

Library Board of Trustees

**Thursday, September 12
Library First Floor 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 + 1-719-359-4580, 877-853-5247 (Toll Free)
- Webinar ID #841 1584 2014
- 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 July Minutes
5. Welcome and Introductions of Meeting Attendees
6. Library Director and Staff Report
7. Board of Trustees Report
8. LPL Foundation Report
9. Open Discussion
10. Little Free Library Discussion
11. Bylaws Revision Discussion
12. Staff Holiday Appreciation Discussion
13. Public Comments on Items Not on the Agenda
14. Board Comments

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.

15. Discussion Items for Next Meeting
16. Adjourn

Library Board of Trustees

Meeting Minutes

**11 July 2024
Library Meeting Room
950 Spruce Street
6:30 PM**

Call to Order – Chairperson Laurel Cole called the meeting to order at 6:30PM

Roll Call was taken, and the following members were present:

Board Members Present: Laurel Cole, Helana Lechner, Carrie Cortiglio,
Heather Wiegand, Jaime Dufresne

Superior Board of Trustees Representative: Cheryl Achterberg, (alternate)
Carol Burkett

Board Members Absent: Weiyen Chen

Staff Members Present: Sharon Nemecheck, Erin Owen

Book Recommendations – As part of roll call, folks in attendance shared a book recommendation or two. Below is the aggregated list of books:

- The Power (did not catch author)
- [Hamnet](#) by Maggie O’Farrell
- [Department of Rare Books and Special Collections](#) by Eva Jurczyk
- [Colton Gentry’s Third Act](#) by Jeff Zentner
- [We All Want Impossible Things](#) by Catherine Newman
- [Miss Morgan’s Book Brigade](#) by Janet Skeslien Charles
- [Bittersweet](#) by Susan Cain
- James (did not note author)
- [One two three](#) by Laurie Frankel

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

Approval of Meeting Minutes – The minutes from the 9 May 2024 meeting were approved as written.

LBOT Handbook – Reviewed updated document – added the specification that the Library is a Municipal Library

Discussion of Board of Trustees vs Advisory Council. Agreed that our role is advisory as opposed to governing.

Carol asked about cadence of library strategic planning and if it needs to be noted within the handbook.

Sharon and Erin will review and suggest where to include the role of the LBOT in the Library's Strategic planning process.

Motion to vote on handbook

Unanimous yea's

Library Policy Updates – Added language directly from the Colorado statute (SB24-216) to various library policies. Erin and Sharon walked through the added language for each section.

Carrie moved to approve, Helana seconded.

Vote: Unanimous yea

September Joint Meeting with the Foundation– Laurel provided an overview of the format and agenda of last year's joint meeting. Carrie agreed to speak on behalf of the LBOT at the meeting.

Foundation Report – No meeting last month (June). During the May meeting most of the discussion centered around the city requirement for liability insurance. Ongoing discussions around a Friends program without putting undue burden on library staff and mechanisms to accept monetary gifts online and build the database of friends and donors.

Director's Report –

Summer reading on target with last year's numbers. Adult numbers have grown a bit. Youth numbers holding steady.

100th Birthday Party set for 15 September.

Facility update – design work for new carpeting and paint. Sharon can bring selected samples to the September meeting. Library will have to be closed for some length of time, with some browsing and holds pick ups. An RFP will be issued to select the contractor.

The Depot (formerly known as storytime room) will be bookable for groups with children.

Upcoming volunteer and engagement opportunities: 100th birthday party and October first Friday. Erin will send a calendar request for the October first Friday.

City Manager signed the separation agreement with a seven-day window to rescind. RFP will be issued to identify a headhunter. Deputy City Manager will be contracted to act as Interim City Manager.

Looking at pricing to add a public access terminal in Superior. Two more banks of lockers scheduled for delivery 18 July.

Public Comments – None

Board Comments –

Little Free Library update:

Libraries getting repaired: Declan planning to make repairs 28 July. Helana went with him to purchase materials.

Regarding the two new libraries Sawyer will build – needing to verify the location of Joe Carnival Park vs. Davidson Mesa near the dog park. Sharon suggested meeting with Parks department to clarify placement. A second will be built for Superior. Carol to check with Leslie in the Parks department regarding location. (Clarification: The town/city needs to provide the post on which the library structure will be set.)

