon"  
featuring W. MICHAEL GEAR AND  
KATHLEEN O'NEAL GEAR  
4 TO 5:30 P.M.  
Emceed by Neal Browne  
Includes author presentation, Q&A, book  
sales and signing, plus dessert & coffee  
Denver Marriott West, Golden  
Monarch Room  
\$50 in-person; \$20 virtual attendance

### Now Hiring: a New Foundation Assistant

---

JCLF recently posted a new job position titled Foundation Assistant. This is a part-time (up to 30 hours per week), Saturday through Tuesday, hourly position focused on:

a) Assisting the Volunteer & Friends Coordinator at our Whale's Tale Books & Gifts storefront operation in Colorado Mills Mall, and at the Gift & Book Shop in Belmar Library

b) And, assisting our Warehouse Coordinator by collecting and sorting donations from the public at our warehouse in Wheat Ridge.

Currently, this is a temporary 6- to 9-month position with no benefits. Pay rate is \$15 per hour, with some flexible hours. If you know someone interested in this position, please direct applicants to our website:  
<http://www.jeffcolibraryfoundation.org>

---

### Coming April 7th! Library Giving Day

This year will mark the third year in a row that JCLF has participated in this key online giving campaign -- one that encourages donors to support their local libraries.

Last year, JCLF raised \$5,721 in contributions during this 24-hour, online campaign.

---

### Community Connections

I have been invited to provide a presentation on our Foundation (via Zoom) on Friday, March 19, at 7:15 a.m. for the Evergreen Rotary Club.

On Thursday, March 11, I am meeting with Jeannie Mann, one of our Legacy Chapter's charter members and former VP of the JCLF Board of Directors

I am participating in Community First Foundation's annual financial investment meeting on Monday, March 8, at 9 a.m. via Zoom. Community First Foundation holds two of JCLF's endowments, totaling nearly \$700,000

## **Operational Updates**

### **Executive Director Report**





# March 2021 EXECUTIVE DIRECTOR REPORT

## First Quarter Focus:

1. COVID-19 Service & Staffing Response
2. South County Expansion
3. Philanthropy Development

### COVID-19 Service & Staffing Response:

In March, the Library is focusing on,

- Increasing in-person service capacity
- Increasing call center hours
- Evaluating capacity for onsite staffing

### South County Expansion:

In March, the Library is focusing on,

- Project Management
- Community Survey Launch

### Philanthropy Development:

In March, the Library is focusing on,

- Information sharing with the Board

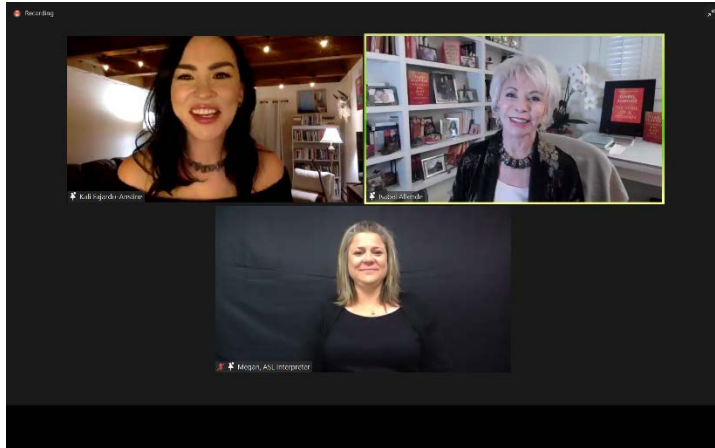
## JCPL SERVICE HIGHLIGHTS

### Programming

**Virtual/Call In: COVID-19 Vaccine Q&A** Patrons hear from medical experts, community ambassadors and those who've received the COVID-19 vaccine to get insider information and answers to questions. This panel discussion is presented in partnership with Jefferson County Public Health.

