

Jefferson County Public Library Board of Trustees
Study Session
January 11, 2024 – 5:30 pm
Hybrid meeting held online via ZOOM
and in-person in the Lakewood Library meeting room.

TOPICS:

Public Services

- Express Library Evaluation Results

Board Governance - Strategy

- Board Reviews Global Ends Statements 1.0-1.4
- Strategic Planning Framework & Process
- 2024 Annual Plan: Strategic Priorities, Initiatives, Programs & Projects

Board Governance

- Board Reviews Draft Sunshine Resolution LB-01-18-24

Public Services

- Annual Pine Library Contribution

Contracts & Agreements

- Baker & Taylor Boundless Contract Renewal

Call to Order

Kim Johnson, Chair, called the Study Session to order at 5:30 p.m.

Other Trustees present: Emelda Walker (Vice-Chair), Jill Fellman (Secretary), Stanley Harsha and Charles Jones.

Trustees not present: Jeanne Lomba and Pam Anderson

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Director of Technology and Innovation; Matt Griffin, Director of Business Strategy and Finance; Lisa Smith, Director of People and Culture; Amy Bentz, Assistant Director of Library Design Projects and Planning; Padma Polepeddi, Assistant Director of Public Services for Community Outreach; Jessica Paulsen, Assistant Director of Public Services for Customer Experience; Lizzie Gall, Assistant Director of Public Services for Resources and Programs; Perri Gardner, Construction Project Manager; Paola Vilaxa, Public Services Manager Patron Experience; Amber Fisher, Executive Assistant, Office of the Executive Director; Katie O'Loughlin, Administrative Coordinator; and Joseph Grover, Technical Support Technician Senior.

There were additional Library staff members attending the meeting.

Public Services

Express Library Evaluation Results

The Executive Director advised the Board that when the Library first started the Express Library project, the Board asked to be informed about the results. The team has the evaluation ready to share.

Julianne Rist, Director of Public Services, addressed the Board and presented information on the results of the one year evaluation of the Express Library West Arvada. Julianne Rist noted that Kelly Duran, Manager of Lakewood Library and Library-to-You and Padma Polepeddi, Assistant Director of Public Services for Community Outreach will also be presenting information.

Background

Julianne Rist advised the Board that in July of 2021 JCPL brought to the Board a cutting-edge concept of a self-service, staff-less library. In August of 2021 the Library recommended a location for the Express Library in West Arvada. The Board of Trustees saw the potential and took a chance on this cutting-edge idea. The Express Library West Arvada opened to the public in April 2022.

Vision

As part of JCPL's suite of offsite services the Library proposed a new concept which JCPL named the Express Library. The vision for the Express library was to provide a self-service/staff-less location that offers a fuller library experience than holds lockers or lending machines. The vision included services such as:

- Browsing the collection
- Computer and internet access
- Printing and copying
- Programs
- Convenience and flexibility for patrons
- A lower overhead cost to library systems than a fully staffed location

Kelly Duran, Manager for Lakewood library and Library to You, will now talk about some of the things JCPL learned in the first year of service and some of the results of the 1-year evaluation.

Success Measures: Visits

Kelly Duran addressed the Board and expressed appreciation for the opportunity to present information on the great first year success of the Express Library. Looking at data points for visits the goal was 65 to 100 per day. The first 6 months averaged 63 visits. In the second 6 months that number jumped to an average of 73 visits per day, with the total number of visits for the year over

23,000. The Library met that goal. More recently, in November, the Express Library had its highest month yet with an average of 93 visits per day.

Success Measures: Check Outs

The Library's goal for check outs was 100 to 150 per day. In the first 6 months the average was 95. The second 6 months that number was 141. For the year, over 39,000 holds and browsing items were checked out and the Library met that goal. More recently, November was also a record for checkouts with an average of 180 per day, over our goal. Checkouts per visit for the Express library are the same as all other JCPL locations.