Carrie: Pizza for the summer carnival cost \$311. \$38/person.

Adjourned 7:42PM.

Your Library by the Numbers



2024

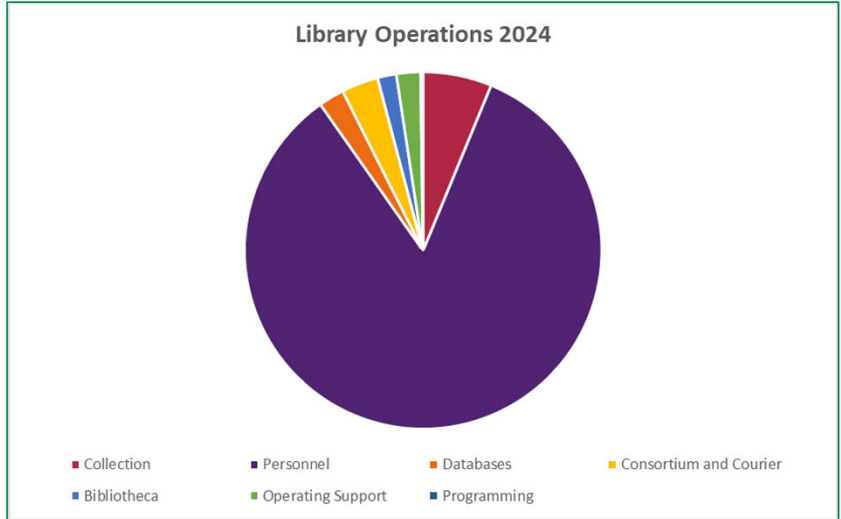
Budgeted Revenue

General Fund	\$1,760,747
Superior IGA	\$ 436,673
Capital Fund	\$ 362,840
LPLF Grant	\$ 52,575
Fines/Fees	\$ 23,800
State Grant	\$ 11,489
Total	\$2,648,124

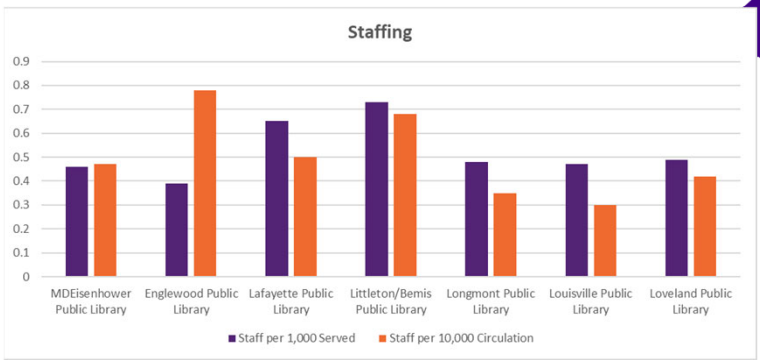
Budgeted Expenditures

Operations	\$1,982,803
Maintenance	\$ 302,481
Capital	\$ 362,840
Total	\$2,648,124