**Signature Event: An Evening with Isabel Allende:** Our virtual signature event featuring world renowned author Isabel Allende in conversation with Kali Fajardo-Anstine, a local author getting accolades for her first book was an overwhelming success. We had over 2400 people registered for the live event with nearly 500 registered to get the recording. Participation was with almost 1800 total users which doesn't count all the households with more than one person tuned in. Here are some comments from patrons about the experience:





“Loved that Isabel talked about her life and her beliefs even more than her books. It was a totally delightful interview and the young woman who hosted was dynamite. The whole event was open and honest - so refreshing.”

“During this time of limited interaction it was great to get information and entertainment in a format other than television. Also seeing the far reach

this event had and the people involved in putting it together had me appreciate our library services even more.”

“To be with an author of her stature and cultural influence was an awe inspiring honor.... I came away hopeful, inspired, and newly committed to the cause.”

“What a fantastic and feel-good event! Thank you so very much for putting it on free of charge and opening it to a broad audience. I have loved Isabel Allende's works for some twenty years now and this was very magical for me to experience. Kali Fajardo-Anstine was a perfect choice as interviewer and how fitting that she wrote her award-winning book at one of your libraries! I was highly impressed with the offering of ASL and Spanish translation. I enjoyed the real-time polls. The quality of the connection and programming was excellent, everything was well timed and coordinated. Bravo!”

### Professional Engagement:

**Debra Keane**, Social Work Coordinator, will be presenting at the Jefferson Center for Mental Health Helping Teens Thrive...Together! Conference. Her session is called Brain Health 101 and looks at internal and external resources for self-care and mental wellness. It was developed in partnership with the Suicide Prevention Coalition of Jefferson, Gilpin, and Clear Creek Counties.

**Cynthia Wilson**, Collection Services Supervisor and **Jessica Paulsen**, Public Services Manager, will be attending the annual Innovative Users Group conference (IUG). IUG is an international organization of member libraries who used the Innovative Interfaces, Inc. integrated library software.

**Sixteen staff** members will be attending the Rocky Mountain Early Childhood Conference (RMECC).



## HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, March 2021

- **Dr. Dawn Comstock, JCPH Director**, one-one meetings
- **Isabel Allende** signature event attendance
- **Board of County Commissioners/Board of Trustees**, quarterly meeting
- **Colorado Association of Libraries (CAL)** Mentorship Interest Group
- **West Metro Chamber of Commerce** Board of Directors
- **West Metro Chamber of Commerce Celebrate Jeffco** Virtual Celebration annual Business Awards
- Weekly meetings with **Jefferson County Public Health (JCPH)** and local elected/appointed officials
- Monthly call with **Colorado Public Library Directors (CPLD)**
- Monthly call with **Urban Libraries Council Directors (ULC)**
- Monthly meeting with **Jefferson County Library Foundation (JCLF)** executive director
- **Jefferson County Library Foundation (JCLF)** Board meeting
- Monthly meeting with **Jefferson County Elected/Appointed Officials**
- **Build America's Libraries Act** letters of support to elected officials



## **Operational Updates**

**Strategy, Engagement and Finance**

## memorandum

To: Donna Walker, Executive Director  
From: Barbara Long, Assistant Director for Budget & Finance  
Re: Finance Monthly Report  
Date: March 9, 2021

### **Budget to Actual Tables**

The Budget to Actual Tables for February 2021 will be forwarded before the meeting and will include the analysis discussion.



## memorandum



To: Donna Walker, Executive Director  
From: Barbara Long, Assistant Director for Finance & Budget  
Re: Finance Monthly Report  
Date: March 15<sup>th</sup>, 2021

### **Budget to Actual Tables February**

The Budget to Actual Tables for February 2021 are attached. Workday implementation is still causing a delay in getting revenue entered into the financial system, so the financial tables do not accurately reflect actual receipts. Jefferson County has received property tax revenue and JCPL has received funds of over \$28K from the Library Foundation.

