

# Library Board of Trustees

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

## MEETING AGENDA

**THURSDAY, September 12, 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
  - A. Approval of Corrections to May, 9, 2019 Minutes
- V. Public Comments
- VI. Trustee Informational Comments on Pertinent Items Not on the Agenda
- VII. New Business
  - A. Library Foundation Presentation
  - B. IT Security Training Information
  - C. Library Project Plan Update
  - D. Library Budget Priorities
- 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)
  - D. CALCON - Trustee Attendance Plans
- IX. Director's Report (S. Nemechek)
- X. Agenda Items for Next Meeting: November 14, 2019
- XI. Adjournment

# Library Board of Trustees

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

## Meeting Minutes—*DRAFT*

*(Version 07/16/2019)*

Thursday, July 11, 2019

Library Meeting Room, 1st Floor

951 Spruce Street

6:30 PM

- I. **Call to Order.** A quorum was present and Board President Gurganus called the meeting to order at about 6:34 pm.
- II. **Roll Call**
  - Board Members Present:
    - Renée Gurganus, President
    - Conor Seyle, Vice President
    - Richard Chamberlin, Secretary
    - Jeannie Schuman
    - Laura Skladzinski, Town of Superior Trustee
    - Jaime Dufresne
    - Helana Lechner
  - City Staff Members Present:
    - Sharon Nemechek, Library Director
    - Chris Leh, Louisville City Council Liaison
  - Others present:
    - Michael Bishop, citizen of Louisville
  - Board Members Absent:
    - Neal Shah (Laura Skladzinski, substituting)
- III. **Approval of Agenda:** The agenda was approved.
- IV. **Approval of previous minutes:** Councilman Leh requested some changes to the May 9 minutes so the motion to approve the minutes was tabled until the next meeting.
- V. **Public Comments:** There were no public comments.
- VI. **Trustee Informational Comments on Pertinent Items Not on the Agenda:** Secretary Chamberlin suggested that the Trustee informational packet be emailed to the Trustees at the same time it is emailed to the City Clerk. Member Schuman requested to see a list of the Little Libraries assignments.
- VII. **New Business**
  - A. Director Nemechek presented the 2019 Work Plan which was attached to the [Trustee Information Packet](#). Projects in the Work Plan will be detailed in the Project Plan which is being written and which will be presented at the September 12 Board meeting.
  - B. The Colorado Association of Libraries is producing its annual conference : "[CALCON 2019](#)". CALCON will be September 19 to 21 in Loveland, CO. CALCON has conference sessions that will

provide useful guidance and background for Library Boards. Member Schuman attended a previous CALCON and explained why she thought it was worthwhile. A straw poll indicated that Member Lechner, and President Gurganus might each attend one day of the conference.

**VIII. Ongoing Business**

- A. Louisville City Council Update (C. Leh): The City Council is working on language for a two ballot measures regarding marijuana cultivation, and an excise tax to fund regulation of marijuana cultivation. The City is developing a transportation master plan. Councilman Leh suggested that the Library Board think about library funding priorities since City revenue might stop increasing.
  - B. Superior Board of Trustees update (L. Skladzinski): Superior has an arts festival “Superior Spectacular” on July 20. On July 23 there will be a public discussion on city planning lead by Happy City consultant Mitchell Reardon. Superior acquired a commercial property on Colton Road and will be deciding how to use it.
  - C. Library Foundation Report (R. Gurganus): The Foundation is: (1) donating \$500 to the “Read-Baby-Read” early literacy program; (2) looking for volunteers to help with the Maker’s Space program; and (3) creating a liaison to improve coordination between the Senior Center and the Library.
  - D. Member Schuman provided some feedback from the May 18 Farmer’s Market outreach effort.
- IX. Director’s Report (Nemecheck):** Director Nemecheck conveyed some ideas for an October First Friday event Library participation, and for a “Holiday Open House” on December 6. On random Fridays the library hosts events on the plaza for young people, “Fri-yays”, which Director Nemecheck believes are a success. These events are announced on Facebook and nowhere else. The Summer Reading Program enrollment numbers increased 11 % over last year in all age categories. Library circulation is up 26% including renewals. State grants to the Library were about \$11,000. Planning for the “On The Same Page” program is ongoing.
- X. Agenda for next meeting on July 11, 2019:** Library Project Plan. Trustee CALCON attendance plans. Library budget priorities. A presentation by the Library Foundation.
- XI. The meeting was adjourned at about 8:12 pm.**

