

Library Board of Trustees

**Thursday, March 9
Library Meeting Room
951 Spruce Street
6:30 PM**

Members of the public are welcome to attend and give comments remotely; however, the in-person meeting may continue even if technology issues prevent remote participation.

- You can call in to **+1 386 347 5053 or 888 788 0099 (Toll Free)**
Webinar ID **#852 1942 9373**
- You can log in via your computer. Please visit the City's website here to link to the meeting: www.louisvilleco.gov/libraryboard.

The Board will accommodate public comments during the meeting. Anyone may also email comments to the Board prior to the meeting at EOwen@LouisvilleCO.gov.

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of 1/12/2023 Minutes
5. Budget Presentation
6. Superior Board of Trustee Report
7. Louisville Public Library Foundation Report
8. Strategic Planning
9. Public Comments on Items Not on the Agenda
10. Board Comments
11. Discussion Items for Next Meeting
12. Adjourn

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or special transportation, should contact the City Clerk's Office at 303 335-4536 or MeredythM@LouisvilleCO.gov. A forty-eight-hour notice is requested.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión, por favor llame a la Ciudad al 303.335.4536 o 303.335.4574.

Library Board of Trustees

Meeting Minutes

**January 12, 2023
Library Meeting Room
950 Spruce Street
6:30 PM**

Call to Order – Chairperson Helana called the meeting to order at 6:31pm.

Roll Call was taken and the following members were present:

Board Members Present: Helana Lechner, Jaime DuFresne, Sue West, Weiyan Chen, Laurel

Board Members Absent: Carrie Cortiglio

Staff Members Present: Sharon Nemechek

Additional: Deb Fahey (mayor *pro-tempore*)

Approval of Agenda – The agenda was approved by all members.

Approval of Meeting Minutes – The minutes from the November 10, 2022 meeting were approved as written

Public Comments - None

Agenda Items -

Election of Officers

Jaime - President

Helana - Vice President

Laurel - Secretary

Designate 2023 location of public meetings

Library Board Room

Designate 2023 schedule for Library Board of Trustee meetings

Continue meeting the second Thursday of odd months

City of Louisville

Cultural Services 951 Spruce Street Louisville CO 80027
303.335.4815 (phone) www.LouisvilleCO.gov

2023 Open Government and Ethics Pamphlet & Trustee Orientation and Handbook

Board members received information in the meeting packet. Sharon gave some key overview of this information including ethical behavior, members needed for a quorum, and purpose of the Board of Trustees.

Role of the Trustee

Helena talked about the importance of promoting the library when Board members are out in the community.

Weiyang shared information about her experiences with a library system in the state of Washington. She suggested having drop boxes in other areas throughout town. After a brief discussion about adding a drop box to the Recreation Center, this item was added to the agenda for the next meeting.

Calendar of Volunteer and Outreach Opportunities

Sharon shared that Erin put together a list of dates of volunteer opportunities that are included in the packets. Sharon will have Erin send out a separate email with information so it's easier for trustees to access quickly.

Assign Little Free Libraries

Jaime gave an overview of the little libraries. Assignments are as follows:

Louisville Community Park - Sue

Cottonwood/Via Appia - Weiyang

Dutch Creek - Carrie

Memory Square - Helena

Heritage - Jaime

Founders - Laurel

Strategic Plan Process

Sharon reported on the strategic planning process for 2024-2026. In March, May, and July a facilitator will run Strategic Planning meetings. Then the plan will be presented at the joint Board and Foundation meeting in September. The library's mission statement and all of the current strategies will be evaluated and updated.

Superior Board of Trustee Report

N/A

Louisville Public Library Foundation Report
Full budget request of \$67K was approved.

Director's Report

Sharon reported that the art gallery has been updated and renamed The Coal Creek Gallery at the Louisville Public Library. Benches will be installed so it feels more like a gallery and less like a hallway. The Foundation will support artists and programming during their display months.