Operating expenses are on track for this time of year and February's capital expenses show progress on projects which were underway in 2020 and continued into the new year. Carryforward funds will be included in the financial tables after the supplemental request is approved by the Board of County Commissioners (BCC). The staff briefing for JCPL's carryforward request is scheduled for April 6<sup>th</sup>.

**TABLE 1  
JEFFERSON COUNTY PUBLIC LIBRARY  
TOTAL FUND SUMMARY  
2021 BUDGET TO ACTUAL**

Sources and Uses of Funds	2020 Amended Budget	2020 Actual	2021 Amended Budget	YTD Actual 2/28/2021	\$ Variance 2021 Budget	Budget to Actual %
<b>Sources of Funds</b>	<b>4,500</b>		<b>4,500</b>			
<b>Revenues</b>						
<b>Taxes</b>						
Property Tax - Operating	\$ 44,134,625	\$ 44,550,056	\$ 44,134,625	\$ -	\$ (44,134,625)	-100%
Property Tax - Capital	2,165,680	2,194,337	2,165,680	-	(2,165,680)	-100%
<b>Total Taxes</b>	<b>\$ 46,300,305</b>	<b>\$ 46,744,393</b>	<b>\$ 46,300,305</b>	<b>\$ -</b>	<b>\$ (46,300,305)</b>	<b>-100%</b>
<b>Federal &amp; State Grants</b>	<b>\$ 128,000</b>	<b>\$ 161,962</b>	<b>\$ 121,051</b>	<b>\$ 125,817</b>	<b>\$ 4,766</b>	<b>4%</b>
<b>Fines &amp; Fees</b>	<b>239,513</b>	<b>47,797</b>	<b>145,000</b>	<b>-</b>	<b>(145,000)</b>	<b>-100%</b>
<b>Other Revenue</b>	<b>572,640</b>	<b>805,659</b>	<b>298,640</b>	<b>60,120</b>	<b>(238,520)</b>	<b>-80%</b>
<b>Total Other Revenues</b>	<b>\$ 940,153</b>	<b>\$ 1,015,418</b>	<b>\$ 564,691</b>	<b>\$ 185,937</b>	<b>\$ (378,754)</b>	<b>-67%</b>
<b>Sub Total Revenues</b>	<b>\$ 47,240,458</b>	<b>\$ 47,759,810</b>	<b>\$ 46,864,996</b>	<b>\$ 185,937</b>	<b>\$ (46,679,059)</b>	<b>-100%</b>
<b>Fund Balance Activity</b>						
Transfer from FB - Capital Projects	8,311,655		498,235	-		NA
Transfer to/(from) Fund Balance	-	8,991,513	-	(7,115,204)		NA
<b>Total Sources of Funds</b>	<b>\$ 55,552,113</b>	<b>\$ 38,768,298</b>	<b>\$ 47,363,231</b>	<b>\$ 7,301,141</b>		
<b>Uses of Funds</b>						
<b>Operating Expenditures</b>						
<b>Salaries &amp; Employee Benefits</b>						
Salaries	\$ 15,935,735	\$ 13,055,682	\$ 16,081,526	\$ 2,914,007	\$ (13,167,519)	-82%
Benefits	5,288,399	4,538,948	5,373,904	963,145	(4,410,759)	-82%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 21,224,134</b>	<b>\$ 17,594,630</b>	<b>\$ 21,455,431</b>	<b>\$ 3,877,152</b>	<b>\$ (17,578,279)</b>	<b>-82%</b>
Library Books & Materials	\$ 8,135,190	\$ 7,354,512	\$ 7,754,177	\$ 1,800,479	\$ (5,953,698)	-77%
Supplies	1,449,965	1,111,151	1,515,924	138,313	(1,377,611)	-91%
Vehicles	-	-	-	-	-	NA
Services & Charges	4,914,583	3,350,808	5,197,772	1,104,151	(4,093,621)	-79%
Internal Transactions /Cost Allocation	2,251,204	2,177,691	2,582,108	14,698	(2,567,410)	-99%
<b>Total Operating Expenditures</b>	<b>\$ 37,975,076</b>	<b>\$ 31,588,792</b>	<b>\$ 38,505,412</b>	<b>\$ 6,934,793</b>	<b>\$ (31,570,619)</b>	<b>-82%</b>
<b>Financing &amp; Debt Service</b>	<b>\$ 1,410,421</b>	<b>\$ 1,409,294</b>	<b>\$ 621,819</b>	<b>\$ -</b>	<b>\$ (621,819)</b>	<b>-100%</b>
<b>Capital Projects</b>	<b>\$ 16,166,616</b>	<b>\$ 5,770,212</b>	<b>\$ 8,236,000</b>	<b>\$ 366,349</b>	<b>\$ (7,869,651)</b>	<b>-96%</b>
<b>Total Uses of Funds</b>	<b>\$ 55,552,113</b>	<b>\$ 38,768,298</b>	<b>\$ 47,363,231</b>	<b>\$ 7,301,141</b>	<b>\$ (40,062,090)</b>	<b>-85%</b>

