

Tuesday, November 7, 2023

Library District Transition



Major Milestone Accomplishments



- **Finalized IGA**
- **100% staff onboarded as Library District Employees**
(start date: 1/2/24)
- **Completed network and software equipment procurement**
- **9 staff positions posted today**

Project Roadmap

September **October** **November** ★ IGA Approved **December** **2024** ★ Open as Library District!

Financial

Finance ERP Software

2024 Budget Development

Procurement Process

Inputs in Sage Intacct

Develop Chart of Accounts

Onboard Auditor and Insurance Broker

Transition to Sage Intacct

2023 Year-end fiscal close

Technology

Contracting Separate existing; transfer; establish new

Hire IT Firm

IT Migration

Policy Planning

Systems testing/Staff Training

Monthly Policy Review

Procurement (hardware & software)

HR/Staffing

Paylocity Kick Off

Employee Handbook

Job Descriptions Update & Salary Structure Review

Finalize Benefits Package

Job Posting/Offers: existing and new positions

Draft Organizational Chart

Paylocity Implementation

Benefits Enrollment

Final City Payroll - Jan 10

Salary structure update

Implement New Organizational Chart

Facilities

Explore Asset Management System Options

Hire workspace design vendor

Space Configuration Planning

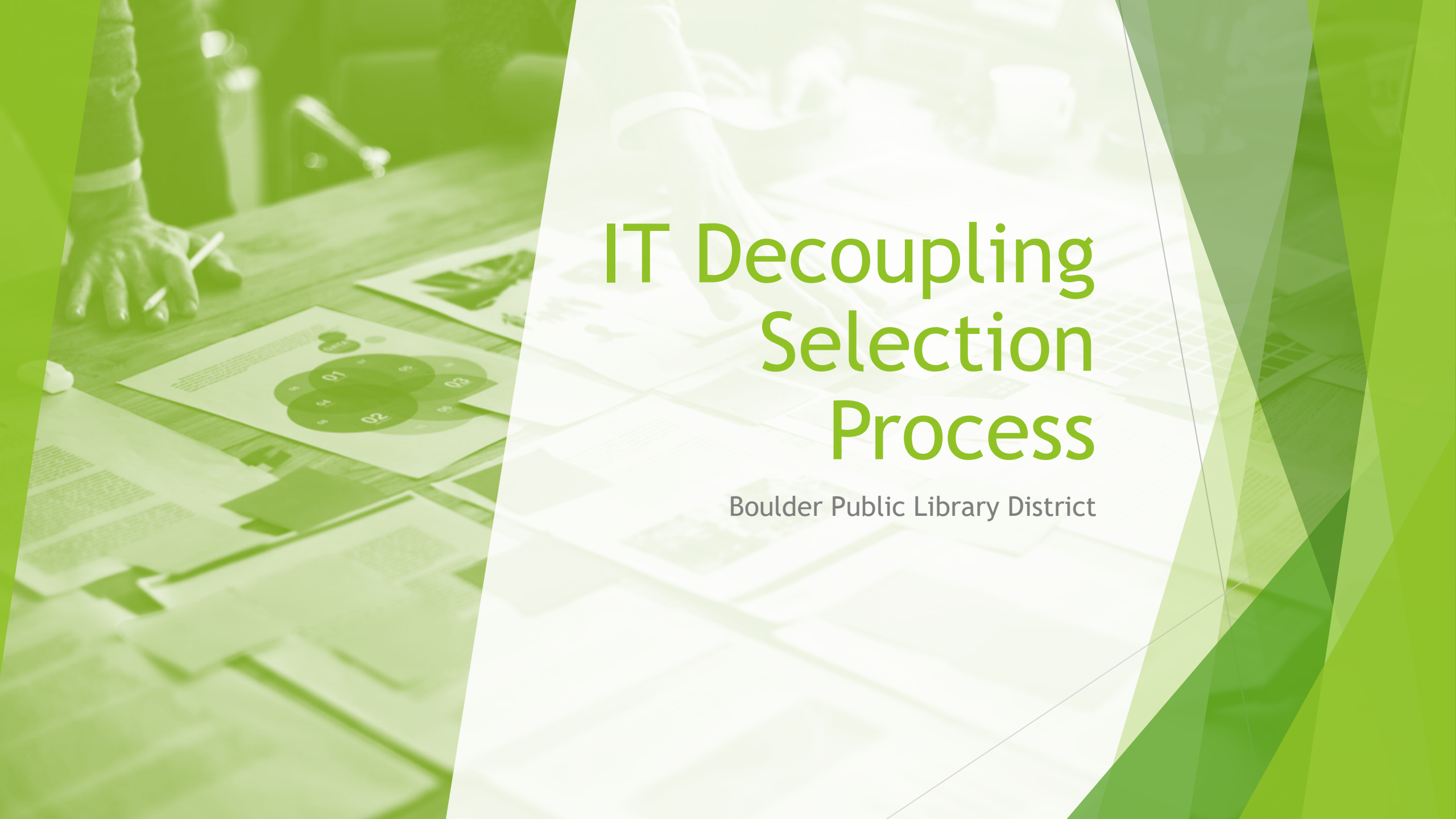
Lease Agreement with City Facilities

← Internal and external communications →

Policy Planning

1. **Patron: public-facing operations**
2. **Administrative: internal personnel, financial and administrative**
3. **Governance: Board of Directors operations**

When	What	Who
Nov 6-Nov 27	Develop a 3-4-year review schedule for all patron policies based on previous review dates or circumstantial priority	Staff
	Prepare list of administrative policies for Board awareness	Staff
Dec 5	Review the recommended policy review timeline and formally adopt all patron policies in their current state	Board of Directors + Staff
	Receive list of internal policies	Board of Directors
	Review board governance policy plan for 2024	Board of Directors
Dec. 12	Review: 1) Financial policy review plan with the Auditor 2) Code of Conduct 3) Theater policy	Board of Directors + Auditor
Beginning in 2024	Review and approve 2 patron policies per meeting according to proposed schedule	Board of Directors

The background of the slide is a photograph of a person's hand pointing at a document on a table. The document features a circular diagram with three overlapping circles labeled 01, 02, and 03. The entire image is overlaid with a semi-transparent white trapezoidal shape that contains the text. The overall color scheme is green and white.

IT Decoupling Selection Process

Boulder Public Library District



8 Recommended vendors contacted and received RFP



121 Questions Received on RFP, and Answered



6 Proposals Received and Reviewed



4 Complete Proposals



2 “Comprehensive” Proposals

1 Finalist: Focus Connect

A redline draft contract is before you this evening for consideration.

Each of the 2 finalist proposals had strengths

Focus Connect - female owned business

The other finalist firm's projected costs for the project were 2.5X the cost