This month the gallery is supporting Celebrate EDU, an organization that helps artists with disabilities start businesses. It was talks with this group that sparked the Temple Grandin visit. Tickets sold out in two minutes for this intimate and personal event.

The Library Plaza project will hopefully be completed when the weather gets warmer. There have been a lot of supply chain issues in receiving all the different materials. Sun shades, planters and seating areas will be added and a concrete stain will be applied. Sharon is optimistic for a grand opening in June or July.

Public Comments on Items Not on the Agenda

Deb had a question about how the Boulder library district vote affected us. The boundary line goes up to Davidson Mesa. Sharon is speculating there might be a new library in east Boulder. Louisville was not approached as part of this ballot issue.

Board Comments

Laurel complimented Kristin and the children's library staff for starting to organize the books by subject. This makes it easier to find books with popular subjects such as trucks.

Weiyan complimented the library newsletter, as it makes sharing library events easy.

Discussion Items for Next Meeting

Strategic Planning Process - potentially homework before next meeting

Possibility of adding a drop box to the Rec Center

Meth testing update (due to issues in Boulder)

Adjourn – The meeting was adjourned at 7:24pm.

The Library Budget

Everything you always wanted to know, but were afraid to ask.



BUDGET PROCESS



Biennial Budget Cycle

- City Directors propose new projects to add to the 6-year capital improvements budget.
- City Directors propose a two-year operating budget, mostly based on past years' expenditures.
- Human Resources proposes department personnel budgets based on past years' expenditures, proposed merit increases, recommended market adjustments, and requests for new positions.