**TABLE 2A**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**FUND BALANCE SUMMARY**  
**2021 BUDGET TO ACTUAL**

	2020 Amended Budget	2020 Actual	2021 Amended Budget	YTD Actual 2/28/2021
<b>Beginning Fund Balance</b>	<b>\$ 19,529,543</b>	<b>\$ 24,364,581</b>	<b>\$ 33,356,093</b>	<b>\$ 33,356,093</b>
Revenues	\$ 45,074,778	\$ 45,565,473	\$ 44,699,316	\$ 185,937
Capital Funding	2,165,680	2,194,337	2,165,680	-
<b>Total Revenues</b>	<b>\$ 47,240,458</b>	<b>\$ 47,759,810</b>	<b>\$ 46,864,996</b>	<b>\$ 185,937</b>
<b>Expenditures</b>				
Operating Expenditures	\$ 37,975,076	\$ 31,588,792	\$ 38,505,412	\$ 6,934,793
Debt Service	1,410,421	1,409,294	621,819	-
Capital Projects	16,166,646	5,770,212	8,236,000	366,349
<b>Total Expenditures</b>	<b>\$ 55,552,143</b>	<b>\$ 38,768,298</b>	<b>\$ 47,363,231</b>	<b>\$ 7,301,141</b>
<b>Increase/(Decrease) in Fund Balance</b>	<b>\$ (8,311,685)</b>	<b>\$ 8,991,512</b>	<b>\$ (498,235)</b>	<b>\$ (7,115,204)</b>
<b>Ending Fund Balance</b>	<b>\$ 11,217,858</b>	<b>\$ 33,356,093</b>	<b>\$ 32,857,859</b>	<b>\$ 26,240,890</b>
<b>Committed to Capital Projects - Carryforward</b>		<b>\$ 1,746,783</b>	<b>\$ 1,746,783</b>	
<b>Committed to Capital Projects - Sinking Fund</b>		<b>\$ 9,000,000</b>	<b>\$ 9,000,000</b>	
<b>Reserve Fund Balance</b>		<b>\$ 22,609,310</b>	<b>\$ 22,111,076</b>	

**Reserve Fund Balance Policy Calculation**

	2020 Amended Budget	2020 Actual	2021 Amended Budget	2021 Actual
<b>Year-End Reserve Fund Balance</b>		<b>\$ 22,609,310</b>		
16% - Current Year Budgeted Revenues	\$ 7,558,473		\$ 7,498,399	
9% - Current Year Budgeted Revenues - Uncertainty	4,251,641		4,217,850	
<b>Total Minimum F/B Reserve Requirements (FLOOR)</b>	<b>\$ 11,810,115</b>		<b>\$ 11,716,249</b>	
50% of Current Year Budgeted Revenues	\$ 23,620,229		\$ 23,432,498	
<b>Total Maximum F/B Reserve Requirements (CEILING)</b>	<b>\$ 23,620,229</b>		<b>\$ 23,432,498</b>	
<b>Above/(Below) Minimum (FLOOR)</b>		<b>\$ 10,799,196</b>		
<b>Above/(Below) Maximum (CEILING)</b>		<b>\$ (1,010,919)</b>		

