

Library Board of Trustees

*The Louisville Public Library's mission is to inform, involve, and inspire
the communities we serve.*

MEETING AGENDA

THURSDAY, March 14, 2019
Library Meeting Room, 1st Floor
951 Spruce Street
6:30 PM

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Public Comments
- VI. Trustee Informational Comments on Pertinent Items Not on the Agenda
- VII. New Business
 - A. Strategic Plan Review
 - B. 2018 Work Plan Results
 - C. Library Staff Luncheon Planning
 - D. Little Library Sign-Ups
 - E. On the Same Page
- VIII. Ongoing Business
 - A. Louisville City Council update (C. Leh)
 - B. Superior Board of Trustees update (N. Shah)
 - C. Library Foundation liaison report (R. Gurganus)
- IX. Director's Report (S. Nemechek)
- X. Agenda Items for Next Meeting: May 9, 2019
- XI. Adjournment

Library Board of Trustees

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Meeting Minutes—*DRAFT*

(Version 02/03/2019)

Thursday, January 17, 2018
Library Meeting Room, 1st Floor
951 Spruce Street
6:30 PM

I. **Call to Order.** President Schuman started the meeting at about 6:35 pm.

II. **Roll Call**

Board Members Present:

- Jeannie Schuman, President
- Jaime Dufresne
- Renée Gurganus
- Neal Shah, Town of Superior Trustee
- Helana Lechner

City Staff Members Present:

- Sharon Nemechek, Library Director

Others present:

- Ashley Stolzman, former liaison, Louisville City Council

Board Members Absent:

- Richard Chamberlin, Secretary
- Conor Seyle

III. **Approval of Agenda:** The agenda was approved by general consent.

IV. **Approval of previous minutes:** The minutes were approved by general consent.

V. **Election of Officers**

- A. Renée Gurganus, President
- B. Conor Seyle, Vice President
- C. Richard Chamberlin, Secretary

VI. **Public Comments:** There were no public comments.

VII. **Introduction of New Library Director**

- A. Sharon Nemechek was greeted with great enthusiasm

VIII. **New Business**

A. Designate:

- 1) 2019 locations to post notices of public meetings.

- a. Notices will be posted in the City Building and Recreation Center.

2) 2019 Schedule of Board Meetings

- a. Meetings will be held on the second Thursday of odd months. The next meeting is 3/14/2019

B. Distribute:

1) 2019 Open Government and Ethics Pamphlet

- a) Was handed out to all board members.

C. City of Louisville Strategic Plan Review

- 1) Jeannie and Jamie will attend the meeting with Sharon on or about 2/18/19. The Strategic plan will be presented to the board on 03/14/19

D. Library Policy Changes

- 1) The Code of Conduct was changed. The following terms were deleted.
 - a. Library staff visually monitor use of computers for violations of this policy
 - b. Use of wrong restrooms
 - c. Weapons

All of these items were agreed upon by the Board of Trustees. But eating and drinking in the library are still under discussion.

2) Meeting Room Policy

- a. All board members agreed red and purple drinks are allowed in the Library Meeting Room.

3) Library Code of Service

- a. Accessible library materials that are current and relevant.
 - 1. All board members agreed to the change.

VIII. Ongoing Business

A. Louisville City Council Update (A. Stolzmann): No report but a farewell from our long time city council friend Ashley. We look forward to working with Chris Leh our new library city council liaison.

B. Town of Superior Update. Neal Shah our newest Trustee from Superior gave the board a report about the Town of Superiors issues with the Rocky Flats/fracking issues. We say goodbye to Sandie Hammerly, Town of Superior Trustee and thank you for your service.

C. Library Foundation Liaison Report. Renée Gurganus gave use exciting news for the Foundation.

1. The Foundations top 3 projects are the following
 - a. Read Baby Read
 - b. Maker Space
 - c. Outreach for 55 years and older

2. The Foundation was able to approve \$3000 to give to the Louisville Library.

IX. Director's Report, Sharon Nemecek

- A. Staffing Update
 1. Sharon reported the library is getting back on track with a full staff.