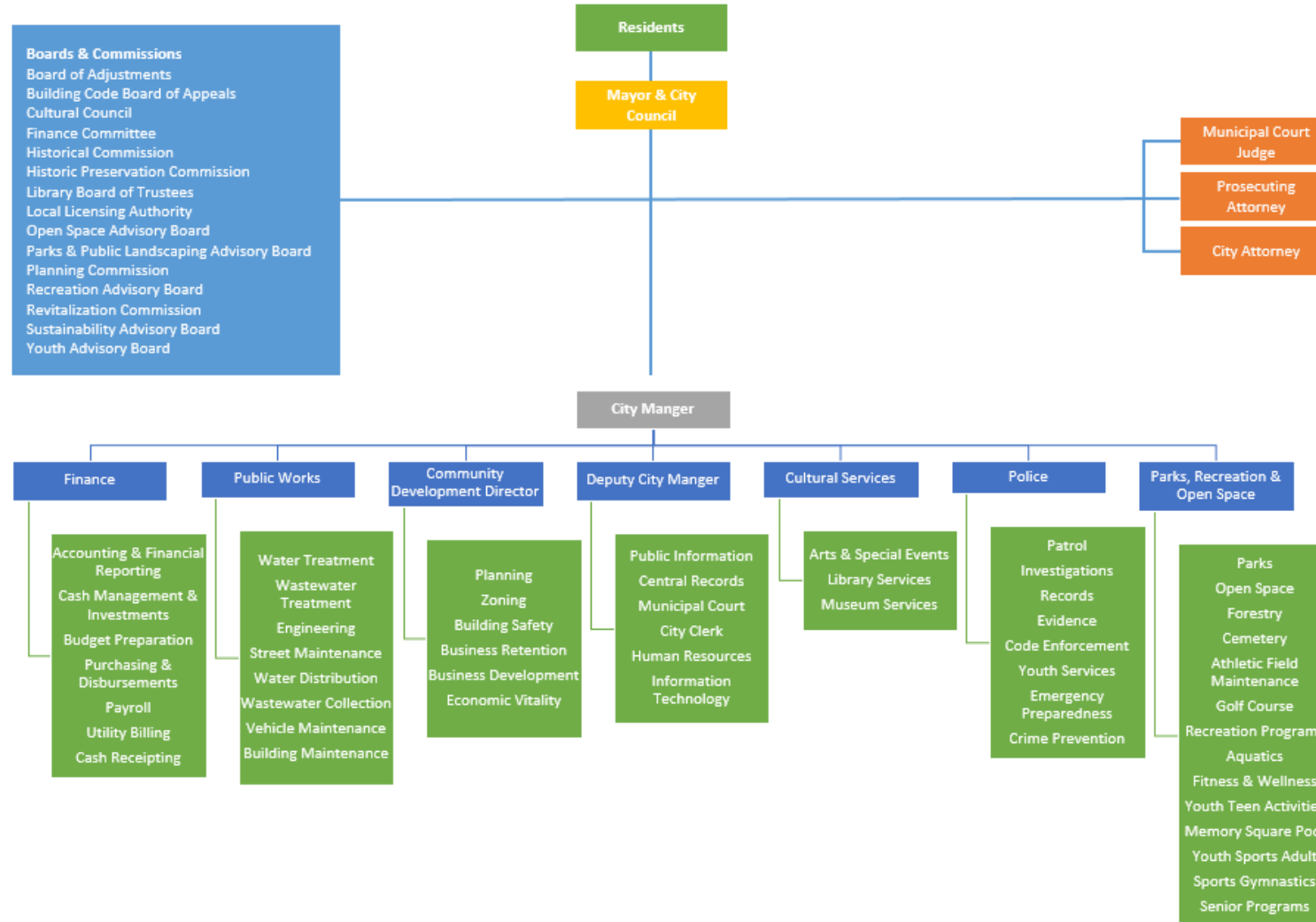
Annual Budget Amendments

- New requests not included in the annual budget
- Unspent expenses requested to be carried forward from the previous year
- HR calculates merit increases and market adjustments and submits a budget amendment to cover any additional personnel costs.

Program Budgeting

City of Louisville Programs, Goals and Sub-Programs			
Programs	Goals	Sub-Programs	Sub-Program Objectives
	ability levels.	Athletic Field Maintenance	
		Recreation Center Building Maintenance	
		Golf Course	Provide an enjoyable, yet challenging course for residents and visitors of all skill levels. Attract and retain golfers by offering competitive rates and amenities, continuous maintenance and professional management. Operate as an Enterprise by generating sufficient revenue to cover operations, debt service and capital replacement.
Cultural Services	Provide services, facilities and activities that inform, involve, engage and inspire the community and preserve the community heritage.	Library Services	Provide information and technology to all members of the community, with assistance from an approachable, knowledgeable staff. Foster lifelong learning by delivering wide-ranging, hands-on learning activities and programs to all ages. Practice and reinforce the skills needed for reading readiness with young children so that they are poised to be successful learners when they enter school.
		Museum Services	Promote, collect, preserve, and interpret the history of Louisville, with emphasis on the coal mining period from 1877-1955. Make historical artifacts and documents accessible both physically and virtually. Educate children and adults about Louisville's past through programs, displays, and publications.
		Cultural Arts & Special Events	High-quality, diverse community-wide special events, public art, cultural arts programming for residents of and visitors to Louisville. Provide facilities for community cultural arts programming.
Community Design	Sustain an inclusive, family friendly community with a small-town atmosphere; effective and efficient building services; and effective preservation of the City's historic structures through a voluntary system.	Community Design	A well-connected and safe community that is easy for all people to walk, bike, or drive in. Neighborhoods that are rated highly by residents and thriving commercial areas. An open and inclusive long-range planning process with significant public participation.
		Development Review	Review development applications and enforce the building, zoning and subdivision laws of the city to promote public health, safety, comfort, convenience, prosperity, general welfare and consumer protection.
		Historic Preservation	Provide incentives to preserve the historic character of old town to encourage the promotion and preservation of Louisville's history and cultural heritage. Provide incentives and processes to preserve historic buildings.
Economic Prosperity	Promote a thriving business climate that provides job opportunities, facilitates investment and produces reliable revenue to support City services.	Business Retention and Development	Maintain positive business relationships throughout the community and assist property owners, brokers, and companies in finding locations and/ or constructing new buildings in the City. Attract and retain a diverse mix of businesses that provide good employment opportunities for Louisville residents.





