

Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
April 20, 2017

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Arvada Library meeting room on April 20, 2017. Library Board of Trustees Chair, Julia Hill-Nichols called the meeting to order at 5:30 p.m. Other Trustees present: Charles Naumer (Vice-Chair), Kim Johnson (Secretary), John Bodnar, Deborah Deal and Brian DeLaet.

Trustees not present: All Trustees were present.

Guests: Jacqueline Murphy, Senior Consultant for Public Libraries and Community Relations, Colorado State Library, Library Development. Sara Lara, Project Director, NV5; Trevor Khoury, Assoc. DBIA Project Manager Fransen Pittman ; Dan Killian, Senior Project Manager, NV5.

Staff present: Pam Nissler, Executive Director; Donna Walker, Director of Public Services; Richard Sosa, Director of Budget and Finance; Pat Klein, Director of Information Technology; Sandie Coutts, Director of Employee Relations & Development; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities & Construction Projects; and Amber Fisher, Executive Assistant, Office of the Executive Director.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

MOTION: Brian DeLaet moved approval of the minutes of the March 2, 2017 Special Board meeting. Seconded by Charles Naumer the minutes were approved by unanimous vote of all Trustees present.

MOTION: Brian DeLaet moved approval of the minutes of the March 9, 2017 Study Session. Seconded by Kim Johnson the minutes were approved by unanimous vote of all Trustees present.

MOTION: Brian DeLaet moved approval of the minutes of the March 16, 2017 Board meeting. Seconded by Kim Johnson the minutes were approved by unanimous vote of all Trustees present.

PUBLIC COMMENT

Tom Atkins, a resident of Golden addressed the Board and noted that it was a pleasure to visit other libraries in the system for Board meetings.

FOUNDATION REPORT

Jo Schantz, Foundation Executive Director provided an update on the activities of the Foundation. The Foundation held a Speakeasy fundraising event at the Ship Rock Grille at Red Rocks. The Volunteer Reception is April 29. Julia Hill-Nichols, Library Board representative to the Foundation Board, noted that the work to analyze key areas of the Foundation is underway. The efforts began in March with meetings that included Pam Nissler, Jo Schantz and Tami Shrader. There are four work teams that will begin their work this month: Used Book Management; Financial Analysis; Fundraising and Volunteers. Charles Naumer has agreed to chair the Used Books Management team and Deborah Deal has agreed to assist with the Volunteers team. The intent is to have recommendations from each team that will go to the Foundation Board by the end of June/first part of July. The teams are using Basecamp as a project management tool for this effort.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Pam Nissler, Executive Director, introduced Jacqueline Murphy, Senior Consultant for Public Libraries and Community Relations with the Colorado State Library. Jacqueline addressed the Board and provided background information. Jacqueline provides information and assistance on policy governance to Library Boards throughout Colorado. Prior to joining the Colorado State Library, she worked as a local government attorney and for the last seven years she worked exclusively with libraries. Part of her work on behalf of the Colorado State Library is to provide technical assistance on good governance. The topic of policy governance is one that is integral in Colorado as the Library Board is responsible for adopting policy and providing strategic direction. It is the Executive Director's job to implement those policies and bring to life that strategic vision for the organization. The Colorado Library law was codified in 1989 and Jacqueline worked on making clarifying changes to the law in response to the proliferation of library districts being formed. Jacqueline drafted and testified before the legislature on changes to the law that codified the policy governance model into the Colorado Library Law. The basic premise is that the Library Board is the "what" and the Executive Director and library staff is the "how". Based on the Colorado Library Law, the State Library put together a Trustee Handbook. The Trustees were provided with copies of the handbook. There are two types of library boards, governing and advisory. Governing boards are associated with library districts and

advisory boards are associated with municipal, city and county libraries. As a County library there is a wider range of staff expertise that can be utilized (tax assessment, legal, human resources, etc.). Duties of Trustees – In the Colorado Library Law the duties of Trustees are very specifically spelled out. Adoption of policy and bylaws, management of library property, employing and evaluating a director who manages the day-to-day operations of the libraries, securing adequate funding and promoting library services and advocating for the library. Attending National Library Legislative Day is a good opportunity for Trustees to advocate for libraries and talk to legislators. Libraries are basic civic institutions that support democracy. The budget that is being proposed would cut funding to libraries and museums. At the request of the Executive Director to expand on what the proposed budget cuts mean, Jacqueline informed the Board that if the proposed cuts to library funding are approved, the Colorado State Library would no longer exist.