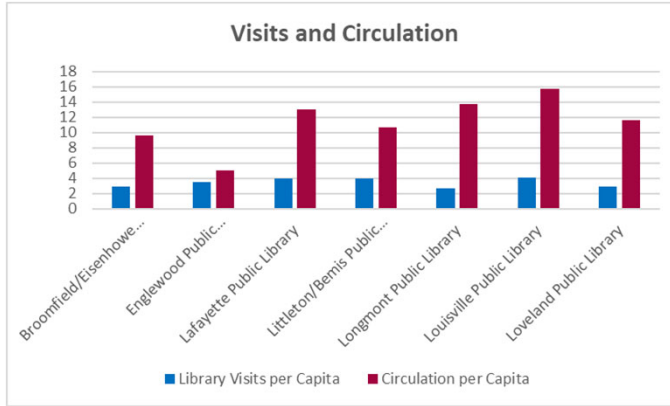




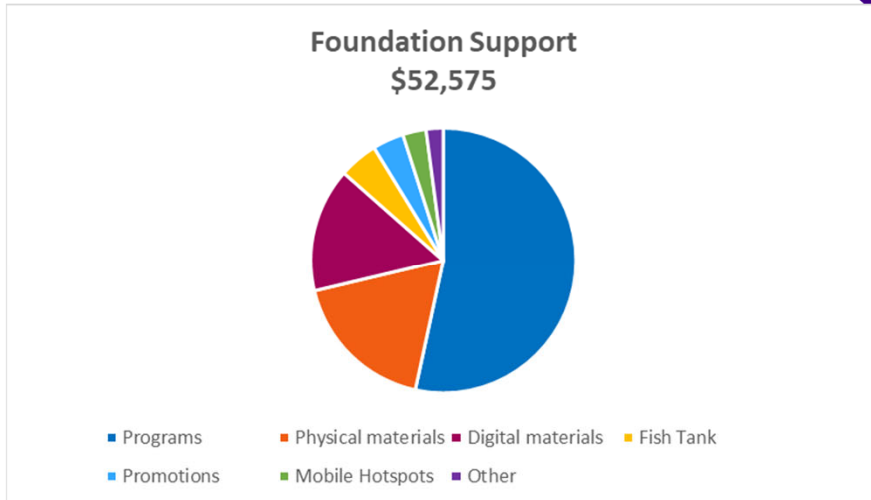
How do we compare? Staffing



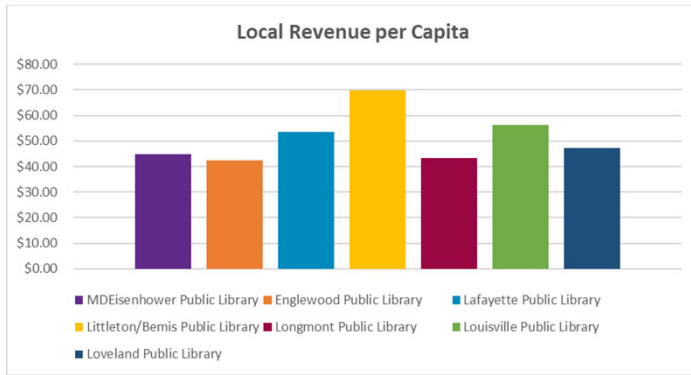
How do we compare? Usage



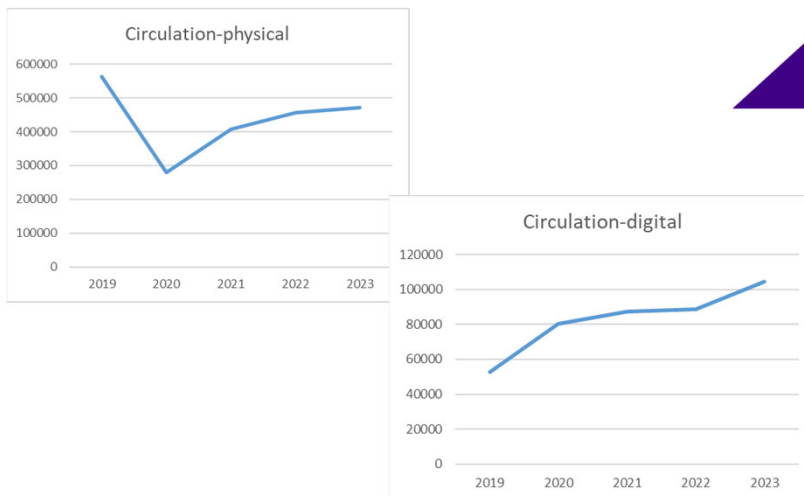
Foundation Support \$52,575



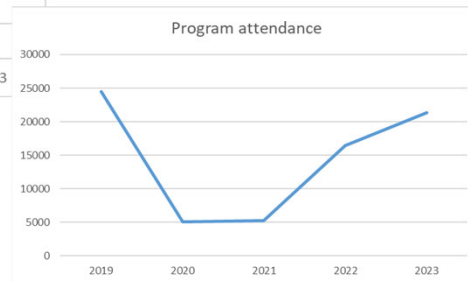
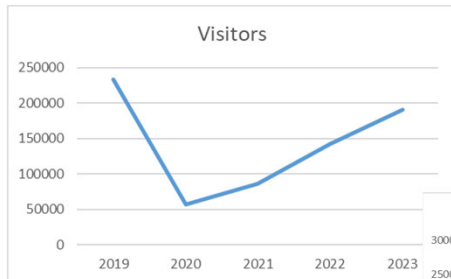
How do we compare? Funding



How are we doing over time? Circulation



How are we doing over time? Visits/Participation



BUDGET PROCESS 2025/26

Biennial Budget Cycle

- The City is in the middle of the budget process for 2025-26
- The final budget will be approved and adopted by City Council on November 4
- City revenues are anticipated to be lower than originally budgeted
- All Departments are being asked to cut operational expenses without impacting current staffing levels

What will the Library cut?