Success Measures: Collection

Having the collection consist of highly popular materials continues to be successful model. 42% of the checked-out items came from the Express Library browsable collection versus items patrons placed on hold. These check-outs from the browsing collection are something that cannot be accomplished with a Holds Locker. 58% of check-outs were holds.

Other Successes

- Computer use
- Copiers
- Programming

Beyond the visits and check outs, the goal was to provide library services to this community beyond what a holds locker can provide for a more holistic library experience. The Library accomplished that goal too, providing those services and patrons are utilizing them. The Express Library has 2 patron computers, a copier/print/scan/fax machine, Wi-Fi, a space to read, study, or work and a space for staff to offer programs. The Express Library can also easily provide other resources such as tax forms, eclipse glasses, community publications, and library give aways. Although the Library did not offer programs during the first year, programming was started in June 2023, offering a weekly family story time, 2 programs during Summer Challenge and a sugar skull program with great attendance. In 2022, Express Library had 60 patrons register for the Summer Challenge listing the Express Library as their home Library. In 2023 that number more than doubled to 140.

The Express library has a 24/7 return bin out front, and patrons love it. It might be expected that all 39,000 items that checked out from the Express Library might get returned there. There were almost 52,000 items returned. This was a trend we saw in the first 6 months, and it continued into the second 6 months. This tells us that patrons are using the Express Library in conjunction with another library and patrons enjoy the convenience of this particular returns bin.

Evaluation Survey

Beyond anecdotal and quantitative evidence the Library wanted to hear directly from the patrons to see if the Express Library accomplished its goals, hear what patrons want from the space and gauge the satisfaction level. To do this the Library conducted a patron survey, working with JCPL data specialists to create the questions and then working with Digital Experience and Communications teams to release the survey. The survey was sent through email to patrons registered to use the Express Library, about 2,700 patrons. The Library also had paper surveys available onsite at the Express Library. Paper and digital surveys were offered in English and Spanish, though none were returned in Spanish. The survey was available for 2 weeks. There was a mix of multiple choice and open ended questions. 626 patrons took the survey which is a great return.

Evaluation Survey Results

- 59% come every few weeks or once a week
- 98% already have a library card
- 58% use library resources more since the opening of the Express Library

One of the most encouraging results was the response to the question: Do you use library resources more since the Express Library has opened? 58% said yes. People using the library more is always our goal.

Patron Feedback

The open-ended questions provided more in-depth insight. Of the 626 patrons that took the survey 538 answered at least one open ended question, providing a lot of information.

317 patrons answered the question “What could we improve?” 27% said there were no improvements needed, with comments such as:

- “Nothing for me. Love it! Thanks”
- “So pleased to have a convenient location”
- “Nothing, this is a fabulous service and should be set up in more locations across the county.”

While the Library loves hearing this, more insights were provided by the other 73% with these suggestions on ways the Library could improve service:

- More books
- Longer hours
- Open on holidays

There were several requests for specific collections, things like TV shows, romance, and more adult non-fiction and bios. Several people mentioned they would like to be able to renew items and also requested longer hours and to be open on holidays.

Looking at the answers to “What do you like most about the Express Library?” the Library gained insight into customer satisfaction and how they use the library. 81% of patrons gave an answer, that in and of itself says something - that patrons like it a lot and want to tell us. Almost 100% of the answers included something about the location - closer to my house, more convenient, or about how easy it is. The Express Library West Arvada goal to bridge barriers and makes it easier for patrons to access library resources was met. Patrons repeatedly thanked us and said how much they love the Express Library.

Something that the Library heard that was not expected – one of the goals was to bridge the distance barrier. JCPL leaned into the “Express” part mainly because of the occupancy, it’s a small space, we wanted patrons to feel welcome but also get in, do what they need and leave. But patrons have embraced that “Express” mentality and over and over again patrons commented on how they like that the Express Library is so quick, easy, quiet, and not overwhelming. The Parking is easy, it’s short walk to the returns bin and front door, the smaller collection is less overwhelming, the smaller environment is better for their children. We bridged the convenience barrier of patrons wanting and needing their library trip to be quick and easy.