What makes a Trustee valuable on a Board is that they know the communities they represent. What is being seen in library trends is the need to align with the communities, and they vary widely. Jefferson County is a very large area with great diversity from one community to another and Jefferson County is different from other counties. JCPL has a mission and has designed its programs and services to align with community needs. The last highlight is the golden rules for Trustees and they all tie back to the policy governance model. The Board determines the “what” and leaves the management of the library to the director. The Board hires the director for their expertise in library management. Library Law was written the way it was for Trustees to focus on ethical responsibilities and due diligence as a board member (coming to meetings prepared, advocating, etc.). In keeping with the policy governance concept, the Board speaks as a whole and not individually. No individual Trustee instructs staff.

The Colorado State Library has updated its library standards. Task forces created with representatives from different libraries across the State, with different populations, resources, etc. looked at the standards from a statewide perspective. Colorado libraries have an expectation of the level of service – not regulations but benchmarks. The Executive Director noted that the Board has been provided with the new library standards.

Budget and Finance Department

Richard Sosa, Director of Budget and Finance reported on the activities of the Finance department. The Trustees were advised that JCPL received \$12 million in property tax revenue since the last financial report which indicated that expenditures were over revenues by \$3 million. The actual revenues and expenditures are included in every report. In response to questions, the Board was advised that:

- The federal grant shown on the report is one grant. Through the efforts of the State Library and the Colorado Association of Libraries (CAL), who lobbied to reinstate

those funds, JCPL has been receiving a share of the grant. The funds are distributed based on several factors including populations served. It was noted that this grant is specifically for library materials.

- Part of the agreement with the Library Foundation states that they pursue grants for the Library. The Library does help provide information for the applications.
- There is no specific schedule that the County follows in distributing revenues to the Library.
- The data regarding delinquent taxes is provided by the County.
- The fund balance is reviewed at the end of the year when all expenditures and revenues are posted. A large influx of revenues at any point throughout the year would not result in a violation of the fund balance policy. When preparing the budget, the Library works with the County to project revenues and expenditures to manage the fund balance. The Board is provided with fund balance information every month. Any violation of the fund balance policy would be brought before the Board for determination of any action needed to correct the violation.
- There is an ebb and flow to purchasing library materials. Some months the Library is replacing books that have worn out. There are two big issues of new materials, one in the spring and one in the fall.
- The Library will confirm that the \$197,000 in other revenue is from E-Rate.

The Trustees were advised of the Financial Management Principles and Budget Development Guidelines for the 2018 Proposed Budget. The Library has not yet received the County's Budget Guidelines. It was noted that the JCPL 2018 Budget Calendar includes some key dates for the Board regarding the presentation of budget information and authorizations to submit the budget. The Chair asked the Trustees to highlight those dates on their calendars.

Public Services

Bibliocommons Contract Authorization

Donna Walker, Director of Public Services introduced the topic. At the April 13, 2017 Study Session, Kurt Behn with the County Attorney's Office explained the contract negotiations that led to the amended contract. The implementation fee will be split 60/40, with 40% of the implementation fee due upon completion of the implementation. The additional fee for these pricing terms is \$8605.92. The updated contract is for a five-year term, which locks in a 3% increase on the annual fee for the four years following implementation. Compared to the 6% increase outlined in the original contract, this saves the Library \$38,388.69 over the five-year term, offsetting the additional \$8605.92 fee in the third year. The Library's attorney has reviewed and approved these revised terms.

MOTION: Charles Naumer moved that the Library Board of Trustees authorize the Executive Director to enter into the amended five year contract (one year with four

renewal years) with Bibliocommons, Inc. in the amount of \$211,719.07. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

Columbine Library Sorter Replacement

Columbine Sorter Contract Authorization

Pat Klein, Director of Information Technology, noted that information on the Columbine Library sorter RFP process, evaluation and selection was presented at the April 13, 2017 Study Session. It is the Library's recommendation that the Board authorize the Executive Director to enter into a contract with P.V. Supa, Inc. for the installation and maintenance of the Columbine Sorter.