- From current budget:
 - Underutilized databases
 - Maintenance contract costs
- From 2025/26 requests:
 - Youth Librarian
 - Additional funds for eBook collection
 - Most Cultural Services savings will come from eliminating our Special Events budget increases

GOALS



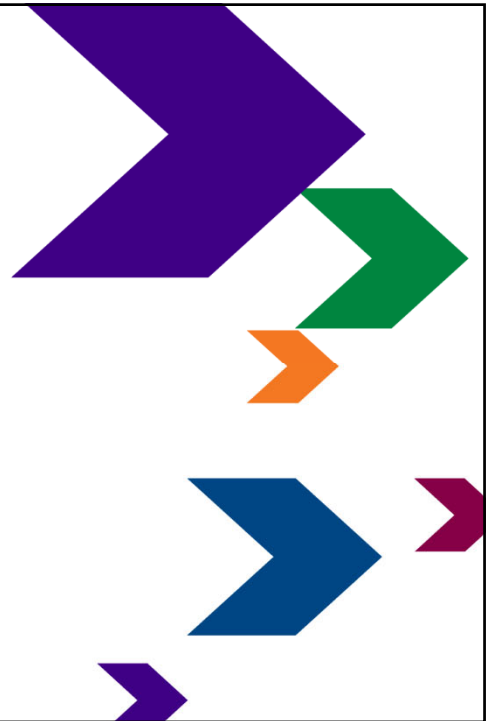
2024

- Complete the carpet and paint refresh with minimal disruption to patrons
- Continue to integrate the *Welcome All* initiative into everything we do
- Bring The Depot online as a bookable space for youth groups and events
- Work with Superior on a respectful and sustainable partnership

2025/26

- Strive to better meet eBook demand
- Collaborate with Arts & Events and Museum staff to bring more diverse programming to our community
- Expand opportunities for learning to all staff – Empower. Reward curiosity.
- Comply with State of Colorado digital accessibility requirements
- Migrate to a Teams environment

Questions?



From Birth to High School

Building Community
Through
Programming

September
2024





EARLY LITERACY

Getting children ready to read one storytime at a time

- Early literacy and brain development
- 5 practices
 - Talk
 - Sing
 - Read
 - Write
 - Play

TALKING

Talking can happen at any time, about anything

- Narrate your day
- Use “parantese” (baby talk)
- When reading a book, talk about the pictures
- Speak to your child in the language you know best
- Ask lots of questions when talking to your child
- Talking to your baby builds their vocabulary even if they aren’t speaking yet



SINGING

Singing helps baby understand the parts of words

- Your child loves YOUR voice, even if you don't consider yourself a good singer
- Singing helps with memory retention
- Make up songs about everything!
- Sing during diaper changing or other common routines
- Singing slows down language, which breaks down words into smaller chunks
- Singing improves cooperation



READING



- Reading the same book over and over is how children learn
- Reading doesn't have to happen while sitting quietly!
- Keep reading fun and enjoyable
- Chewing on books is okay (and encouraged!)
 - Keep books in the toy box!
- Rare words in children's books
- Read in short bursts throughout the day
- Choose books YOU enjoy!

WRITING



- Help children build fine and gross motor skills to eventually be able to hold a pen/pencil
- Try finger painting in bathtub before bath time
- Show your child their written name often so they can see how it looks
- When your baby is drawing, talk to them about their pictures and what they mean
- Give your baby the opportunity to feel different textures and shapes

PLAYING

“For children, play is serious learning.
Play is really the work of childhood.”