Patron Comments

Patron Comments



We just moved here and adore the Express library. My kiddos love going there to select books and movies. I love how easy it is to find interesting books both fiction and non-fiction. Thanks for curating the books and proudly having a banned book display. Librarians and libraries are so important and we really value this resource!! Thanks for all you do!

I never realized why I stopped visiting the branches until I walked into the serenity of the Express library. I love it just the way it is.

I appreciate that the library is adapting to the change in times and technology. Opening the express location is a great approach to modern needs without having to invest in another traditional large structure with it's significant overhead. Kudos to you!

I use the library more often because the express library is so much more convenient to use. It's closer to my house and parking is much easier. I like being able to just run inside quickly and get my hold or make a copy without it taking a long time.

Kelly Duran shared one final patron comment: “It truly is my version of heaven.”

JCPL Response

- Expand hours
- Open on holidays
- Renewals
- Outreach to non-users

Kelly Duran expressed appreciation to the Board for their support and the opportunity to celebrate the Express Library's one-year anniversary and its successes.

Based on the data, observations, assessment and results of the survey the Library will make adjustments. Some of the larger adjustments are:

- Expand hours
- Open on holidays
- Renewals
- Outreach to non-users

The Library is going to expand Express Library hours, open on holidays and allow one renewal on Express collection items. JCPL also wants to conduct an outreach and marketing campaign to non-library card holders in the area to make sure people who never got a card because of distance or other barriers know about this resource.

Kelly Duran introduced Padma Polepeddi, Assistant Director of Public Services for Community Outreach.

Conclusion

Padma Polepeddi addressed the Board and expressed appreciation to the Board for trusting staff and supporting the concept of a self-service express library. This Express Library was leading edge innovation and the first in the nation. Staff have worked hard to make this pilot a success. The use and survey data shows that the community supports this innovation, and JCPL is addressing access barriers. Padma noted that recently, while at her neighborhood library with a friend and her children, they shared that there have been times after work when they went to the library only to realize that the library was closing at 5pm, which gave little or no time to have her children pick out books.

JCPL believes we have proved that the Express Library concept not only works in creating awareness and providing access to library resources when building a new location, but also addresses distance barriers, enhances convenience, easy and quick browsing and easy and quick dropping off of materials. There is great potential in using this concept to supplementing services where access is limited in an existing location.

By leveraging all of JCPL's library services such as the traditional locations, bookmobile, outreach, hold lockers and the Express Library, JCPL can offer access to library resources to all residents of Jefferson County.

In response to questions, the Board was advised that:

- Regarding support for expanding hours and being open on holidays, the Library expanded call center hours and monitored all calls and emails regarding the Express Library. There were almost no calls or emails. A phone number is posted on the door for patrons to call for support. Once inside the Express Library, there were very few requests for assistance. Things like a copier didn't give 5 cents change. The Library connects with the patron later and resolves the issue. JCPL anticipates zero extra staffing hours in support of the expanded hours.
- In terms of the additional materials in the 24/7 returns bin, the courier system already visits the Express Library once per day.
- The Library does have data on the Express Library collection use; however it has not compared that use to other library locations. The kid's express collection is in the top 5 for circulation, second was adult fiction and 3rd was the adult Express collection. Patrons can see what is available at the Express Library through the online catalog on the website.
- The Express Library did receive an award and Kelly Duran presented the Express Library at the Association of Bookmobile and Outreach Services conference last year.
- Library staff attend conferences where vendors are marketing innovation products. Open Plus was a software marketed by Bibliotheca. The software was for use in existing locations for patrons to utilize meeting space outside library hours and the product was marketed in that scope. The concept was brought back to JCPL and presented to Donna Walker, Executive Director and Julianne Rist, Director of Public Services. JCPL leadership and staff believed there was more to the concept and handed it to staff to think creatively to address access barriers, which is a foundational value. Having that foundational value helped motivate staff to lean into the concept. That is how the idea came about and was presented to the Board.