2021-2022 Biennial Operating and Capital Budget



Program 55: Cultural Services

Program Goal: Provide services, facilities and activities that inform, involve, engage and inspire the community and preserve the community heritage.

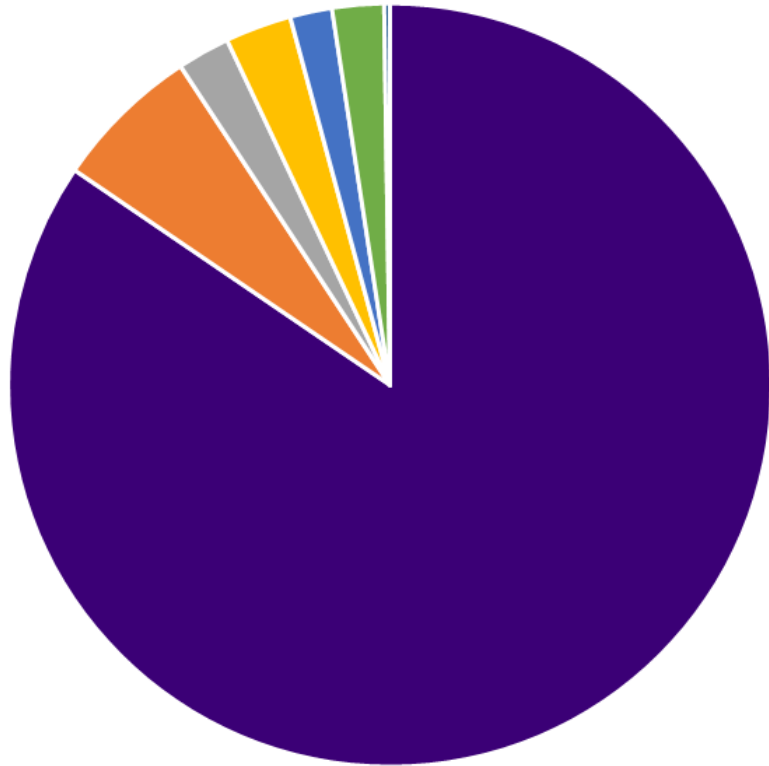
Program Expenditures

Expenditure Category	2019 Actual	2020 Actual	2021 Estimate	2022 Budget	Amount of Change	Percent of Change
Personnel	\$ 1,634,036	\$ 1,481,668	\$ 1,512,120	\$ 1,903,270	\$ 391,150	26%
Supplies	144,379	100,954	100,560	134,750	34,190	34%
Services	705,659	570,578	759,350	766,640	7,290	1%
Capital Outlay	45,468	71,519	156,220	122,500	(33,720)	-22%
Total Program Expenditures	\$ 2,529,542	\$ 2,224,719	\$ 2,528,250	\$ 2,927,160	\$ 398,910	16%
Expenditures Per Resident	\$ 119.23	\$ 104.78	\$ 118.96	\$ 137.59	\$ 18.63	16%
Full-Time Equivalents (FTE's)	24.34	24.34	21.27	26.45	5.18	24%