# Library Board of Trustees

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## Meeting Minutes—*DRAFT*

*(Version 07/16/2019)*

Thursday, May 9, 2019

Library Meeting Room, 1st Floor

951 Spruce Street

6:30 PM

- I. **Call to Order.** A quorum was present and Board President Gurganus called the meeting to order at about 6:30 pm.
- II. **Roll Call**
  - Board Members Present:
    - Renée Gurganus, President
    - Conor Seyle, Vice President
    - Richard Chamberlin, Secretary
    - Jeannie Schuman
    - Neal Shah, Town of Superior Trustee
  - Board Members Absent:
    - Jaime Dufresne
    - Helana Lechner
  - City Staff Members Present:
    - Sharon Nemechek, Library Director
    - Chris Leh, Louisville City Council Liaison
  - Others present:
    - Michael Bishop, citizen of Louisville
    - Two high school students
    - Daryl McCool, Superior resident
- III. **Approval of Agenda:** The agenda was approved by general consent.
- IV. **Approval of previous minutes:** Member Schuman moved to approve the minutes. Member Shah seconded the motion. The motion carried.
- V. **Public Comments:** Louisville City Council member Chris Leh thanked the Library Board of Trustees (LBOT) members for their service.
- VI. **Trustee Informational Comments on Pertinent Items Not on the Agenda:** On behalf of a library patron Vice President Seyle requested to know about the location of gender neutral bathrooms. He learned that there was one near the Boardroom.
- VII. **New Business**
  - A. Director Nemechek is working with staff to refine the 2019 work plan. It will be presented at the July LBOT meeting.
  - B. LBOT community outreach:

- (1) Farmers Market: The mural contest will be promoted at the May 18, or May 25 Farmer's Market.<sup>1</sup> Member Schuman can attend the May 18 Farmer's Market. President Gurganus said members of the Library Foundation can help with outreach at the May 25 Farmer's Market.
  - (2) Taste of Louisville: Member Shah can help with outreach at the June 1 Taste of Louisville event.
- Promotional materials for the events will be provided by the library staff.

#### VIII. Ongoing Business

- A. Louisville City Council Update (C. Leh): (i) The city is building a trail underpass under State Highway 42 near Balfour Senior Living. (ii) The chair of the Council legal committee hears complaints about appointed officials. (iii) Although the City has a biennial budget, Council is going to be having its annual budget retreat in July to consider mid-course corrections. (iv) The Council is considering language for two ballot measures that, if both passed, would permit commercial marijuana cultivation and manufacturing in certain industrial areas of the City. One concerns a change to land use regulation and another would provide for an excise tax to pay for proper regulation. Passage of only one measure would mean that commercial marijuana cultivation and manufacturing would not be allowed in the City. (v) The Council is going to be reviewing an amendment to the general development plan concerning Parcel O, where the old Sam's Club and Kohl's are currently located. Kohl's will be leaving the area. If approved, there might be mixed use development in the area and might include some residential and senior housing units, and public gathering places.
- B. Superior Board of Trustees update (Neal Shah): (i) Plans for the Superior downtown area are being developed. (ii) Consultants hired by Superior and Louisville will be giving a presentation to the Superior Trustees about the proposed expansion of service to the airport which will include noisy B737 heavy jets flying about 1000 feet above homes. Airport management has made no outreach efforts to Superior. (iii) The Superior Mayor will advocate against oil and gas extraction from under the Rocky Flats. (iv) Superior opposes construction of the Jefferson Parkway in Arvada which will adjoin the Rocky Flats National Wildlife Refuge. The project will help complete the 470 beltway loop but it is a major highway project which has terminations on only minor roads and thus has been called the "The road from nowhere to nowhere." Superior previously sued to stop construction of road but lost. (v) Superior is suing the US Fish and Wildlife Service to keep the Rocky Flats park closed to the public since an Environmental Impact Statement and an Environmental Impact Assessment were not completed.
- C. Library Foundation Report (R. Gurganus): (i) The Foundation is donating \$600 to the "On The Same Page" community-wide reading program. (ii) The Foundation has written its 2019 plan which was emailed to LBOT members for review. The plan includes strategies, tactics, and metrics for: developing financial support; advancing the early literacy "Read Baby Read" program; age 55+ "Boomer" outreach; and, other topics. (iii) The next Foundation meeting is May 16.
- D. Staff Luncheon Reminder: The date is May 29. President Gurganus will email a reminder and a spreadsheet describing what LBOT members have signed up to contribute. About 20 staff Library staff members will be served.
- E. Code of Conduct Revisions: The LBOT voted to recommend adoption of the revised "Code of Conduct".