**TABLE 3**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**OPERATING EXPENDITURES**  
**2021 BUDGET TO ACTUAL**

Sources and Uses of Funds	2020 Amended Budget	2020 Actual	2021 Amended Budget	YTD Actual 2/28/2021	Projected Year-End 2021	Variance 2021 Budget
<b>Sources of Funds</b>						
<b>Revenues</b>						
<b>Taxes</b>						
Property Taxes	\$ 45,960,543	\$ 46,568,712	\$ 45,960,543		\$ 45,960,543	\$ -
Delinquent Taxes	48,032	80,773	48,032		48,032	-
Prior Year Cancellations	(385,353)	(708,709)	(385,353)		(385,353)	-
Urban Renewal	(1,509,624)	(1,402,175)	(1,509,624)		(1,509,624)	-
Penalties & Interest	21,027	11,456	21,027		21,027	-
<b>Total Taxes</b>	<b>\$ 44,134,625</b>	<b>\$ 44,550,056</b>	<b>\$ 44,134,625</b>	<b>\$ -</b>	<b>\$ 44,134,625</b>	<b>\$ -</b>
Federal & State Grants	\$ 128,000	\$ 161,962	\$ 121,051	\$ 125,817	\$ 121,051	\$ -
Library Fines	107,950	15,537	40,000		40,000	-
Charges for Services	131,563	32,260	105,000		105,000	-
Investment Income	322,000	332,432	108,000		108,000	-
Library Foundation	160,000	160,490	100,000		100,000	-
E Rate Revenue	90,640	146,448	90,640	53,826	90,640	-
Other Revenue	-	18,847	-	6,294	6,294	6,294
Transfer		147,441		-	-	-
<b>Total Revenues</b>	<b>\$ 45,074,778</b>	<b>\$ 45,565,473</b>	<b>\$ 44,699,316</b>	<b>\$ 185,937</b>	<b>\$ 44,705,610</b>	<b>\$ 6,294</b>
<b>Uses of Funds</b>						
<b>Operating Expenditures</b>						
<b>Salaries &amp; Employee Benefits</b>						
Salaries	\$ 15,093,111	\$ 13,493,744	\$ 14,816,028	\$ 2,625,343	\$ 14,816,028	\$ -
Awards & Bonuses	130,000		135,000	-	135,000	-
Termination Pay		172,528	110,000	46,480	110,000	-
Temporary Salaries	2,146,611	1,273,728	2,095,441	241,516	2,095,441	-
CARES Reimburse Salaries		(1,887,045)			-	-
Overtime	5,130	2,726	-	668	-	-
Vacancy Savings	(1,439,117)		(1,074,943)		(1,074,943)	-
Benefits	5,288,399	4,538,948	5,373,904	963,145	5,373,904	-
<b>Total Salaries &amp; Benefits</b>	<b>\$ 21,224,134</b>	<b>\$ 17,594,630</b>	<b>\$ 21,455,431</b>	<b>\$ 3,877,152</b>	<b>\$ 21,455,431</b>	<b>\$ -</b>
Library Books & Materials	\$ 6,691,154	\$ 5,984,769	\$ 6,191,154	\$ 1,171,401	\$ 6,191,154	\$ -
Library Computer Materials	1,285,686	1,197,604	1,385,948	609,428	1,385,948	-
Library Periodicals	158,350	172,139	177,075	19,650	177,075	-
Sub-Total Library Collections	8,135,190	7,354,512	7,754,177	1,800,479	7,754,177	-
Supplies	\$ 1,449,965	\$ 1,111,151	\$ 1,515,924	138,313	\$ 1,515,924	\$ -
Services & Charges	4,914,583	3,350,808	5,197,772	1,104,151	5,197,772	-
Vehicles	-		-		-	-
Direct Internal Charges	164,067	111,388	145,090	14,698	145,090	-
Indirect Cost Allocation	1,145,837	1,145,837	1,355,518	-	1,355,518	-
Intra County Transactions	941,300	920,466	1,081,500	-	1,081,500	-
<b>Total Supplies and Other</b>	<b>\$ 8,615,752</b>	<b>\$ 6,639,650</b>	<b>\$ 9,295,804</b>	<b>\$ 1,257,162</b>	<b>\$ 9,295,804</b>	<b>\$ -</b>
<b>Total Operating</b>	<b>\$ 37,975,076</b>	<b>\$ 31,588,792</b>	<b>\$ 38,505,412</b>	<b>\$ 6,934,793</b>	<b>\$ 38,505,412</b>	<b>\$ -</b>

