

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.

- Call to Order
- Roll Call
- 3. Approval of Agenda
- Approval of 1/12/2023 Minutes
- Budget Presentation
- 6. Superior Board of Trustee Report
- 7. Louisville Pubic 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 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.

Weiyan 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 guickly.

Assign Little Free Libraries

Jaime gave an overview of the little libraries. Assignments are as follows: Louisville Community Park - Sue Cottonwood/Via Appia - Weiyan **Dutch Creek - Carrie** Memory Square - Helana 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. 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.

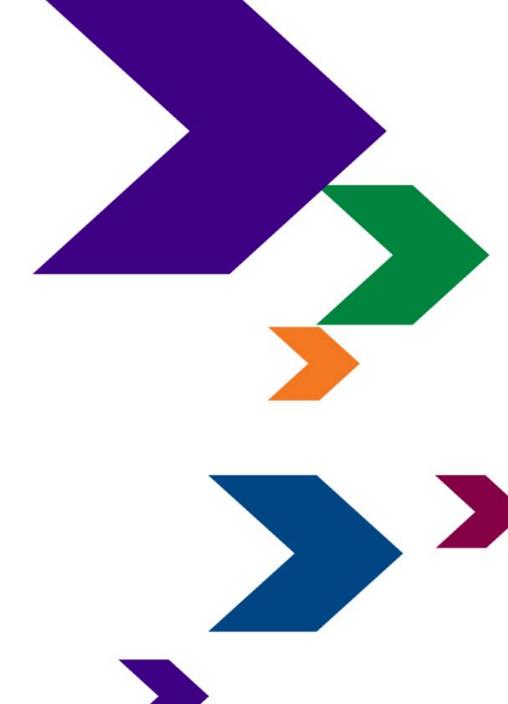
City of Louisville, Colorado **Budget Calendar** 2023 - 2024 Biennial Budget Development 2022 January February March April May June July August September Octoper November December January Finance Issues Instructions and Forms to Departments for Six-Year Capital Improvement Plan Requests Department Laisens Request Input and Recommensations on January 25, 2022 January 26 - March 4, 2022 Operating & Capital Budget from Advisory Boards Departments Propare Requests for \$1x-Year Capital January 26 - March 25, 2022 Improvement Plan Finance Presents to Departments Current-Year Budget March 21, 2022 Finance Presents to Departments Current-Year Budge Am endim ent Workshoot for Carrylovens, Nov. Eam s. Et Departments Review Workshoot and Prepare Requests Current/Year Budged Am endim ends Departments Submitt Requests for Six-Year Capital Improvement Plan. 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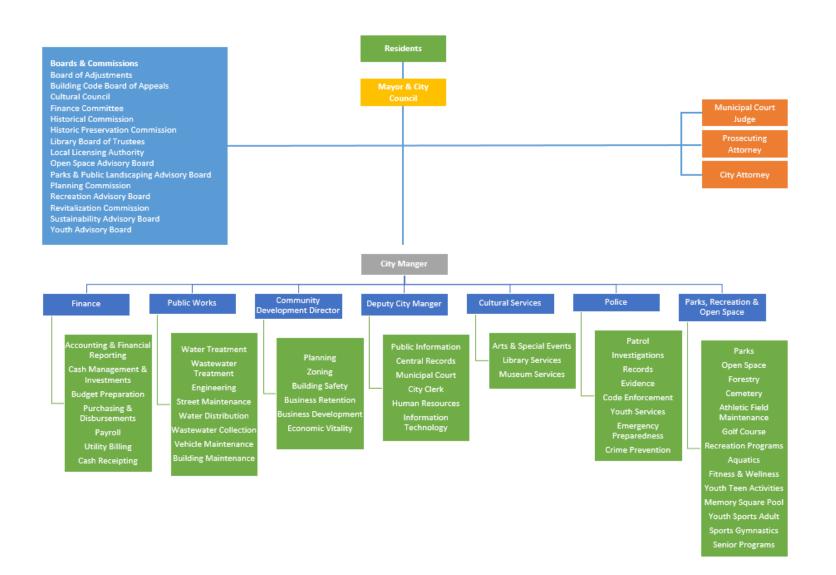


Program Budgeting

Golf Course Golf Course Golf Course Golf Course Am entain golfers by offering competitive rates and amenities, continuous maintenance and professional management. Operate as an Enterprise by generating sufficient revenue to cove operations, debt service and capital replacement.	City of Louisville Programs, Goals and Sub-Programs									
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2021-2022 Biennial Operating and Capital Budget

