

Library Board of Trustees

**Thursday, November 14
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 September Minutes
5. Little Free Library Discussion
6. Staff Holiday Appreciation Discussion
7. Enforcement of Library Policies: Policy Review and Approval
8. Library Director Report
9. LPL Foundation Report
10. Public Comments on Items Not on the Agenda
11. Board Comments
12. Discussion Items for Next Meeting
13. 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

**12 September 2024
Library Meeting Room
950 Spruce Street
6:30 PM**

Call to Order – Chairperson Laurel Cole called the meeting to order at 6:32 PM

Roll Call was taken and the following members were present:

Board Members Present: See introductions below

Board Members Absent: Weyan Chen

Staff Members Present: See list of introductions below

Approval of Agenda – Approved

Approval of Meeting Minutes – The minutes from the 11 July 2024 meeting were approved as written

Welcome and Introductions of Meeting Attendees – name, role, what drew you to the Louisville Public Library

Laurel Cole – LBOT Chair

Sharon Nemechek – Director of Cultural Services

Erin Owen – Community Engagement Specialist

Jaime Dufresne – LBOT member at large, past chair

Cheryl Achterberg – Superior representative

Lauren Parsons – Foundation Board Secretary

Steve Bulick – past president of Lib Foundation Board

City of Louisville

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

Jeannete Torrnets – President of Lib Foundation Board

Sherry Edelstein – Board, former member of LBOT

Krista Bodine – Youth Services Supervisor

Helana Lechner – LBOT member at large

Carrie Cortiglio – LBOT, Vice Chair

Peggy Norris – Adult Services, Materials Management Supervisor

Heather Wiegand – LBOT Secretary

Library Director and Staff Report

- Capital – primarily two projects:
 - Children’s Depot – a bookable space for children’s groups. Was too small for story time (regularly get 60 kids)
 - Carpet and paint for library building, RFP forthcoming now that design is done (there will be some kind of closure when this happens)
- Fines/Fees – budget \$23,800 income. Have not collected fines/fees since COVID
- State Grant will drop because of population decline due to fire relocations
- 84% of budget is personnel (typical proportion)
 - 1 – 2 % higher than libraries in the benchmark – LPL pays well.
 - Sharon’s entire salary comes out of library budget
- Staffing comparison with libraries that service a roughly similar population staff per 1,000 served (service area) and staff per 10,000 circulation
 - We are on par for staff per 1,000 served, but a little low on staff per 10,000 circulation.
- Usage – visits per capita, on par with peers, but well higher than peers in circ per capita
- Performance over time
 - Circulation recovering to pre-COVID, but about 100K below 2019
 - Digital Circulation recovering but much more expensive than physical materials
 - Visits / Program Attendance
 - Visits recovering post-COVID.
 - Seeing people working remotely, study rooms and carrels well-used.
 - People are coming and staying longer than in the past

- Programming recovering, but not yet at pre-COVID 2019 levels
- Question from Jaime – is this budget report locked in for the next two years? Answer: Yes, though a budget amendment is always possible if needed.
- Youth Services Krista – Building Community Through Programming
 - Early Literacy – Story Time - 7 per week
 - Five practices: talk, sing, read, write, and play – gets students entering school ready to learn to read
 - Summer Reading – Supports literacy for all ages
 - Summer Carnival supported by Library Foundation
 - About 700 people
 - After School and Teen Programming – hands on experiences
 - Program every Wednesday after school
 - New skills, try new things, make something they can bring home
 - Teen programming
 - Some skills based (ex: Sewing class)
 - Some purely ‘fun’ and creative (ex: Spooky terrarium)
 - Very intentional about teens getting a space that is separate from kids *and* adults
- Adult Services
 - Home-bound delivery service for any adult 80027 resident who is unable to get to the library
 - Take requests, make recommendations, deliver and pick up books 1x/week
 - 2023 – 500 books delivered
 - Tech Tutoring
 - Tech Guru – one on one by appointment, managed by library
 - 123 1-1 appointments in 2023
 - SOAR with wit – Supporting Older Adults with Resources
 - Specializes in helping seniors use new technology for communication
 - One on one
 - 2023 had seven patrons
 - Grant funded, very specific
 - Exam Proctoring – free for Louisville and Superior residents only
 - 2023 proctored five exams
 - 2024 YTD – seven
 - Local Author Program
 - 2x/year
 - 20 September is the next program

Board of Trustees Report

- Role of the LBOT: serve as advisors in review and development of policy for Louisville Public Library
- Promote use of library within the community
- Develop and perform outreach activities
 - Ex: We each look after and “manage” a little free library
- Volunteer at community events
- Support library staff
 - Ex: Pizza after Summer Carnival
- Develop review and update library strategic plan – last done 2023
- Communicate with City Council on matters relating to the library
- Collaborate as needed with the Library Foundation

LPL Foundation Report – Jeannette Torrents

- About the LPLF
 - Mission: enrich community by building support and raising \$\$ to enhance library programs and svcs
 - 501c3
- Working Together
 - Library Agrees to
 - Foundation Agrees to
- Review of 2023
 - \$51,383 raised
 - \$62,955 given to the library
 - Manages an endowment
- New for 2024
 - Unveiled a beautiful new logo!
 - Friends of the Library
 - Donor recognition initiative
 - Annual gift of \$25 or more
 - Special FoL card
 - First 100 friends can pick a free book from used book sales
 - Goal: enroll 500 people over the next three years
 - Flier out with utility bill in November
- How can the LBOT help
 - Refer board members
 - Share fundraising leads
 - Increase public awareness
 - Spread the word about fundraising
 - Promote summer reading sponsorships
 - Share Colorado Gives site