- **Mr. Rogers**

- Use everyday objects during play
- Unstructured play is wonderful for developing brains
- Babies learn that they influence the world when they play with items like rattles
- Talk during play with children—it builds language skills
- Through play, children are learning:
 - Hand-eye coordination
 - Cause and effect
 - Communication
 - Relationship skills



Summer Reading

- Supports literacy for all ages
- Big events like the Celebrate Summer carnival help encourage readers and use of the library
- Books as prizes



After School and Teen Programming



ADD A FOOTER

- Literacy building
- Love of the library
- Building relationships with each other and trusted adults
- Building lifelong connection with library

Questions?

Thanks for all you do
to support the library
and **its**
programming





Library Board of Trustees



Role of the Board



- Serve as advisors in the review and development of policy for the Louisville Public Library
- Promote use of the Library within the community
- Develop and perform outreach activities
- Support library staff

Role of the Board

- Develop, review, and update the Library's Strategic Plan
- Communicate with City Council on matters relating to the Library
- Collaborate as needed with the Louisville Library Foundation to help promote Library services and programs



Louisville Public Library Foundation
&
Louisville Public Library Board of Trustees
Joint Meeting

September 12th, 2024



About LPLF
Working Together
Review of 2023
New for 2024
How You Can Help

About LPLF



Mission

Our mission is to enrich our community by building support and raising money to enhance the Library's programs and services.

Overview

The Louisville Public Library Foundation is a 501(c)(3) non-profit, community-based organization. Each year, the Foundation raises money to buy books and other library materials and supports thought-provoking and entertaining programming for all ages. The Foundation is working to ensure that the Library services will continue without interruption through fundraising projects and outreach programs. Donations help us provide the following to the quarter of a million annual Library visitors:

- A free book for each child and teen who completes the yearly Summer Reading Program
- A space for public art shows and art to enhance the library
- Hundreds of new books, DVDs, and e-books each year
- Performers and supplies for most of the Library's children's programs
- The aquarium in the Children's area

About LPLF



Officers

Jeannette Torrents, President
Jenny Ross, Vice President
Lindsay Heger, Past President

Lauren Parsons, Secretary
Andrew Seguin, Treasurer

Board Members

Steve Bulick
Shari Edelstein
Brigitte Mutter

Matan Gill
McKynze Works

Working Together



The Louisville Public Library & the Louisville Public Library Foundation will work cooperatively to:

- Enrich our community by building support for the Library's program and services
- Advocate for the library as an essential community asset
- Increase community awareness of library services and programs
- Encourage gifts, donations, endowments, and memorials
- Encourage volunteerism in support of Library and Foundation endeavors

Working Together



The Library agrees to:

- Keep the Foundation Board members informed of priorities, significant events, projects, and long-term plans.
- Provide space in the Library for book storage and sorting, a public space for an ongoing used book sale, and space for a large annual book sale event.
- Provide public space in the Library for Foundation membership information, gift information, and major donor recognition.
- Provide space for storage of Foundation documents, checks and cash box.
- Submit strategic funding requests in writing at the November Foundation meeting.
- Provide regular reporting on use of Foundation funds granted to the Library.
- Allow Library staff to accept payment for used book sales, using established City of Louisville procedures.
- Appoint a Library Trustee to attend all regular Foundation meetings.

Working Together



The Foundation agrees to:

- Consider and vote on the Library's annual funding request, with revisions agreed to by both parties, at or prior to the Foundation's January meeting.
- Provide updates on Foundation business to the Library's Board of Trustees, as requested.
- Maintain the Foundation's articles of incorporation, bylaws, policies, and guidelines to ensure that monies and other assets held by the Foundation are held for the benefit of the Library, including its assets, services and programs.
- Maintain its 501(c)3 status to receive donations and gifts that will benefit the Library.
- Maintain in the Foundation bylaws a provision transferring all Foundation assets to a mutually approved entity if the Foundation dissolves.

Review of 2023



Impact at a Glance: 2023



In 2023, the Louisville Public Library Foundation (LPLF) supported the Library as it inspired *connection, discovery, and growth* in our community. LPLF supported programs on equity, art, literacy, and the Summer Reading Challenge for all ages.