- B. FLC Updates
 1. Auto renewal
 2. 25 holds per patron
 3. Creative Bug

X. Agenda for next meeting on Jan 17, 2019

- A. City of Louisville Strategic Plan Review
- B. Library Luncheon
- C. Little Library Sign up
- D. On the Same Page

XI. The meeting was adjourned at 8:15 pm.

Louisville Public Library Strategic Plan – 2019/2020

Vision

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

Mission

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

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

Values

Innovation: Leading and embracing change and transformation through creative thinking, learning, and continuous improvement.

Collaboration: Proactively engaging colleagues and other stakeholders in developing solutions through open communication.

Accountability: Fulfilling our responsibilities, owning our actions, and learning from our mistakes.

Respect: Treating people, processes, roles and property with care and concern.

Excellence: Doing our best work and exceeding expectations with responsive, efficient, and effective customer service.

Goals

Engage Community

Champion Literacy

Spark Imagination and Learning

Engage Community

The library enhances our vibrant community.

Inspire Community: Serve as our community living room. Create gathering opportunities for community members to interact, learn and share experiences with each other and with local business people, artists, entertainers, and educators. Bring our community together to build relationships and support our small-town atmosphere.

Spread the Word: Introduce Library services and products to business owners & community members.

Welcome All: Create an inclusive space that reflects the diversity of our community and its needs

Champion Literacy

The library provides resources and programs to nurture and support multiple literacies.

Champion Literacy:

Early Literacy: Enable parents and caregivers to build pre-literacy skills to ensure that children enter school ready to read. Provide informative/instructive collections, programs and services in support of early literacy.

Beginning Readers: Support and develop literacy in young readers through quality collections, programs and events.

Lifelong Literacy: Offer library and online resources to satisfy curiosity and grow lifelong learning skills.

Science, Technology, Engineering, Art, and Math (STEAM) Literacy: Foster exploration of STEAM subjects and promote STEAM literacy.

Leverage Our Partnerships: Collaborate with daycares, schools and other educational organizations to promote multiple literacies.

Offer Diverse Collections: Reflect the diversity of our community and world in our collections and resources.

Provide Technology Education: Help patrons learn to use available technologies through classes and one-on-one instruction.

Spark Imagination and Learning

The library provides resources, technology & programs to inspire lifelong learning.

Bring Resources to Life: Deliver programs that encourage creativity, offer hands-on education, and highlight the resources available through the Library. Bring people together to share their knowledge and skills with each other and our community.

Encourage Creativity and Personal Growth: Provide access to a robust and relevant collection of print and online resources. Create displays that generate conversation and interest in new subjects.

Provide Creative Spaces: Offer meeting areas and collaborative spaces to foster community interactions. Strive to provide spaces for quiet study and reflection.

Goal #1: Build Community

We seek to foster a sense of community among the residents we serve.

Objectives**1. Community Living Room**

We create gathering opportunities for community members to interact and create relationships with each other and with local business people, artists, entertainers, and educators.

1.1 Work Plan Responses**A. Everybody Welcome**

- Library staff welcomes all visitors and helps make each stay enjoyable and productive.
- The Library provides service to diverse populations.

B. Children's, Teen, and Adult

- Spaces in Children's, Teen, and Adult sections of the library are reallocated to respond to changing needs of our users.
- In the Adult Services section, table space is increased to accommodate the growing demand for study and work surfaces.
- Upper elementary students (Tweens) have a new area within the children's library with seating, study, and collection space.
- Teen Loft is reorganized to be more welcoming and to encourage browsing, de-emphasize PCs.

C. Family Events

- An afternoon storytime is added to provide an additional opportunity for young children to attend.
- Quarterly Maker Expos give families access to a variety of STEM and craft experiences.

D. Community Events

- 'Louisville Live' programs provide forums for non-judgmental explorations of contemporary issues facing the community and the nation.

2. Shared Interests

Our programming brings people with common interests together.

2.1 Work Plan Responses

A. Survey Data

- Using RIPL tools we survey users to assess effectiveness.
- We use survey responses to guide planning for the Summer Reading Program.

B. Summer Reading Program

- We create a forum for learning through large-scale programming efforts. The 2018 program is geared to engage entire families, with similar program structure regardless of age.

C. On the Same Page

- Adults in Louisville, Superior, and Lafayette are encouraged to read the 2018 title and attend related programming.

D. Business Community

- We partner with Louisville Chamber of Commerce to present speakers of interest to business owners.