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<sup>1</sup> The staff created a "mural contest" for decorating one of the library external walls. Young artists in the 16 to 21 year old age range will be invited to submit mural proposals. The proposed mural will be approximately 44 inches high and 28 feet long. (3/14/2019 LBOT minutes.)

IX. Director's Report (Nemecheck): (i) The Library seeks volunteers to help sign people up for the summer reading program. The signup date/time is May 24, 9:30am to 5pm. (ii) For the July 11 LBOT meeting there will be a group photo. LBOT members are requested to show up about 15 minutes early (i.e. at 6:15 pm). (iii) Details about this year's "On The Same Page" community-wide reading program are starting to be filled in. The featured book will be *The Last Cowboys: A Pioneer Family in the New West* by Pulitzer Prize winning author John Branch. Superior resident Daryl McCool, and LBOT member Jeannie Schumann will be working on developing community programming connected to the theme of the book. (iv) On some "First Fridays" the Library will be staying open until 8 pm to help promote library outreach and contribute to the "First Friday Art Walk". The Library will be partnering with the Louisville Art Association. On those nights the Library will be sponsoring a children's "scavenger hunt" and there will be live music. The Library will try to give the adjoining streets and plaza a lively "Harvard Square" type atmosphere. (v) The Lafayette City Council voted to make their library system free of over-due fines for all users. According to policy adopted by the Louisville City Council<sup>2</sup>, when a majority of libraries in the Flatirons Library Consortium adopt a fine-free policy for children's print materials, then the City Manager can direct the Library to follow suit. (vi) The Library is working on a marketing and communications plan for the city's affordable housing areas. (vii) Forty two people signed up for the [May 18 library program on Mural Art](#) lead by artist David Ocelotl Garcia.

X. Agenda for next meeting on July 11, 2019: Report on the summer reading program.

XI. The meeting was adjourned at about 7:37 pm.

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<sup>2</sup> See LBOT minutes from 3/8/2018, and the CITY COUNCIL COMMUNICATION AGENDA ITEM 8D, March 5, 2018. <http://www.louisvilleco.gov/Home/ShowDocument?id=17064>.

Hi Sharon,

In the Director's report at the next LBOT meeting can you tell us if the library has an IT security training program for the staff, and what are the major elements are in that program? In particular, I understand that directed phishing attacks are a major way that hackers breach an organization's IT security defenses. E.g., hackers learn personal information about their targets, often from social media, and then trick the target by sending email seeming to come from a friend, relative, or colleague.

Thanks, Rich

Sharon:

We are very aware of these types of issues and IT spends an incredible amount of hours on preventative care and scheduled tasks to mitigate these threats at the network level. We also know that it is true, that at the end of the day, the #1 weakest link is the end user and training is extremely helpful in reducing this risk. Up to this point, IT just has not had the resources to be doing training and outreach across the organization with everything else going on, which is one of many training topics that the City has not addressed to employees on an ongoing basis. Unlike most of our larger peers, who have a dedicated Chief Information Security Officer (CISO) positions to train and spend all their time on this topic, we deal with the same amount of threats with our existing resources. I am proud of the fact that we are experiencing similar outcomes (i.e. they get hit too from time to time...no one is immune) and may even have a better track record, we just need to work harder and smarter and be more creative to protect ourselves.

The good news, this is changing as we get up to speed with the new LDS position being onboard, and we are working on better onboarding and documentation process, also more frequent policy reviews. Also, I just recently purchased a subscription to KnowBe4 (<https://www.knowbe4.com/>), a cloud based security training and testing service. Daniel will begin rolling this out soon to all employees and we will begin "secret" penetration testing with employees as "unknowing" testers. This will give us a good determination of what our potential exposure is. There will be some canned training that we will require of all employees and some extra training for those that fail specific targeted "secret" exercises. This will not only be great for our work environment, but hopefully will also carry over into people's regular non-work lives. These threats are everywhere and vigilance needs to be maintained 24-7-365, at work and home.