Review of 2023



BY THE NUMBERS

\$ 51,383
FUNDS RAISED in 2023

\$ 62,955
FUNDS GIVEN TO THE LIBRARY

In addition to funds raised on an annual basis, LPLF manages an endowment established by a generous donation from LPLF's founding donor

10,153
of New Items
Added to Collection

PROGRAMS SUPPORTED

Summer Reading Program,
Print and Digital Collections,
First Fridays, Reading
Buddies, Art Gallery, Mobile
Hot Spots

**LPLF raised
\$5,244 in used
book sales**

The Library serves Louisville & Superior residents with collections, programs, and services. Superior residents benefit from self-service hold pick-up, regular storytime, and award-winning author talks at the Superior community center.

SUMMER READING

of Participants
1719 KIDS
640 TEENS
935 ADULTS

Review of 2023



Do you want to support the Library and our community?

All memberships and donations are tax deductible and can be made to LPLF through Colorado Gives or by mailing a check to:

LPLF
951 Spruce Street
Louisville, CO 80027

Have questions? Email us at louisvillelibraryfoundation@gmail.com or visit our website: <https://sites.google.com/view/louisvillelibraryfoundation/home>

**2023 Donations
ranged from \$5 to
\$1,000+**

***A donation in any
amount is most
welcome!***

COMING SOON!!!
Friends of the Library
Stay tuned for more info this fall!

Review of 2023



COLORADOGIVES.ORG®
A program of Community First Foundation



The Louisville Public Library Foundation is a 501(c)(3) non-profit, community-based organization. Our mission is to enrich our community by building support and raising funds to enhance the Library's programs and services.

LouisvilleLibraryFoundation.org

2024: New Logo



**LOUISVILLE PUBLIC LIBRARY
FOUNDATION • COLORADO**

Serving Louisville & Superior

2024: Friends of the Library



What is the Friends of the Library Initiative?

A donor recognition initiative for individuals who make an annual gift of \$25 (or more) to support the library. Donors receive a special *Friends of the Library* card. The first 100 members can choose a free book from the used book sales, in honor of 100 years of the library.

What are the goals of the *Friends of the Library* Initiative?

Raising funds to support the library's mission (including materials and programs not supported through other sources) and increased community engagement through recognition and appreciation of individual donors.

How will the success of the *Friends of the Library* Initiative be measured?

Our goal is to enroll 500 community members over the next three years earning the Foundation a minimum of \$12,500 in individual donations over that time period.

BECOME A FRIEND OF THE LIBRARY TODAY

The **Louisville Public Library Foundation (LPLF)** is the **only way to directly support the library**. Through your donations, LPLF helps expand library offerings, including...

- LPLF funded the library's Summer Reading Challenge with over 3,000 participants and prizes this year.
- LPLF provided \$8,000 for the library to purchase new e-books and audiobooks accessed through Libby.

LPLF invites **YOU** to become a **Friend of the Library!** Friends...

- believe the library is central to our community.
- commit to a gift to help sustain its mission.
- receive a special **Friend of the Library** library card!

In honor of the Louisville Public Library's 100-year anniversary, the first 100 Friends may select one free book from the library's book sale.



LOUISVILLE PUBLIC LIBRARY
FOUNDATION • COLORADO
Serving Louisville & Superior

Yes, I want to support my local library, a place to connect, discover, and grow!

Choose the membership amount that works for you: \$25, \$50, \$100 or more.

Make a tax-deductible donation online or by check. Start by scanning the QR code below or go to: **FRIENDS OF THE LIBRARY**
<https://sites.google.com/view/louisvillelibraryfoundation/friends>

With your membership, you can take pride in knowing that you are supporting an important community institution.



Your tax-deductible donations are appreciated. Contributions to LPLF are tax-deductible to the extent provided by law. Each gift will ensure that Louisville Public Library programs and resources will remain available to the residents of **Louisville & Superior**.

LPLF IS A 501(C)(3) NON-PROFIT, COMMUNITY-BASED ORGANIZATION OPERATING SINCE 1979, RAISING MONEY TO SUPPORT THE LIBRARY'S COLLECTIONS AND PROGRAMMING FOR ALL AGES IN LOUISVILLE AND SUPERIOR, COLORADO.



How You Can Help



Building Community

- Refer Board Members
- Share Fundraising Leads
- Increase Public Awareness



Fundraising

- Spread the Word
- Promote Summer Reading Sponsorships
- Share our Colorado Gives site