3. Outside Our Walls

We have a presence at community events to reinforce the integral role of the Library within the community.

3.1 Work Plan Responses

A. Partnering with Schools

- We continue to partner with BVSD's Summer School program to encourage reading and STEM education during the Summer Reading Program.
- Girl Scout troops attend tech classes to meet requirements for badges.
- Staff attends school-related events as possible, although staffing and ROI doesn't permit visits during Parent/Teacher conferences or Back To School nights.

B. Getting the word out

- Staff and Library Board members attend community events such as the Superior ChiliFest and Louisville's Farmers' Market to promote library services.

C. Business Community

- Staff regularly participates in activities and meetings of the Louisville and Superior Chambers of Commerce.

Goal #2: Promote Literacy

We provide resources and programs for all ages to encourage the love of reading and to support literacy in the digital age.

Objectives

1. Literacy for Children

Our collections, programs, and services help ensure that children enter school ready to read, and empower parents and caregivers to build and support literacy skills in their children.

1.1 Work Plan Responses

A. Elimination of fees for overdue print material

- Books and other print material in the Children's collection do not accrue overdue fees to remove barriers to library use and encourage reading.

B. Preschool literacy

- Books are rearranged so that those for our youngest library users are close to the early learning center and the collection progresses sequentially throughout the Children's area by reading level.
- To accommodate increased attendance at morning storytimes, staff adds another Toddler session.
- Pre-readers enjoy a newly installed early learning center of interactives and manipulables.

C. School-age support

- 'Read To Rover' continues weekly. Along with Reading Buddies pairs (beginning readers and teen mentors), these programs provide fun, supportive environments to practice reading for reluctant readers and those reading below grade level.
- Easy Readers are identified by reading levels to make it easier for parents and children to find books with appropriate vocabulary and difficulty.

2. Teen and Adult Literacy

Pre-teens, teens and adults have access to library and online resources to support their reading and literacy skills.

2.1 Work Plan responses

A. Ongoing Programs

- The Summer Reading Program and book clubs provide avenues for established readers to explore new titles.

B. E-books

- As part of the Front Range Downloadable Consortium, Louisville continues to fund popular e-books.

C. Electronic resources

- A wide variety of databases are available to Louisville library card holders through cooperative planning for cost-effective subscriptions by the Flatirons Library Consortium.

D. Teen Services

- A reconfiguration of the Teen Space improves access to library materials for teens while de-emphasizing the prominence of PCs.

3. Literacy-related Activities

Library programming and events encourage reading at all ages.

3.1 Work Plan responses

A. Passive Programming

- We offer drop-in crafts, word games, and puzzles throughout the library.

B. On The Same Page

- Readers of this year's One-Book title see other library material on themes and events in the book to stimulate their reading curiosity.

C. Collection Management and Access

- Audio books for adults and teens as well as Manga and graphic novels move to more prominent spaces to increase visibility and browsing.
- Expanded use of electronic tools allows staff to thoroughly analyze how the collection is being used, improving our ability to update and weed based on what is checking out and what's not.

4. Science, Technology, Engineering, Math (STEM) Literacy

We foster exploration of STEM subjects and promote STEM literacy.

4.1 Work Plan Responses

- A. We **partner** with CU Boulder and local professionals and organizations to provide expertise to encourage exploration of STEM skills at all ages.
- B. **Ongoing classes** support STEM and STEAM literacy for adults and teens.
 - The Library's thriving 'Girls Who Code' program builds programming skills for teens.
- C. **Exhibits and programs**
 - Biannual coding workshops offer instruction for all ages.

5. Partners

We support and augment the resources for seniors, schools, preschools and daycares, which are our natural literacy allies.

5.1 Work Plan Responses

- A. **One Book 4 Colorado**
 - Louisville and Superior 4-year-olds again receive a free copy of this year's chosen title provided by the State Library and distributed through the Library and Library Trustees to individuals, daycares, and preschools.
- B. **Youth and Senior Agencies**
 - We provide program support for the Senior Center and the BVSD Adult Transition program.

6. Diverse Collections

Our collections reflect the diversity of our community and our world.

6.1 Work Plan Responses

A. Multicultural Resources

- Storytimes and displays reflect the rich diversity of our world.
- Staff seek to build collections that are diverse and represent a variety of perspectives.