The Executive Director noted that one of the findings was a surprise - how many people use the Express Library to bring their children into a space that is not so overwhelming, a place of respite and serenity.

The Chair noted that she lives in the area of the Express Library and hears about how much the community enjoys that service.

The Board expressed appreciation to the staff for the wonderful success of the Express Library.

Board Governance - Strategy

The Executive Director advised the Board that the next three topics are part of the method the Board uses to engage in JCPL's strategic planning process. Strategic planning is included in the

Board's Bylaws. The Board will review the ends statements, strategic planning framework and process, the 2024 annual plan and provide input. Once the Library hears inputs from the Board, any adjustments to the plan will be made and next week the Board will be asked if the Library can move forward with the annual plan. The 2024 annual plan is the performance plan for the year.

Board Reviews Global Ends Statements 1.0-1.4

The Global Ends Statements were developed with extensive Board, staff and public input. The Library recommends maintaining the ends statements for the duration of the 2020-2025 plan.

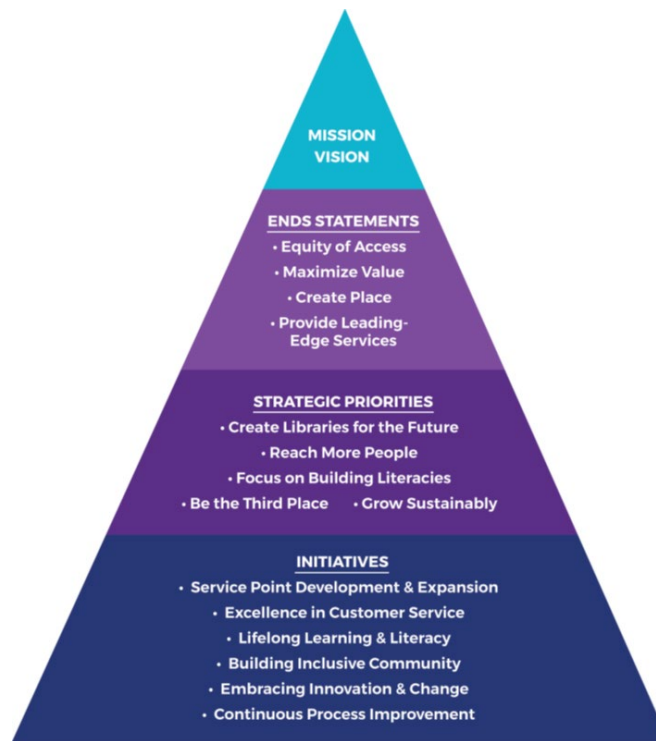
The Jefferson County Public Library helps to build an educated and vibrant community by providing equal access to information and opportunities.

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.

Strategic Planning Framework & Process

Matt Griffin, Director of Business Strategy and Finance addressed the Board and provided information on the Library's strategic planning framework and process. As JCPL heads into year five of execution of the five-year strategic plan, the strategic priorities and initiatives continue to lead towards the achievement of the Board Ends.

JCPL is poised to enhance its project management practices by adopting an advanced framework, a significant move towards industry best practices in project management. Projects will be organized into programs, each aligned with a specific portfolio, corresponding to one of JCPL's six initiatives. This approach ensures a clear linkage, demonstrating how each project directly aligns with an initiative and contributes to the overarching JCPL strategy.



2024 Annual Plan: Strategic Priorities, Initiatives, Programs & Projects

Matt Griffin advised the Board that each project for 2024 will be presented, with deliverables noted for Board discussion either during the presentation or at the end of the presentation.