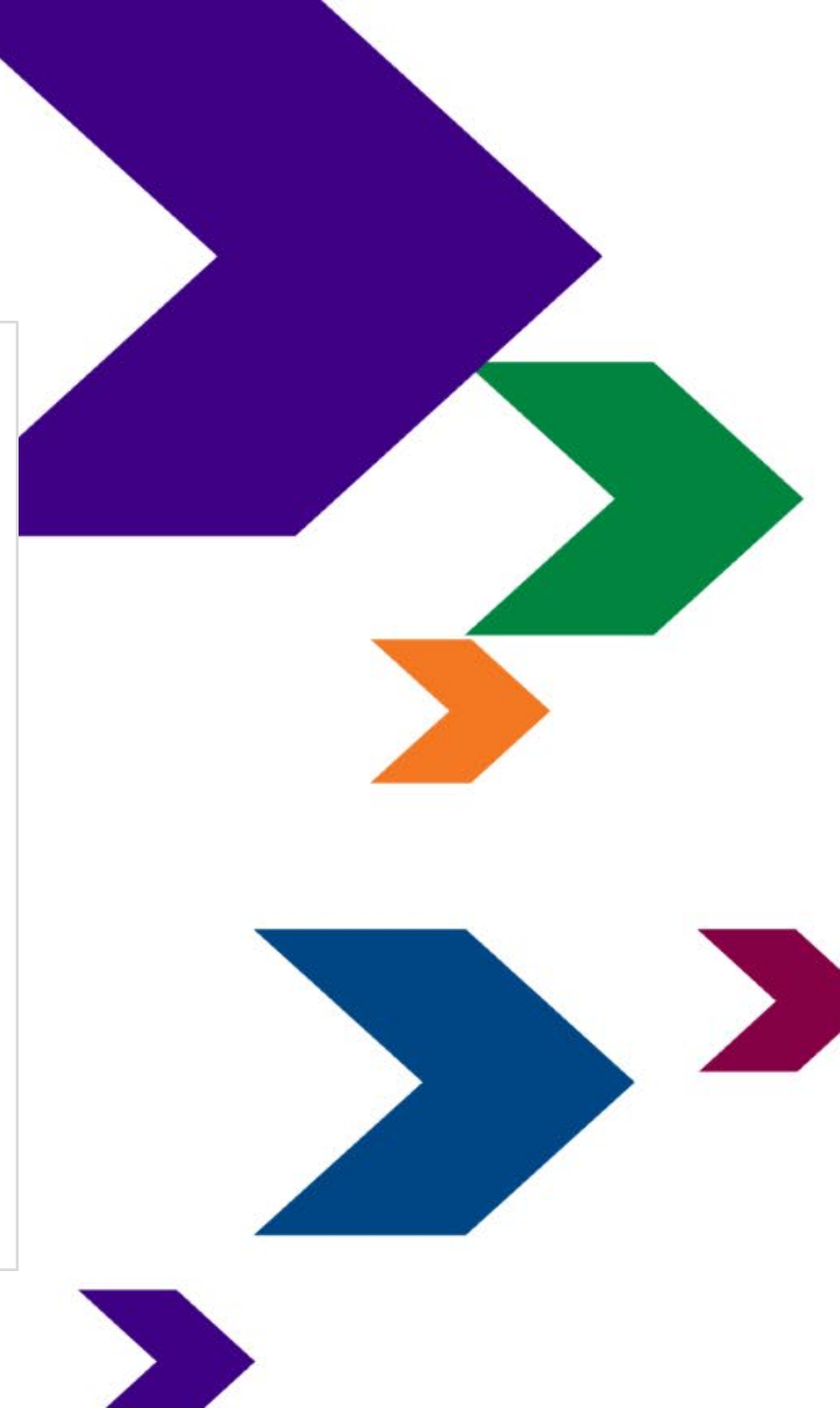
Program Revenue

Revenue Description	2019 Actual	2020 Actual	2021 Estimate	2022 Budget	Amount of Change	Percent of Change
State Grants - Libraries	\$ -	\$ 12,929	\$ 9,680	\$ 12,000	\$ 2,320	24%
Superior IGA - Library Services	325,287	350,689	347,650	381,720	34,070	10%
Library Rentals and Fees	5,357	1,036	1,300	2,200	900	69%
Library Fines	29,246	7,488	3,300	10,000	6,700	203%
Impact Fees - Library	-	14,689	-	-	-	-
Museum Foundation Contribution	-	-	-	12,500	12,500	-
Special Event Permits	7,380	2,962	7,500	7,500	-	0%
Fall Festival Event Fees	8,999	-	-	5,000	5,000	-