Here are just a few other things IT is actively engaged in for security:

1. Library patron network is 100% isolated from the City network, including separate broadband. An event like Ryuk on the patron network would mean just a shutdown of all patron computers and a restore through reboot/restore. We also keep the patron network fully patched up-to-date and we run active Windows Defender antivirus. Patron computers are significantly locked down via local group policy which minimizes what users can do.
2. IT actively monitors all network traffic, including WiFi, and all machines have limited permissions to perform installation or configuration changes without IT's involved and elevated permissions.

3. All staff read and acknowledge the City's IT Security Policy. Currently, I do send out occasional emails when threat levels that we monitor start going up.
4. City IT has hardened filter policies and domain and email reputation to block malware at the perimeter and via email as much as possible without impeding work. All City computers run Webroot antivirus. We have actually had multiple "zero day" events and they have been immediately isolated and contained with no impact on services. A "zero day" event is where we are the first to be hit with something new and "unidentified" that is potentially destructive. Prior to running Webroot, the City did have 2 ransomware encryption events within 6 months of each other in 2015 on our previous vendor, TrendAV. We survived those events in 2015 with minimal operational impact, and without paying a ransom. We learned a lot. We changed vendors and upped our game significantly.
5. City has a subscription to Barracuda email SPAM filtering. Based on Barracuda reporting 60% of all inbound email to the City is SPAM and is immediately quarantined or discarded. This percentage has been about the same since I started in 2013. We do get lots of complaints about how aggressive the SPAM filter is, but for us in IT, it cannot be aggressive enough. We could stand to do more education in this area because it is misunderstood by staff, and it requires many hours of ticket resolution and intervention on the part of IT to keep the system and users happy (blacklisting, whitelisting, etc.).
6. We have converted all firewalls to Palo Alto application firewalls with intrusion detection capabilities and active monitoring, logging and auditing. We use a combination of Netmotion and Palo Alto VPN for all remote sessions.
7. City SCADA operations are also 100% isolated via firewall from City network and the Internet to ensure that integrity is maintained for all our water and wastewater services.

So when you hear me say "just keeping the lights on" ...these are things that keep us operationally busy and keep all City tech services up and running 24-7-365. I believe we are doing better than most agencies, but there is always room for continuous improvement, especially in the case of security. It is a thread of everything we do. We try to identify holes by practicing often through scenario based disaster recovery and business continuity drills to make sure we are not missing anything. The fact is, we are always under attack from an unlimited amount of vectors, and the bad guys definitely have more time and money than we do.

My goal is to never be the guy in front of the camera and microphone explaining how we did not do enough 😊. It keeps myself and my staff up most nights, because we have all seen first-hand how ugly it can get.

Hope this helps your Trustee understand our scope and the efforts that are underway to keep all our lines of business up and running 24-7-365.