**TABLE 4**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**DEBT SERVICE DETAIL**  
**2021 BUDGET TO ACTUAL**

Sources and Uses of Funds	2020 Budget	2020 Actual	2021 Budget	YTD Actual 2/28/2021	Projected Year End 2021	Variance 2021 Budget
<b>Debt Service</b>						
Principal - Arvada (2005-2024)	\$ 552,073	\$ 552,073	\$ 565,720		\$ 565,720	\$ -
Interest - Arvada (2005-2024)	69,294	69,294	56,099		56,099	-
Principal - Refunding Series 2013	608,265	608,265	-		-	-
Interest - Refunding Series 2013	31,303	30,176	-		-	-
Principal - COP - Capital Projects	142,143	142,143	-		-	-
Interest - COP - Capital Projects	7,343	7,343	-		-	-
<b>Total Debt Service</b>	<b>\$ 1,410,421</b>	<b>\$ 1,409,294</b>	<b>\$ 621,819</b>	<b>\$ -</b>	<b>\$ 621,819</b>	<b>\$ -</b>

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

<b>Build America Bonds</b>
Total Issue \$6,293,000
Term 2011-2020
Use - Lakewood HVAC
Energy Conservation
Book Sorters
Library Service Center Remodel

<b>Certificates of Participation (COP)</b>
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**  
**2021 BUDGET TO ACTUAL**

Sources and Uses of Funds	2020 Amended Budget	2020 Actual	2021 Budget	2021 Amended Budget	YTD Actual 2/28/2021	Projected Year End 2021	Variance 2021 Budget
<b>Sources of Funds</b>							
Property Tax - Capital - 4.5%	\$ 2,165,680	\$ 2,194,337	\$ 2,165,680	\$ 2,165,680		\$ 2,165,680	\$ -
Transfer from FB - Capital Expenses	2,267,039		2,267,039			-	-
<b>Total Sources of Funds</b>	<b>\$ 4,432,719</b>	<b>\$ 2,194,337</b>	<b>\$ 4,432,719</b>	<b>\$ 2,165,680</b>	<b>\$ -</b>	<b>\$ 2,165,680</b>	<b>\$ -</b>
<b>Uses of Funds</b>							
<b>Annual Replacement &amp; Maintenance Program (ARM) and Recurring Projects</b>							
ARM-01 Capital Maintenance	\$ 307,000	\$ 161,086	\$ 250,000	\$ 250,000	\$ 44,100	\$ 250,000	\$ -
ARM-02 Furniture & Equipment	36,000	5,148	36,000	36,000	468	36,000	-
ARM-03 Computer Replacement Plan	180,000	134,156	200,000	200,000	111,710	200,000	-
ARM-04 Book Sorter Replacement	470,000	384,870	300,000	300,000	65,035	300,000	-
ARM-05 IT Infrastructure Replacement	370,000	147,545	350,000	350,000	142,079	350,000	-
Alternative Services	450,000	54,209	100,000	100,000	2,957	100,000	-
<b>2016 Projects</b>							
16-14 High Availability Internet Redundancy	\$ 41,000	\$ 33,108	\$ -	\$ -	\$ -	\$ -	\$ -
<b>2017 Projects</b>							
18-07 LSC Garage & Loading Dock Planning	122,583	135,783	-	-	-	-	-
18-08 Bookmobile Replacement	547,411	118,623	-	-	-	-	-
<b>2019 Projects</b>							
19-02 Document Management System	160,000	80,000	-	-	-	-	-
<b>2020 Projects</b>							
20-01 Arvada HVAC Upgrade	\$ 140,000	\$ 49,870	\$ -	\$ -	\$ -	-	\$ -
<b>Multi-Year Construction Projects</b>							
18-01 Belmar Library Remodel	4,602,522	4,438,756	-	-	-	-	-
19-03 South County Library	4,344,100	27,055	7,000,000	7,000,000	-	7,000,000	-
20-02 Golden Library	4,396,000			-			
<b>Total Capital Projects</b>	<b>\$ 16,166,616</b>	<b>\$ 5,770,212</b>	<b>\$ 8,236,000</b>	<b>\$ 8,236,000</b>	<b>\$ 366,349</b>	<b>\$ 8,236,000</b>	<b>\$ -</b>