Fourth of July Event Fees	6,185	-	6,000	6,000	-	0%
Art Center Rentals	11,975	635	10,000	12,000	2,000	20%
Cultural Council Ticket Sales	-	2,575	-	-	-	-
Total Program Revenue	\$ 394,429	\$ 393,003	\$ 385,430	\$ 448,920	\$ 63,490	16%
Surplus/(Deficiency) of Program Revenue over Program Expenditures	\$ (2,135,113)	\$ (1,831,716)	\$ (2,142,820)	\$ (2,478,240)	\$ (335,420)	

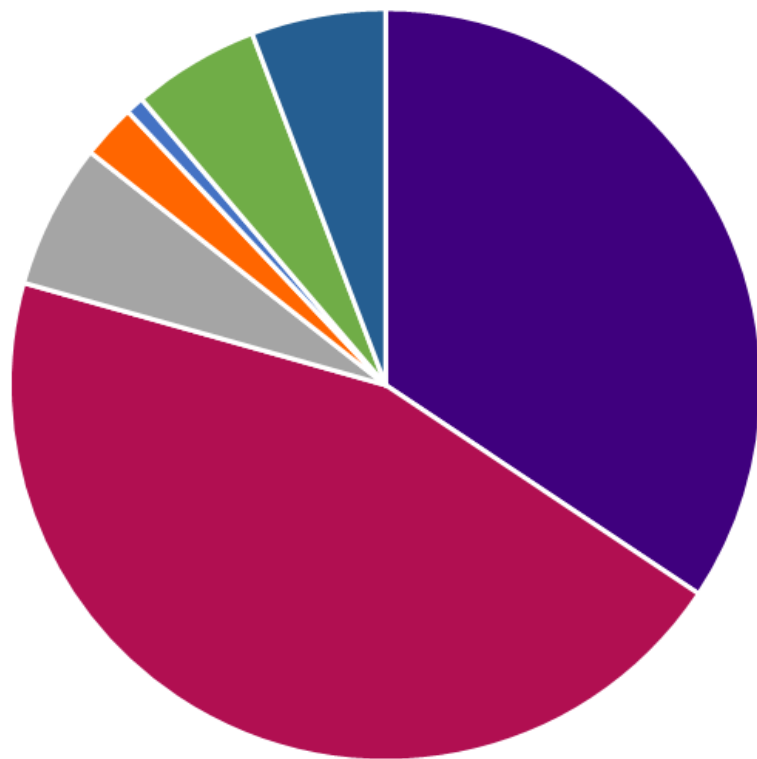
LIBRARY BUDGET BREAKDOWN



■ Personnel ■ Collections ■ Electronic Databases ■ Consortium and Courier ■ Bibliotheca ■ Operating Supplies ■ Programming