Chris Neves

Director of Information Technology

# 50 Books in First Grade

<p><b>OPPORTUNITY</b>  <i>Briefly describe the <b>purpose</b> behind the initiative. Is this an improvement on a current service or a proposal for a new initiative?</i></p> <p>This new initiative will motivate children to read throughout first grade while familiarizing their caregivers with our Easy Reader collection and early chapter books.</p>	<p><b>PROJECT BENEFITS</b>  <i>(What effect/results will the program/goals have?)</i>            How will this improvement or initiative benefit our community?            -It will bridge the gap in our offerings between early literacy and tweens.            -It will increase patron understanding of our Easy Reader collection            -It will make our readers advisory for this age group more comprehensive: based on an educational foundation as well as knowledge of good books            -New booklist offered for first-graders</p>																				
<p><b>GOALS (What goals contribute to the overall purpose of the program)</b>  <i>List the goals of the project and a measure of success for each.</i></p> <p>-Support families of early readers and make sure they're aware of the resources the library has for them and provide comprehensive readers' advisory for families of early readers.</p> <ul style="list-style-type: none"> <li>• 75% of survey respondents at the end of the program will report that they've found books that are exciting and the right level for their child.</li> <li>• Two new book lists will be created specifically for First Graders with easy readers and very early chapter books.</li> <li>• Create a landing page for reading program, with link to page describing Easy Readers as a format.</li> </ul> <p>-Train staff on Readers' Advisory for this age group.</p> <ul style="list-style-type: none"> <li>• There will be a minimum of 1 training offered for library techs and children's staff on the importance of easy readers and how to perform RA.</li> </ul> <p>- NOT WITHIN SCOPE?  <b>Separate</b> instruction to parents on the developing skills of a beginning reader.</p>	<p><b>DEPENDENCIES AND RESOURCES</b></p> <p>Departments involved:            Children's Department staff; mainly Lindsay and Kristen.            Support Services for marketing and program documents.            Maker Space staff for photo shoots for kids for "I Am Reading" posters.</p> <p>Resources required:            Money for mid-level prize (sponsor)            Depending on popularity of program, money for more easy readers (we don't anticipate this)            Marketing materials budget</p> <p><b>Program Budget:</b>            Marketing Bookmarks: \$30            Sticker Prizes: \$350            Incidentals (extra prizes, marketing, etc for the first year of the program): \$120            Easy Reader Prize Books:            Total budget: \$1000</p>																				
<p><b>PROJECT PLAN</b></p> <table border="1"> <thead> <tr> <th><u>Deliverable</u></th> <th><u>Who is Responsible</u></th> <th><u>Due Date</u></th> </tr> </thead> <tbody> <tr> <td>Log content</td> <td>Lindsay, KB approves</td> <td>8/16</td> </tr> <tr> <td>Finalize prize selections</td> <td>Lindsay</td> <td>8/20</td> </tr> <tr> <td>Promo bookmark content</td> <td>Lindsay, KB approves</td> <td>8/20</td> </tr> </tbody> </table>	<u>Deliverable</u>	<u>Who is Responsible</u>	<u>Due Date</u>	Log content	Lindsay, KB approves	8/16	Finalize prize selections	Lindsay	8/20	Promo bookmark content	Lindsay, KB approves	8/20	<p><b>TEAM</b></p> <table border="1"> <thead> <tr> <th><u>Name</u></th> <th><u>Role</u></th> </tr> </thead> <tbody> <tr> <td>Kristen</td> <td>Lead/Keep informed</td> </tr> <tr> <td>Lindsay</td> <td>Lead/Responsible</td> </tr> <tr> <td>Erin</td> <td>Support documents</td> </tr> </tbody> </table>	<u>Name</u>	<u>Role</u>	Kristen	Lead/Keep informed	Lindsay	Lead/Responsible	Erin	Support documents
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# 50 Books in First Grade

Reading Record ready	Lindsay	8/23	
Landing page content	Lindsay, KB approves	8/23	
Landing page design	Erin	8/30	
Log ready for print	Erin	8/30	
Promo bookmarks ready	Erin	8/30	
"I'm Reading" poster design	Erin	8/30	
Registration begins	Lindsay	9/3	
Order halfway prizes	Lindsay	9/13	
Create Survey	Lindsay/Kristen	10/1	
Photo procedures and training	Lindsay	10/1	
Create 1 <sup>st</sup> grade reading list	Lindsay	10/11	
Contacting first-grade teachers	Lindsay	10/11	
Contacting school librarians	Kristen	10/11	
First I'm Reading photo	Lindsay/Erin	10/15	
Visit schools	CH staff	12/1	
Training All Staff on Easy Readers	Lindsay	2/1	
Train CH staff on RA	Lindsay	3/1	
Compile Easy Reader Asides	CH Staff	4/1	
Program/registration ends	Lindsay	5/1	
<b>STAKEHOLDERS</b>			<b>COMMUNICATIONS PLAN</b>
Children's Department Staff			Bookmarks for promotion (created by 8/15/19)
Library Board			Outreach to 1 <sup>st</sup> grade classes (in late fall/early winter of 2019)
Sponsors			Facebook posts (starting in 9/19)
Parents of 1 <sup>st</sup> graders			Reading Record (ready to go by 8/15/19)
Teachers of 1 <sup>st</sup> grade and school librarians			Info in community update (?)
			Rooftop Drop 2020