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to enter into a five year contract with P.V. Supa, Inc. in the amount of \$331,698.99 for the installation and maintenance of the sorter at the Columbine Library. Seconded by Brian DeLaet the motion was delayed for further discussion.

Trustee Bodnar made an inquiry regarding the budget for the sorter and why it was not coming out of the Columbine remodel/construction budget. Trustee DeLaet noted the information memo from the Executive Director regarding the Library's sorters and the sorter replacement fund. At the April 13, 2017 Study Session, the Chair asked the Library to provide information on the logic behind taking the Columbine sorter out of the sorter fund instead of the remodel budget. The memo stated that:

The Columbine project budget carried a sorter reconfiguration placeholder in the project budget. Bibliotheca was contacted about modifying the existing sorter and staff was told that it was not possible to modify the sorter for these reasons;

- Bibliotheca no longer manufactures the parts for the sorter series owned by JCPL
- Bibliotheca software would not support a reconfiguration

This new information meant that the sorter for the Columbine project had to go from a reconfiguration to a replacement. In 2015, the sorter sinking fund was set up in the annual budget to replace the sorter in the system with the most urgent need. Columbine became that location in light of this new information.

In addition, this meant that any sorter in JCPL could not be reconfigured, or if parts failed, they would need to be replaced from existing stock. Parts from the Columbine sorter will be kept for spare or replacement parts for the other 6 existing sorters at JCPL.

The sorter for Edgewater will be part of the project budget since it is a new additional sorter and anticipated new equipment, not a modification or replacement of existing equipment.

Trustee Bodnar noted that he still thinks the sorter should come out of the construction budget to show how much the remodel is costing because the sorter is not broken and is being replaced because of the remodel

In response to a question from Trustee Johnson, Steve Chestnut confirmed that after the first year, the future maintenance for the Columbine sorter will come out of the maintenance budget.

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to enter into a five year contract with P.V. Supa, Inc. in the amount of \$331,698.99 for the installation and maintenance of the sorter at the Columbine Library. Seconded by Brian DeLaet the motion passed by majority vote of all Trustees present with John Bodnar voting against the motion.

Columbine Library Remodel

Board Approval of Phase II Work

Steve Chestnut, Director of Facilities and Construction Projects, introduced the topic and advised the Board that at the April 13, 2017 Study Session the Board was presented with the estimated Columbine construction GMP of \$2,749,308. The contract with Fransen Pittman was set up in two phases. Phase one of the contract (pre-construction) has been completed. The next phase requires the Library to issue a notice to proceed to Fransen Pittman to enter into Phase 2 (construction). The recommendation from the Library is for the Board to authorize the Executive Director to release that notice to proceed so that construction of the Columbine remodel can begin.

MOTION: Charles Naumer moved that the Library Board of Trustees authorize the Executive Director to issue to Fransen-Pittman Construction Co., Inc., the notice to proceed for Phase II Work for the Columbine Library Remodel Project. Seconded by Kim Johnson the motion passed by majority vote of all Trustees present with John Bodnar voting against the motion.

Update on the Columbine Library Remodel

Steve Chestnut; Sara Lara, Project Director, NV5; Trevor Khoury, Assoc. DBIA Project Manager Fransen Pittman ; and Dan Killian, Senior Project Manager, NV5 provided an update on the project. Construction drawings have been issued. Owner, Architect, Contractor (OAC) meetings have begun and are being held at the Columbine Library. RFPs for all Furniture, Fixtures and Equipment (FF&E) have been issued. The Library will be coming to the Board at the May Study Session to talk about the shelving FF&E. Conversations with an Audio/Visual consultant have taken place and the team is expecting preliminary pricing to be submitted. As the Board is aware, Planning and Zoning approved the revised site plan. Approval was granted on the preliminary civil design on

April 12, 2017. While the design is being completed, the interior set was broken out on Monday and submitted to Jeffco for building permit approval. It was broken out so that the project can move forward with permitting review while the civil engineer develops the new design to submit to Planning and Zoning. Civil site revisions will be submitted the end of next week for approval. Since the design has been approved by the Planning and Zoning Board the submittal is a formality to complete that process. The budget is still projecting out at the not to exceed amount of \$4 million.

In response to a question, the Board was advised that the estimated GMP is not expected to change a great deal. It depends upon the changes the Library may make. In general, the estimated GMP changes approximately 5% or less and on a remodel it is usually less if there aren't any scope changes. It was noted that if something is found when a wall is opened that was not expected, it could result in a change of scope. However, the team did investigative work early on, including reviewing the original site specifications and found no indication of major issues.