Portfolio: Service Point Development & Expansion

Program: Expanding Offsite Services

- Project 1: 4th Hold Pickup Location – Offsite. Deliverable: Complete installation of offsite hold lockers.
- Project 2: South County Express Library. Deliverables: Secure funding, Identify site location, and tenant finish.

The South County Express Library is a new, unbudgeted project that came up through conversations and the success of the Express Library West Arvada. The South County Library project is a ways off and knowing how people took to the Express Library and its ability to fill in the gap and provide services in that area, the Library is presenting this South County Express Library as a potential project for 2024. An Express Library in South County is an option to fill the gap in services until that destination library can be built.

The ROM (Rough Order of Magnitude Estimate) is \$650,000. The first deliverable is to secure funding and have that conversation with the Board. The Library has funding options to present to the Board, including the logistics of securing those funds at this point in the year.

There are three options to secure funding for the project:

1. Contingency. There is a \$500,000 contingency within the 2024 budget. The logistics are the Board authorization to spend against that contingency budget.
 - a. Benefits: Already within the 2024 Budget and actionable by the Board.
 - b. Considerations: Deviates from that fund's intended emergency use and the ROM exceeds the contingency amount.
2. Supplemental. The supplemental would take \$650,000 from the fund balance and create a dedicated project budget. The logistics are the Board authorization, and the Library writes that briefing paper for a Board of County Commissioner's (BCC) agenda.
 - a. Benefits: Streamlined from an accounting perspective and a dedicated project budget and reported in the financial tables with a dedicated line.
 - b. Considerations: Requires BCC approval via a briefing paper.
3. Budget Transfer. A budget transfer in the 2024 capital budget. Those funds are allocated. Some of those projects won't use all the funds allocated in 2024. For example, the South County project budget is \$5.7 million. It is very unlikely that will be spent in 2024. The logistics are taking \$650,000 from that project and moving it to the South County Express Library project, a transfer within capital projects.
 - a. Benefits: Wouldn't change the budget for 2024 and is actionable by the Board.
 - b. Considerations: Temporarily taking away funds from another capital project. There are more steps to that process in reallocating to next year's budget to make sure nothing changed.

The Library's recommendation is the supplemental option. It is the cleanest option with a one page briefing paper for a BCC agenda.

In response to questions, the Board was advised that:

- The timing for the supplemental is not a long process in terms of getting the briefing paper on the BCC agenda.
- In terms of the impact on the fund balance and how much of the fund balance is above the minimum reserve allocated to projects, the Library will provide information next week in the financial report with the closeout of 2023. The Board will have an accurate picture of what this allocation would do to the fund balance over time.

The Chair asked the Board if they are generally a thumbs up on the South County Express Library Project in terms of the idea. The Trustees indicated thumbs up.

The Chair noted that she also likes the idea of providing additional services to patrons in this area of the County and indicated that it makes sense to use funds for that purpose. If something moves faster with the South County Library project, she wants to make sure the Library can act on that as well.

The Executive Director confirmed that the direction is not to shift the South County Express Library out of the 2024 annual plan and that next week the Board will have the financial discussion before consensus on the annual plan so they can make an informed decision.

The Chair noted that it is an exciting opportunity for a community that has been waiting so long for a branch in that area. An Express Library in South County will also help demonstrate the need for services.

The Executive Director noted that JCPL has had a bookmobile stop in that area for over 9 years, a service that can only do so much. The Library does see the Express Library concept as a viable option to provide more robust services to that community.

Portfolio: Service Point Development & Expansion

Program: New Construction

- Project 1: South County Library. Deliverables: Engage realtor to identify suitable sites, Identify short list sites, Recommend site to Board of Trustees.
- Project 2: Northwest Jeffco Library. Deliverables: Select architect, Facilitated community engagement, Acquire site, Program of Service, Start design development

Program: Building Redesign

- Project 1: Arvada Library. Deliverables: Facilitated community engagement, Program of Service, Design development, Identify alternative services location.
- Project 2: Evergreen Library. Deliverables: Complete construction, Move in, Reopen to public.