# Champion Literacy; partner with parents and educators

<p><b>OPPORTUNITY</b>  <i>Briefly describe the purpose behind the initiative. Is this an improvement on a current service or a proposal for a new initiative?</i>          Partnering with middle school educators and parents increases awareness of Library resources that students use to satisfy curiosity and grow lifelong learning skills.</p>	<p><b>PROJECT BENEFITS</b>  <i>What effect/results will the program have? How will this improvement or initiative benefit our community?</i>          Library information placed in the hands of school personnel offer support for the mission of schools. Students and parents learn about services and materials that enhance learning, both formal and informal. Understanding and using these resources provides a foundation for lifelong learning.</p>																										
<p><b>GOALS</b>  <i>List the goals of the project and a measure of success for each.</i></p> <ol style="list-style-type: none"> <li>1. Teen Loft brochures distributed to local middle and high schools.             <ol style="list-style-type: none"> <li>A. Teens indicate learning about Library from brochures or staff at schools.</li> </ol> </li> <li>2. Librarians visit local school librarians to share information about Library, and provide in-service support to middle school library staff.             <ol style="list-style-type: none"> <li>A. School Librarians ask for repeated visits for book clubs, history day, or before summer reading program in following year.</li> </ol> </li> <li>3. Library card applications, Loft brochures &amp; marketing materials for electronic resources are provided to Kestrel for resident use.             <ol style="list-style-type: none"> <li>A. Forms are replenished regularly, with library staff tracking the number of forms needed to replace to measure interest.</li> </ol> </li> </ol>	<p><b>DEPENDENCIES AND RESOURCES</b>  <i>Budget:</i>          \$100 increase in printing budget per year</p> <p><i>Resources required:</i>          Laptop for use in outreach          In-house printing of materials          Library staff to visit schools, techs to fill critical shifts, print and prepare materials for schools and Kestrel          Additional tutors and increased use of Board room for tutor program</p> <p><i>Departments involved:</i>          Support Services to print &amp; prepare materials          Public Services to visit locations, and to fill in critical desk shifts during outreach          Circulation staff to create additional cards and to track response from outreach</p>																										
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# Champion Literacy; partner with parents and educators

## **STAKEHOLDERS**

Students in all schools  
Parents of students  
Librarians & staff of local schools  
Kestrel residents

## **COMMUNICATIONS PLAN**

Contact PTA/PTO & ask to include Library materials in their electronic newsletters  
Provide monthly updates to Kestrel  
Add Library tutor resources for teens in City Newsletter

# Celebrate community through fun, shared experiences.

<p><b>OPPORTUNITY</b>  <i>Briefly describe the purpose behind the initiative. Is this an improvement on a current service or a proposal for a new initiative?</i></p> <p>Intergenerational, inclusive events will welcome all to the library and build community through interaction, creation and fun.</p>	<p><b>PROJECT BENEFITS</b>  <i>What effect/results will the program have? How will this improvement or initiative benefit our community?</i></p> <p>We will continue to build the reputation of the library as a place where things are happening. Large events draw people of all ages together to learn, discover and grow.</p>																									
<p><b>GOALS</b>  <i>List the goals of the project and a measure of success for each.</i></p> <ol style="list-style-type: none"> <li>1. Hold at least 6 large-scale events (Art Walk, SRP Kick-off, OTSP)             <ol style="list-style-type: none"> <li>A. Attract people across ages, abilities and areas of Louisville and Superior</li> <li>B. Attendance = 250 plus</li> <li>C. Events have a strong sense of fun, community and creativity</li> <li>D. Attendees meet each Library employee in a new way</li> </ol> </li> <li>2. Partner with another Louisville or Superior organization on at least 75% of the events.             <ol style="list-style-type: none"> <li>A. Build relationships across the City</li> <li>B. Expose attendees to local artists, musicians, personalities</li> </ol> </li> </ol>	<p><b>DEPENDENCIES AND RESOURCES</b>  <i>Budget:</i>            \$500 for decorations, music, food for each event</p> <p><i>Resources required:</i>            Staff time to find donors to support these events            Staff at the events            Staff time to set up and take down            Volunteers?</p> <p><i>Departments involved:</i>            All Library departments, possibly Public Works for exterior lights, etc.</p>																									
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