Trustee DeLaet noted that he would like to go back to the discussion regarding which budget will be used for the Columbine sorter. In response to questions during the discussion, the Board was advised that:

- The initial budget developed for the Columbine remodel included a placeholder number which was an estimate based on extending and reconfiguring the sorter. That estimated placeholder amount was \$75,000. When information was received that the sorter could not be extended or reconfigured the Columbine sorter moved to the most urgent replacement need and allocated to the sorter replacement fund. The \$75,000 was moved into the project contingency.
- There are no plans to reallocate that \$75,000 to the sorter replacement fund at this time.
- While a large portion of the contingency fund remains at this stage of the project it is unknown if the \$75,000 will "be there at the end of the project".
- The Library does expect to increase the amount allocated to the sorter replacement fund starting with the 2018 budget in light of the information received about the sorters relative to parts and sustainability of the current sorters.
- The Library will review whether or not, after the remodel is completed, any remaining funds can go into the sorter replacement/sinking fund.
- All funds allocated to the Columbine Library will be coded to the Columbine account.

Trustee Johnson asked that it be clear in the record of the meeting, that the Board is aware of the total cost of the project, the capital accounts being utilized and the importance of

transparency. Trustee Bodnar noted that he does not want to report that we did this remodel for X dollars when we didn't and will not put his name on that.

Edgewater Library Update

The Executive Director introduced the topic and noted that at the April 13, 2017 Study Session, Kurt Behn, County Attorney's Office, presented information to the Board regarding the agreement. The Executive Director noted that the sample lease attached to the agreement is only an example and not the lease the Library expects to execute.

Edgewater Intergovernmental Agreement Authorization

MOTION: Deborah Deal moved that the Library Board of Trustees authorize the Executive Director to sign the Intergovernmental Agreement between the City of Edgewater and the Jefferson County Public Library concerning the Construction and Operation of a Jefferson County Public Library at the Edgewater Civic Center. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

1st Quarter 2017 Statistics

Julianne Rist, Director of Public Services, introduced the topic and provided highlights of the 1st Quarter 2017 statistics report. The statistics report is the last comparison of expanded hours to reduced hours. The second quarter report will reflect the first "true" year over year statistics. All the library measures are up; visits are up 12%; visits to the website are up 2%; program attendance is up 18% and circulation is up 10%. For computer use, considering that the Library still has the same number of computers – there has been an 18% increase in computer use over last year.

In response to questions, the Board was advised that:

- There are peak times in computer use and the Library is not sure that the current level is at the point of adding more computers.
- Standley Lake's statistics are a reflection of the staff working very hard on their collections and merchandising. Julianne Rist agreed with Trustee Johnson that another factor could be a reflection of the growth in that area.
- Julianne Rist will research where JCPL stands overall relative to operating revenue per capita. The Trustees were reminded that the report reflects 2015 funding and that 2016 funding will place the library in a different category/peer group.

Facilities Department

Tolin Contract Authorization

Steve Chestnut, Director of Facilities and Construction Projects, advised the Board that detailed information was presented at the Study Session. As discussed, the Library has reached the end of the renewal period with the HVAC contractor and has reviewed,

evaluated and selected a vendor for the maintenance of HVAC equipment. The Library is recommending that the Board authorize the Executive Director to enter into a contract with Tolin Mechanical System for \$87,948 for the first year and renewable upon agreement with the Library and Tolin Mechanical for a period of 4 additional years.

MOTION: Brian DeLaet moved that the Library Board of Trustees authorize the Executive Director to enter into a contract for a period of one year with up to four additional renewal years with Tolin Mechanical Systems Company for Mechanical HVAC Maintenance Services in the amount of \$87,948. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

Information Technology Department

Update on the Self-Check Project.

Pat Klein, Director of Information Technology provided an update on the Self-Check Project. Last fall the Board was advised of and approved the project. All but two of the self-check kiosks have been installed, including three at the temporary Columbine lease space. There are three open issues and the Library is holding 15% of the payments until the open issues are resolved. In the final negotiation with Bibliotheca, the Library was able to realize almost \$100,000 in savings. The Library will continue to work with Bibliotheca on the open issues to ensure that all are satisfactorily completed before final acceptance. In response to a question regarding the picture on the kiosk screens, the Board was advised that currently IT staff has to “touch” each kiosk to make changes. One of the three issues is a control console which would allow IT to make changes from the one control console.