Open Discussion

- 100th Anniversary Party on Sunday!
 - Library bags out with sign for suggested donation of \$2 per bag
 - Flier with info / encouragement for people to donate to support eBooks
- Gratitude from Sharon for time and commitment and the support from both boards
- Cheryl just finished a book called “That Librarian” about a book ban in Louisiana in 2023

Little Free Library Discussion

- Declan should have finished everything
 - Laurel – plexiglass falling off at Heritage Park
- Sawyer hasn’t yet gotten the sign-off from all chapters at BSA to build the two new LFLs
 - Jaime asked if they decided WHERE they would be placed in Carnival Park
 - Concerned about kids hanging on it if too close to the playground area
 - Pavilion might be better or near the sign for the park, closer to the road and the main park sign. Close to where people park to walk the lake. Jaime is happy to take pictures or meet someone and walk through.
 - The city is ready when we are to install the post

Bylaws Revision Discussion

- City Clerk hasn’t gotten the form yet
- She is acting deputy city manager on top of City Clerk duties

Staff Holiday Appreciation Discussion

- Last year: gift cards (Bittersweet, Moxie)
 - Carrie volunteered to coordinate again
 - Sharon to get a count

Public Comments on Items Not on the Agenda – None

Board Comments

- Laurel reminded us about the EDI training in October (an email was sent to all LBOT members)

Adjourn – The meeting was adjourned at 7:53PM

Enforcement of Library Policies

The Louisville Public Library is committed to providing an inclusive, safe, and welcoming environment for all patrons. To achieve this, the library has established various policies governing patron conduct, use of resources, and other operational guidelines. Any violation of these policies that significantly interferes with the reasonable use of the library by others will not be tolerated. Library staff are authorized to enforce these policies and take appropriate action to address violations, which may include:

Enforcement Actions

- **Verbal Warning:** Staff may issue a verbal warning to patrons exhibiting prohibited behaviors, explaining the violation and expected remedial action.
- **Suspension of Privileges:** Staff may suspend a patron's ability to check out materials, use library resources, or access the library location. Suspension lengths are based on the severity and frequency of the violation.
- **Banning from the Library:** In cases of serious, threatening, or repeated violations, the library may ban a patron from entering the Louisville Public Library. Behavior that may result in a ban includes physical/verbal abuse, vandalism, theft, or illegal activities.

Suspensions over 1 day require approval from the Director of Cultural Services. Suspensions of 30 days or more may require a meeting with the Director before reinstatement, with a parent/guardian attending for minors.

Police Involvement

Library staff may request assistance from the Louisville Police Department at any time to:

- Remove non-compliant patrons from the building
- Respond to policy violations or disruptive behavior
- Assist with any situation where staff feels police presence is warranted

The Louisville Police Department will be informed of all suspended or banned patrons. If these patrons are found on library premises during their suspension or ban, they will be considered trespassing and law enforcement will be notified.

Appeal of Suspensions and Bans

Patrons may appeal suspensions or bans by submitting a written letter to the Director of Cultural Services within 30 days. The letter should include the patron's name, the decision being appealed, reasons for the appeal, and the patron's signature. The City Manager's Office will review the appeal and provide a final, non-appealable decision within 15 business days.

Herbarium

Library and Open Space staff are collaborating to share information about native plants with Library patrons. The departments got together to purchase a display case that will live in the Library's entryway and be home to pressed plants harvested from Louisville's very own open space lands. These displays will rotate with the seasons.

In addition to the pressed samples of native plants, the City's Natural Resource Supervisor will provide seeds collected from local native species at a seed swap event in the spring.

We are excited to be part of an effort to bring more true native plants into local home gardens!

Retention Interviews

In the month of October I met with every Library, Museum, and Arts & Events employee, asking the questions, "What keeps you here?" and "If you had a magic wand and could change anything, what would it be?" The overwhelming response to the first question was that people like, trust and respect their supervisors and feel liked, trusted and respected in return. They also love their colleagues. To the second question I got lots of interesting ideas! The top four: 1. Create a video social story to introduce patrons to the library and museum prior to their visit. 2. Do more active outreach to our Spanish-speaking community. 3. Hire a part-time page in the busy summer months to stay on top of shelving. 4. Resume composting solid food waste. (This one is done thanks to a passionate and committed employee.)

Library Facility Update

The RFP for this project has been issued and we're already seeing interest. We anticipate an extended closure, with only holds pick-up and limited browsing. Our plan is to have this project completed by the end of March.

Superior Locker Expansion

The Town of Superior added two new locker towers to the existing array. This has alleviated a lot of the pressure on the holds system at the Community Center.

Treasure Hunt

There's treasure to be found at the library! Stop by the Children's Desk for your treasure map. Find each place in the library, then unlock the treasure box for a prize.

Snowed In: First Friday at the Library

Join us for our December First Friday event from 5 to 7pm on December 6th. There will be live music, crafts for kids, art for sale, hot apple cider, and snacks for all. We could use a lot of help with snacks, especially the hot cider. Let Erin know if you're able to volunteer that evening.