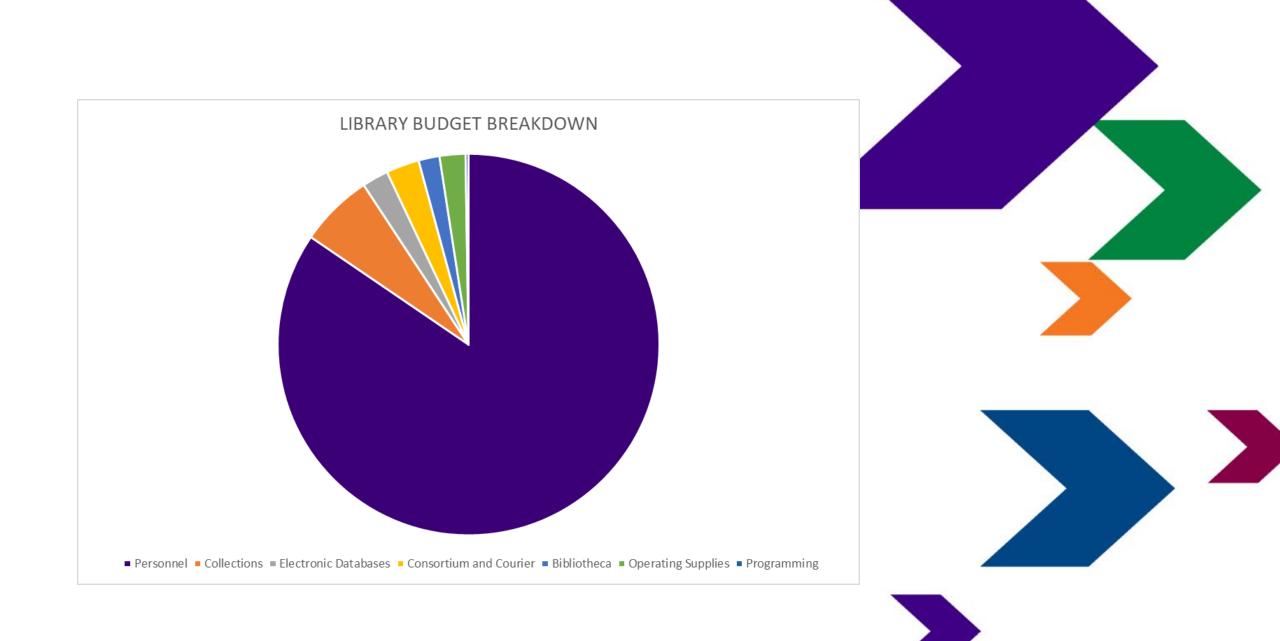


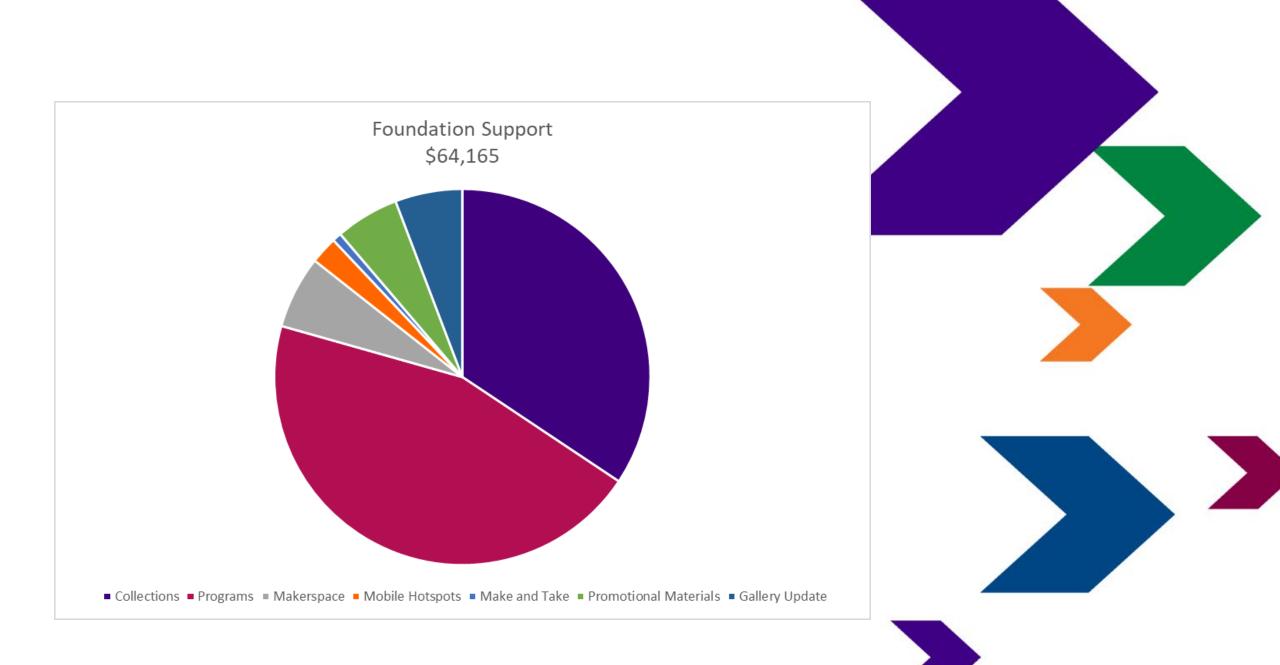
Program 55: Cultural Services

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%

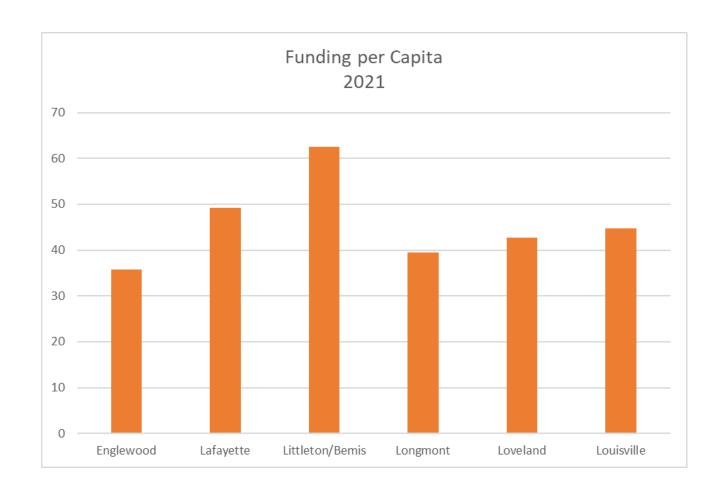
Revenue Description		2019 Actual		2020 Actual		2021 Estimate		2022 Budget		Amount f Change	Percent of Change
State Grants - Libraries	\$		\$	12,929	\$	9,680	\$	12,000	\$	2,320	24%