**TABLE 6**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**CAPITAL IMPROVEMENT PROJECTS**  
**2021 BUDGET TO ACTUAL**

Project	2021 Budget	YTD Actual 2/28/21	YTD Encumbrances 2/28/21	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 250,000	\$ 44,100		\$ 44,100	\$ 205,900
ARM-02 Furniture & Equipment	36,000	468		468	35,532
ARM-03 Computer Replacement Plan	200,000	111,710	169,500	281,210	(81,210)
ARM-04 Book Sorter Replacement	300,000	65,035	-	65,035	234,965
ARM-05 IT Infrastructure Replacement	350,000	142,079	237,881	379,960	(29,960)
Library Alternative Services	100,000	2,957	217,853	220,810	(120,810)
Bookmobile Replacement	-			-	-
Document Management System	-			-	-
<b>Multi-Year Projects Construction Projects</b>					
South County Library	7,000,000	-	62,294	62,294	6,937,706
<b>Total Capital Projects</b>	<b>\$ 8,236,000</b>	<b>\$ 366,349</b>	<b>\$ 687,528</b>	<b>\$ 1,053,877</b>	<b>\$ 7,182,123</b>

**Operational Updates**

**Public Services**



## **MEMORANDUM**

TO: Donna Walker, Executive Director  
FROM: Julianne Rist, Director of Libraries  
RE: Update to in-person services  
DATE: March 9, 2021

### **Summary**

During the first quarter of 2021 JCPL has adapted our services to the new Colorado State Dial 2.0. Changes to this dial were mainly in relation to how levels are determined for each county. We are proactively monitoring trends in numbers and are watching for the promised Dial 3.0 due out this month. JCPL's philosophy has held constant throughout these changes. We will provide services at our physical locations in an incremental manner, responding to current circumstances and changing conditions, while keeping the health and safety of our staff and community our first priority. JCPL will align our processes with other county agencies and neighboring library systems. We will adhere to and follow current orders and guidelines from governing authorities.

### **Expansions**

#### **Additional Hours**

- On March 1 the Conifer Library opened up 2 additional days per week. Expanding from 13 hours to 24 hours per week.
- In March the Call Center will expand from 53 hours per to 65 adding four nights (Monday – Thursday) until 8:00 pm.

#### **In-Person Services**

- January we added LaunchPads for adults. These are mobile computer devices preloaded with brain games help train your mind by challenging memory, reaction time, problem-solving and observation skills, attention span and more.
- In February locations began increasing building capacity to level yellow, and will continue to increase capacities as the county changes levels. We have also added additional seating and tables for the increased number of people.
- In February we added "Take and Make" bags, which are crafts for all ages to be able to take home and complete.