ENDS STATEMENTS

Review of 1st Quarter Strategic Priorities

The Chair noted that as part of policy governance, the Board will be looking at the ends statements as they are the guide the staff uses for developing their objectives for the coming year.

The Executive Director advised the Board that the presentation will provide the highlights of the 1st quarter strategic initiatives and that the complete plan is provided in the Board report. The strategic plan aligns goals with the Board’s ends statements.

Donna Walker, Director of Public Services; Rebecca Winning, Director of Communications; Sandie Coutts, Director of Employee Relations and Development; Pat Kline, Director of Information Technology; Steve Chestnut, Director of Facilities and Construction Projects; Julianne Rist, Director of Public Services; and Richard Sosa, Director of Information Technology provided information on the goals, initiatives and first quarter progress.

Ends Statement #1: All Jefferson County residents have equal opportunity to access information, resources, ideas and technology, and they are supported in using those resources.

Goal #1: Increase access, availability and awareness of library resources.

Donna Walker, Director of Public Services Rebecca Winning, Director of Communications; Sandie Coutts, Director of Employee Relations and Development; and Pat Kline, Director of Information Technology provided information on the goals, initiatives and first quarter progress. Increasing awareness of library materials and resident engagement with the catalog is about creating relationships between residents, staff, online content and the library catalog. To that end, the Library has a strategic initiative focusing on Reader's Advisory (RA). Specifically the focus is on increasing RA skills of all staff providing service to customers in person and online in order to make that connection between customers and the materials the Library purchased for them. In 2017 JCPL wants to up its game in Reader's Advisory. JCPL will focus training on knowing the product line, RA tools and how to make that connection with reading, viewing and listening recommendations. This last quarter JCPL reviewed competencies for reader's advisory in teen materials and revised the training to meet those competencies. A new platform was created for training to reader's advisory for adult materials.

The Library is working on more effective marketing and promotions. In the first quarter, results of the Communications Audit were shared with staff and the Brand refresh initiative is underway. Progress on the initiatives will be reported back to the Board.

One of the ways we'll meet our goal to increase access, availability & awareness of library resources is by increasing knowledge of library materials and services through more informed staff and having better tools. One specific initiative to meet this goal is implementing and evaluating a yearly programming plan. In 2016 JCPL audited and entirely revamped the approach to programs at JCPL. The results of that work are reflected in the new yearly program plan for all of JCPL. The Library is now in the first phase of implementation, using the new calendar and training staff how to use new tools to analyze return on investment for each program they develop and deliver. A significant element of this yearly plan includes the concept of having big Signature events: The signature events planned for the next 12 months will be Summer Reading, Raise- A- Reader, Beer Fest, and Western Writer's week (Q1 2018).

Another way the Library will meet the goal to increase access, availability & awareness of library resources is by providing programs and services that reflect community needs and interests. One strategic initiative under this goal is the Library-2-You Master Planning – using data from the market analysis, stakeholder interviews, and extensive research into best practices, this initiative will bring forward new ideas for service for the future for residents who have barriers to using JCPL's physical services in its locations. The plan has

been drafted and recommendations reviewed by senior management and Public Services managers

Goal #2: Attract, develop & retain a highly skilled, well qualified workforce.

The Trustees were asked to “save the date” (Columbus Day), for the 2017 All Staff Conference which promises to be the biggest and best ever. The Library expects 350 employees to benefit from a full day of training, recognition and wellness at the Lakewood Cultural center. A cross functional project team was assembled in Q1, and they are working on agenda development. The pilot leadership program was a huge success last year with 84% of the participants graduating in February and the remaining 16% rolling over into the 2017 program which begins in May. JCPL has 12 new participants in 2017 and hope to garner a few more before classes start. One strategic initiative that was delayed in 2016 to focus on this year is wellness. This is a hugely popular topic with close to 200 employees responding to a system wide survey and wellness leaders stepping up at every location. The Library is creating exciting programs for launch later this year. JCPL is also working in close partnership with the Jefferson Center for Mental Health to wrap additional mental health wellness opportunities around our workforce, focusing particularly on those employees who do not have access to County benefits, which is around 50% of the Library’s workforce.