Superior IGA - Library Services		325,287		350,689		347,650		381,720		34,070	10%
Library Rentals and Fees		5,357		1,036		1,300		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)	





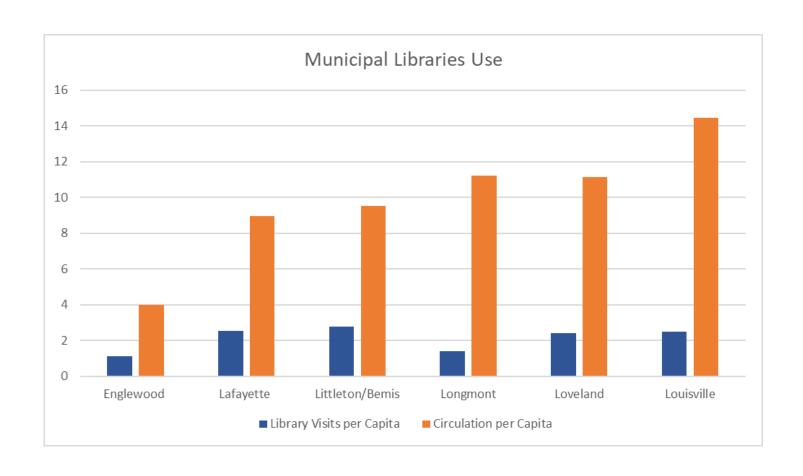
How does Library funding compare?



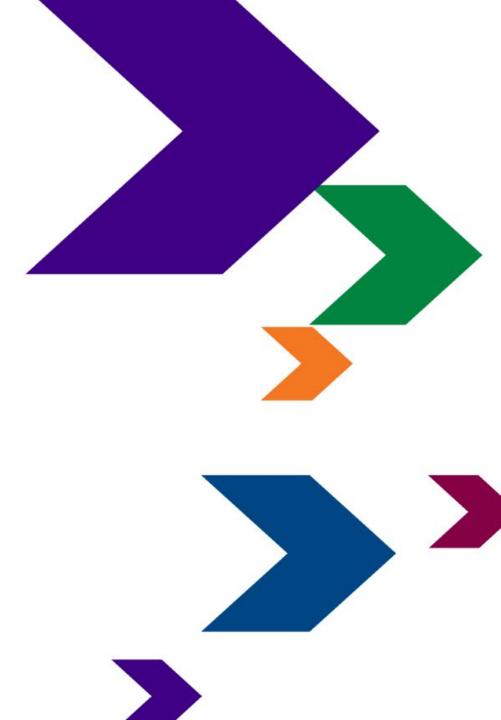


How does Library use compare?





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.