B. Non-traditional Resources

- Additional microscope available for checkout.

Goal #3: Spark Imagination and Learning

We provide the space, resources, and programs to help people of all ages find inspiration and become lifelong learners.

Objectives

1. Bring Resources to Life

We create programs that encourage creativity, deliver hands-on education, promote personal growth, and highlight the resources available through the Library.

1.1 Work Plan Responses

A. Children's

- We offer both STEM and art classes on a monthly basis to school-aged children.
- 'Messy Art' encourages toddlers to explore art.
- New STEM and craft Tween programming is scheduled quarterly.

B. Teen

- Regularly scheduled Teen Creations programs offer teens opportunities to explore crafts.
- Passive programs and contests encourage creative pursuits such as writing and photography.
- The teen book review blog allows teens to publish their writing online.

C. Adult

- Business classes promote financial literacy by teaching residents about home buying, public speaking, starting a business and other topics.

2. Wide-Ranging Learning Experiences and Exposures

We collaborate with local artists, educators, and specialists to share their expertise, providing exceptional learning and entertainment opportunities to our patrons in a flexible, inviting environment.

2.1 Work Plan Responses

A. Art Shows

- Students, amateurs, and professional artists show their work through gallery displays and exhibits. Partners include the Louisville Art Association, the Louisville Cultural Council, Parks and Recreation, and area schools.
- B. The Makerspace**
 - Coding and circuitry games provide fun STEM learning for families in a casual, self-paced setting.
- C. Maker in Residence**
 - Area illustrators of children’s books provide instruction for families.

3. Lifelong Learning and Personal Growth

We help community members learn new skills by enabling them to locate the information they seek.

3.1 Work Plan Responses

A. Flatirons Library Consortium

- 1.3 million items are available for delivery to Louisville card holders within 48 hours from the other five member libraries.

B. Website

- Free online learning and course access on hundreds of topics are available through Lynda.com.

C. Programs

- Aspiring authors attend ongoing writers’ groups.
- Young writers attend fall writing classes presented in partnership with the Louisville Cultural Council.

Goal #4: Foster Technological Proficiency

We strive to keep pace with the advancing technological needs of both patrons and staff in order to best execute our mission to inform, involve, and inspire.

Objectives

1. Technology Education

The Louisville Public Library helps patrons learn to use available technologies through classes, outreach, and one-on-one instruction.

1.1 Work Plan Responses

A. Tech Outreach

- Regularly scheduled Tech Guru advice sessions and individual appointments help adults to better use their electronic devices.

B. Tech for Kids and Teens

- The Library's thriving 'Girls Who Code' program builds programming skills for teens.

2. Expanding Device Availability

Library staff explores ways to enhance the sharing of information and entertainment through varied lendable electronic devices and hardware.

2.1 Work Plan Responses

A. Portables

- Staff tracks wireless use to assess volume of use of electronic resources and the library's website.

3. Efficient Internal Operation

We take advantage of new products and training to streamline and improve staff workflows.

3.1 Work Plan Responses

A. Cooperation and collaboration

- Consortial pricing makes additional subscriptions and services available to library card holders.

B. Courier service for patron hold requests

- Improvements in courier service cut delivery time for library users' holds coming from Flatirons Library Consortium and Prospector libraries.

C. Library security

- Building on the 2017 security audit, door alarms and other safety features are monitored regularly.

D. New building automation system

- Equipment improves efficiency for heating and cooling and can be controlled remotely from City Services facility.

Goal #5: Preserve and Promote Our Community's Past

We share documents related to Louisville's past through electronic access, programming, and displays.

Objectives**1. Education**

Citizens readily find electronic photographs and documents related to Louisville's past. The Library's website, programs, and displays about local history help people connect to the community's past.

1.1 Work Plan Responses**A. Access**

- Webpages for the Historical Museum are separated from the Library's website to improve visibility and access to historical resources.
- *The Louisville Times* from 1942-2007 is available 24/7 through the Colorado Historic Newspaper Collection.

B. Programs

- Six evening programs about Louisville's history are given by Historical Museum staff and local experts.

C. Genealogical research

- Individualized help is available by appointment through the library's Genealogy Guide.