It was noted that for the Arvada Library redesign, 2024 is a planning year with next year being the work of the actual redesign.

In response to a question the Board was advised that the Library does anticipate closing the Arvada Library during redesign construction due to the time and expense of phasing the project and trying to keep the library open during construction.

Portfolio: Service Point Development & Expansion

Program: Building Opportunities

- Project 1: Conifer Library. Deliverables: Acquire or lease location, Program of Service, Design development.

In response to questions, the Board was advised that:

- The Library is meeting with a realtor in the next week to see what sites they have found and what's available.
- Library staff will evaluate the available sites and develop a short list. Timing to bring that information to the Board depends on what that list looks like and how much evaluation and assessment needs to take place.

Matt Griffin advised the Board that the Service Point Development and Expansion portfolio is robust. There are many more projects, however the Library is only bringing so many to the Board. The Library will focus efforts in 2024 on service point development.

Portfolio: Excellence in Customer Service

Program: Create a Radically Welcoming JCPL - Public

- Project 1: New Collection Development Policy. Deliverables: Research Report – Library Policy Comparative Study, Revise Collection Development Policy, Revise Material Reconsideration Request

Portfolio: Lifelong Learning and Literacy

Program: Advance Digital Equity and Inclusion

- Project 1: Digital Literacy Collaboration (ARPA). Deliverables: Complete all phases (I, II, III), Order equipment, Conduct school and community group trainings, Produce reporting, Evaluation plan, Conduct and present a Think/Make/Check evaluation, Fulfill final accounting and reporting requirements.

Program: Advance Community Literacy

- Project 1: Imagination Library. Deliverables: Determine fiscal agent, Identify zip codes and supportive organizations, Strategy for long-term organizations, Recommend JCPL involvement and resources, Initiate the pilot program.

Julianne Rist, Director of Public Services, provided information on the imagination library. Imagination Library Colorado (ILCO) launched statewide in November 2021 with SB20-185 and Governor Polis' proclamation of Family Literacy Month. The program is based on Dolly Parton's initiative to mail books every month. The Vision of ILCO is to be a champion of early childhood literacy in Colorado so that all children start school ready on day one. ILCO provides books every month at no cost to families mailed directly to their house from birth thru age 5. Learning begins at birth. The sharing of books between caregivers and children, along with books in the home significantly fosters a love of reading, kindergarten readiness, and social-emotional intelligence. ILCO is a natural collaboration with Jefferson County Public Library, with its focus on building

literacies. In collaboration with community partners, JCPL will emphasize promotion of the program to under-served communities within the County.

JCPL has received stadium grant funding to support this project. As a result, there will be parameters around reporting, data gathering and other items. The funding received will fund some costs, there may be opportunities for other funding sources through the state ILCO program.

Trustee Harsha asked for more information and noted that the rotary club may have an interest. The Executive Director noted that the Library will find a way to connect and mentioned that it can be very expensive to mail books if you include all zip codes.

Portfolio: Building Inclusive Community

Program: Create a Radically Welcoming JCPL - Staff

- Project 1: Talent Pipeline Development. Deliverables: DEI training to JCPL leadership teams, Deliver JCPL Leadership Academy, Create a Leadership Book Club, Leadership Lunch and Learn, Conduct a talent pipeline assessment with the Directors Team.
- Project 2: All Staff Compensation Study. Deliverables: Compensation philosophy and policy for JCPL, Complete the compensation analysis, Apply findings to the 2025 salary budget.

Portfolio: Embracing Innovation and Change

Program: This is new and for that reason JCPL recognizes that these projects are big enough that there will be programs, but they have not advanced enough to break out into projects. Deliverables are at a higher level because of where they are in the project phase.