The Library made the decision to upgrade the current ticketing system to the more robust Information Technology Infrastructure Library (ITIL) version and that process has begun. The Records Management and Intranet projects have been combined into one and JCPL has received six proposals in response to the RFP. Staff is in the process of selecting from a screened list of four with interviews to be scheduled over the next two weeks.

Ends Statement #2: All Jefferson County residents have safe, convenient and inviting places to go to access information and resources and participate in community life.

Goal: Maintain and improve buildings, grounds, facilities and IT systems.

The Columbine Library Remodel is progressing with permitting and approvals in process, construction underway and the storefront leased space is open. To meet the goal to expand services in underserved areas, JCPL is planning a new library space in Edgewater. The community meetings, schematic design, Owner’s Representative selection and the Intergovernmental Agreement were all accomplished in the 1st quarter of 2017. To meet the goal to improve critical IT systems, network upgrades were completed at Wheat Ridge, Edgewater and Arvada. Four switches were replaced in the Shoretel phone system, the voice mail server was replace, 42 virtual servers were upgraded and monitors were replaced in Wheat Ridge, Belmar and Lakewood. Through the efforts of IT staff, the Library received \$186,940 in funding from eRate for the network project.

Ends Statement #3: Jefferson County will thrive as the library understands and supports community aspirations with the goal of advancing positive community outcomes.

Goal: Promote a culture of reading and support early literacy.

At JCPL, we will advance shared community outcomes by promoting a culture of reading & support early literacy. JCPL's strategic initiative to promote a culture of reading is Summer Reading. All programs are planned, the new events magazine printed, the new community component is ready which includes outreach to the Foothills Animal shelter, and an expanded school contest is in place. Two of the Library's strategic initiatives to support early literacy are 1000 Books Before Kindergarten (1000BBK) and Learning Ally. For 1000BBK staff is making improvements based on an evaluation of the pilot relating to feedback from staff and patrons to prepare for the launch to all locations in September with Raise a Reader. JCPL is collaborating with the R1 Schools Foundation to align JCPL's efforts for maximum impact. Learning Ally is software to support students with different learning abilities with access to better tools for success and training for their parents on how to use this tool. Stakeholder interviews began in Q1.

In response to a question, the Board was advised that the 1000BBK program is based on the number of books in the home and the number of minutes read (a book a day before the child goes to kindergarten). Additionally, a subset of the American Pediatric Association recommends reading aloud to children starting at birth.

Ends Statement #4: All Jefferson County residents receive maximum return on their shared investment in library services.

Goal: Improve the effectiveness & efficiency of library services

Part of the Library's long range planning includes an organizational analysis, 5-year plan and 10-year forecast. JCPL is a dynamic entity, evolving and expanding to meet the new and changing needs of our communities. In 2017 the Library is planning to bring an HR Consultant onboard to analyze JCPL's organizational structure and assess staffing needs. The Library expects to have detailed information on this initiative for the Board in May. An important part of ensuring that JCPL fulfills the promises made to the communities is to include continuous financial planning. JCPL is updating financial data including trend analysis and anticipated capital projects in the 5 year plan. The preliminary budget along with the 5 year capital plan will be presented to the Board in June. The Library is assessing community needs and interests through the information received from the market analysis. The final report to the Combined Management Team was completed as well as a Public Services Leadership retreat for further training on this industry tool and to investigate the findings. The report to the Board on key metrics and findings will be presented at the May study session.

BOARD SCHEDULE – NEXT MEETINGS

- May 11 – Study Session – 5:30 pm – Administration Conference Room
- May 18 – Board Meeting – 5:30 pm – Belmar Library Meeting Room
- June 8 – BCC & Library Board Quarterly Meeting – 11:30am-12:30pm – 5th Floor Conference Room
- June 8 – Study Session – 5:30 pm – Administration Conference Room
- June 15 – Board Meeting – 5:30 pm – Evergreen Library Meeting Room
- July 13 – Study Session – 5:30 pm – Administration Conference Room
- July 20 – Board Meeting – 5:30 pm – Golden Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

ADJOURNMENT

The Board meeting was adjourned at 7:22 p.m.

A handwritten signature in cursive script that reads "Kimberly D. Johnson".

Kim Johnson, Secretary