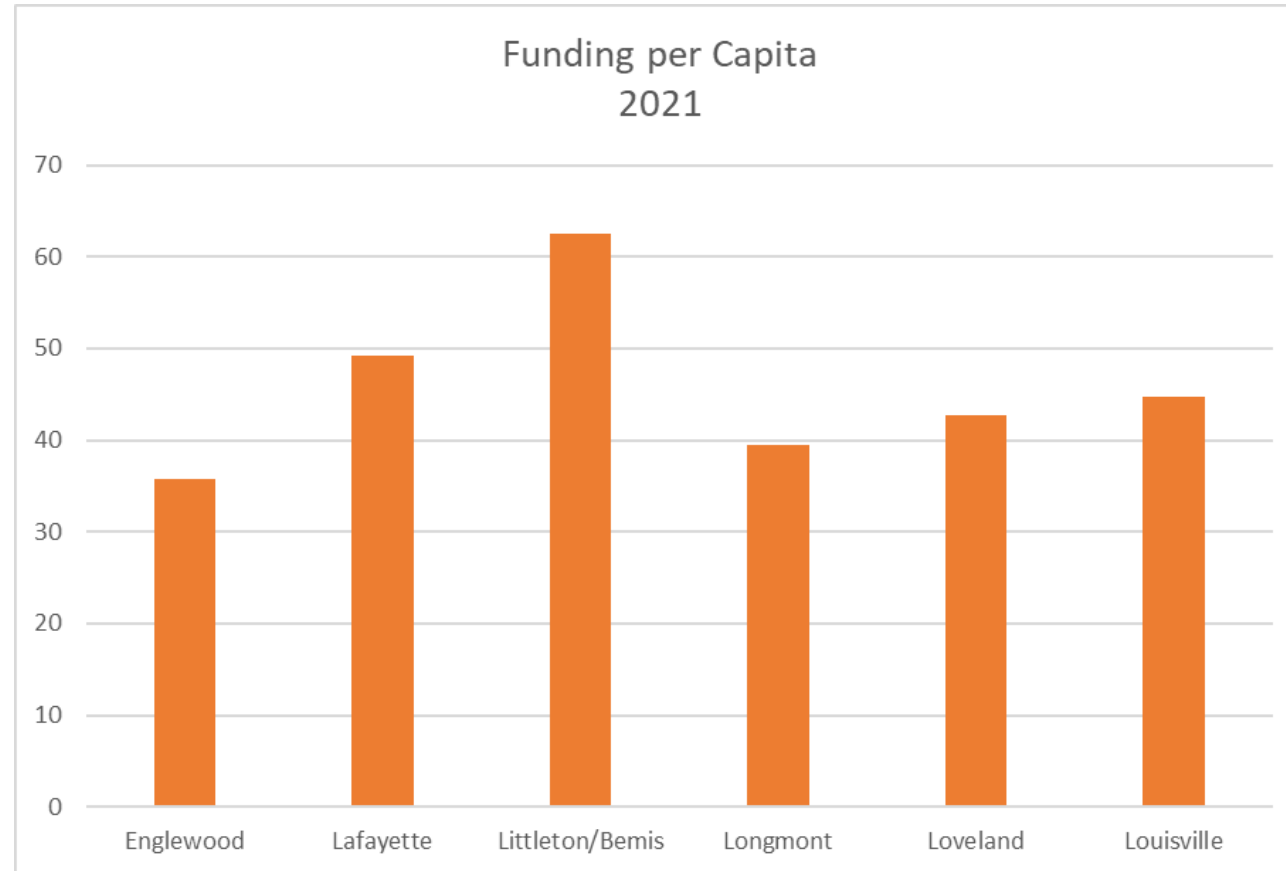


Foundation Support
\$64,165

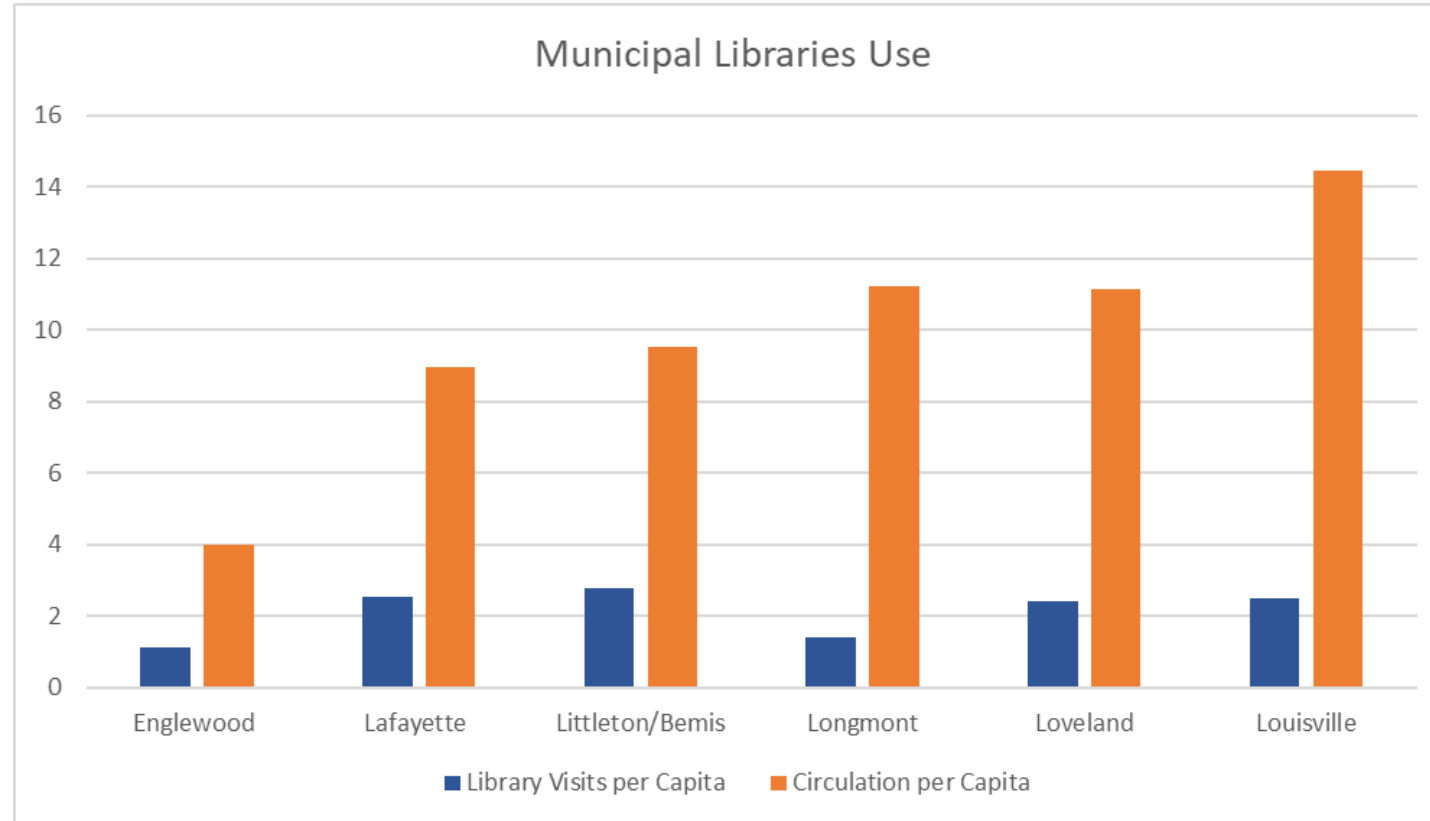


■ Collections ■ Programs ■ Makerspace ■ Mobile Hotspots ■ Make and Take ■ Promotional Materials ■ Gallery Update

How does Library funding compare?



How does Library use compare?



Questions?





Subject: Library Strategic Planning

Date: March 9, 2023

City of Louisville Vision

The City of Louisville – dedicated to providing a vibrant, healthy community with the best small town atmosphere.

City of Louisville Mission

Our commitment is to protect, preserve, and enhance the quality of life in our community.

Louisville Public Library Mission

The Louisville Public Library's mission is to inform, involve, and inspire to enhance the quality of life in the communities that we serve.

Example Mission Statements

Anythink Libraries: We Open Doors for Curious Minds

Denver Public Library: Together, we create welcoming spaces where all are free to explore and connect.

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

Westminster: Westminster Public Library builds community by connecting people to quality collections, programs, services, staff and spaces, rooted in nature, wellness and literacy.

Saint Paul Public Library: We welcome all people to connect, learn, discover and grow.

Madison Public Library: Madison Public Library: your place to learn, share, and create.