- Project 1: Artificial Intelligence Strategy. Deliverables: Develop Staff and Patron Policies and Guidelines, Feasibility study for implementing AI solutions, AI pilot program.
- Project 2: Fundraising Development. Deliverables: Outsource fundraising counsel, 2-year fundraising plan, Codify separate fundraising portfolios for JCPL and JCLF, Pilot foundation relations and grants program, Fundraising Evaluation.

In response to questions, the Board was advised that:

- JCPL wants to bring patrons along with us as part of lifelong learning and literacy and feels that AI is an important technology to bring to patrons.
- One of the roles of a public library is new technology. People look to the Library to learn how to safely use technology and inform them on what that technology means to them and their life. There will likely be a Public Service project around AI to implement with our patrons. This area will be a collaborative effort between the two divisions, Public Services and Technology and Innovation.
- Programs will develop as the Library learns more, and that will inform what we do and what's best for our patrons and the Library.

Portfolio: Continuous Process Improvement

- Program: Accelerate Our Building Program
- Project 1: Design Standard. Deliverables: Finalize Design Standard, Revise Program of Service, Integrate Design Standard and Program of Service, Operationalize Design Standard.

The Executive Director advised the Board that in February, the Library will bring the results of the 2023 plan, including circulation for the year, visits, how many people attended programs, etc., the quantitative data for 2023. The Library hasn't tied specific performance indicators to the 2024 projects yet, it is part of our evolution in project management. The Library has added some data resources to our team to help us and the Board will start to see specific performance indicators.

Board Governance

Board Reviews Draft Sunshine Resolution LB-01-18-24

This is a legal requirement that the public place where Board meeting notices and information will be posted must be designated annually. The Board fulfills that requirement with the sunshine resolution and designates the public website jeffcolibrary.org as the location.

In response to a question, the Board was advised that there have not been any problems or complaints with the website.

The Chair advised the Board that this item will go on the consent agenda for next week's meeting.

Public Services

Annual Pine Library Contribution

Jessica Paulsen, Assistant Director of Public Services for Customer Experience, addressed the Board and provided information on the annual contribution to the Pine Library. The Pine Library is staffed by volunteers. JCPL does provide some decommissioned items and pays for their internet. The contribution from JCPL helps cover their insurance cost and helps offset the electric and heating bill. The Library often uses their social media account to mention things happening at JCPL, particularly at the Conifer Library.

In response to questions, the Board was advised that:

- Support for the Pine Library's internet/Wi-Fi is in addition to the \$1,500.
- The Library checks in with the Pine Library regarding the amount of the contribution every year and they are happy with the amount.

The Chair advised the Board that for now, the amount will remain the same, and this item will be on the consent agenda for next week's meeting.

Contracts & Agreements

Baker & Taylor Boundless Contract Renewal

The Executive Director advised the Board that this contract renewal is being brought to the Board to provide information due to the large amount and the change in the service name from Axis 360 to Boundless.

Lizzie Gall, Assistant Director of Public Services for Resources and Programs provided information on the Boundless contract renewal. This is the second renewal of the Baker & Taylor Boundless contract which previously was Axis 360. In September 2023 that platform was rebranded as Boundless and updated in some ways. There were some bumps in the beginning, the vendor responded quickly and JCPL is happy with the vendor and the service. This service is also part of the Jeffco Schools Community Shares software, and that integration has led to this being a sole source vendor. The amount of the contract renewal is \$1.7 million including platform fees.

The Chair expressed appreciation to the Library for bringing this information forward as it is a large amount and noted that this item will be on the consent agenda for next week's meeting.

The Executive Director asked for a final check in on the 2024 Annual Plan and noted that no changes to the plan were requested and that the Library will bring back more information on the fund balance reserve around South County. The Board confirmed that understanding.

In response to a question, the Board was advised that more information on Fundraising Development will be shared next week.

The Chair noted that the 2024 annual plan is ambitious and expressed appreciation to the Library for bringing the information to the Board.

ADJOURNMENT

The Study Session was adjourned at 6:52 p.m.



Jill Fellman, Secretary