#### **New Programs**

- For Kids and Families we now have Story Line, a call in story program in English and Spanish with new stories every week. This gives those without internet or families who want to reduce screen time an opportunity to hear a story and use their imagination. We have also added Virtual Play and Learn which replicates the library's Family Place Play and Learn series.
- Covid-19 Vaccines Q&A, this is a series of 6 programs (in English & Spanish) in collaboration with Jefferson County Public Health. It offers the public a chance to hear experts address questions about the vaccine and hear from community members who have taken it.
- Community Conversations is a new series of programs on current community topics. In February we had Janet Damon present how to talk to your kids about race. March will focus on Positive Youth Development.



Jefferson County  
**PUBLIC LIBRARY**

# Services Update March 2021

March 18, 2021 | Julianne Rist

# Dial 2.0

What changed that may affect the library?

- Shorter transitions between levels
- Additional revisions expected

What stayed the same for libraries?

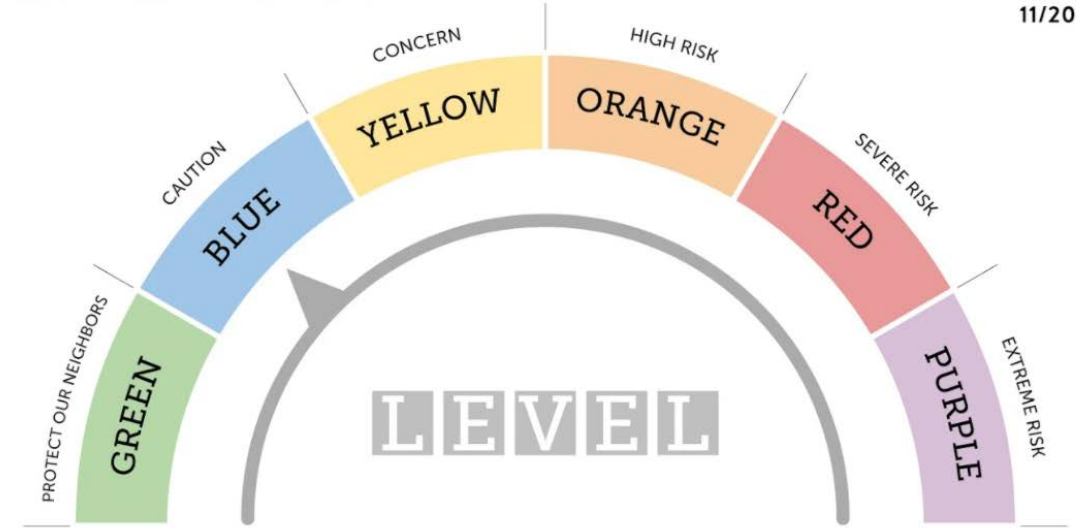
- Still defined as a Critical Service
- Continue to enforce state and county mask mandate

## STATUS DIAL

CURRENT LEVEL OF PROTECTION



Effective date:  
11/20/2020



# Expanded Hours



## Conifer

Open 2 additional days beginning  
March 1. Tuesdays and Wednesdays  
2:30 – 8:00 pm

## Call Center

March expanded to 4 evenings until  
8:00 pm



# In-person Services

- Expanded capacity
- Additional seating
- Adult Launchpads
- Take and Make Bags





# New Programs



- Story Line
- Virtual Play & Learn
- Covid-19 Vaccines Q&A
- Community Conversations



# Looking Forward



- Next revision of the State's Dial Dashboard
- Implementing onsite hold lockers
- Summer Reading
  - Outdoor in-person programming
  - Teen volunteer opportunities



# Questions?





## **Board Governance**

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

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



TO: Library Board of Trustees

FROM: Nominating Committee, Trustees Jeanne Lomba and John Bodnar

DATE: March 9, 2021

RE: Slate of Officers for the March 18, 2021 Board Meeting

Slate of officers and terms:

- Kim Johnson for Chair: Two-year term April 2021 to March 2023
- Pam Anderson for Vice-Chair: One-year term April 2021 to March 2022
- Jill Fellman for Secretary: One-year term April 2021 to March 2022

**ADMINISTRATION**

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

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



Jefferson County

**PUBLIC LIBRARY**