

Library Board of Trustees

Meeting Agenda

THURSDAY, March 14, 2013
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. Ongoing Business
 - A. Strategic Plan
 - B. Policy Manual Updates
 - C. ALA Toolkit Concerning E-books and Public Education Involvement
 - D. iHelp
- VIII. New Business
 - A. 2013 Work Plan
 - B. National Library Week Luncheon for Staff
 - C. National Library Week Reception
- IX. Director's Report
 - A. 2012 Statistics
 - B. Public Services Manager Recruitment
 - C. Customer Service Survey
 - D. Library North Parking Lot
 - E. Upcoming Events
- X. Agenda Items for Next Meeting
- XI. Adjournment

Library Board of Trustees

Meeting Minutes – *DRAFT*

THURSDAY, JANUARY 10, 2013
Library Meeting Room, 1st Floor
951 Spruce Street
6:30 PM

I. Call to Order

Board president Jeannie Schuman called the meeting to order at 6:35pm.

II. Roll Call

Board Members Present:

- Leslie Dinauer
- Shari Edelstein
- Sherri Lancton
- Sandy Pennington
- Jeannie Schuman

City Staff Members Present:

- Beth Barrett
- Karen Freiter
- Sean Lamborne

Others Present:

- Hank Dalton, City Council Liaison

Board Members Absent:

- Meredith Davis
- Alicia Mahoney

III. Election of Officers

Leslie Dinauer motioned that the current slate of officers be reelected. Shari Edelstein seconded the motion, and the board unanimously agreed. Officers for 2013 are as follows:

- President, Jeanne Schuman
- Vice President, Meredith Davis
- Secretary, Alicia Mahoney

IV. Approval of Agenda

The agenda was approved as written.

V. Approval of Minutes

The minutes from the November 8, 2012 meeting were approved as written.

VI. Public Comments

None.

VII. Trustee Informational Comments on Pertinent Items Not on the Agenda

Shari asked that her Library Foundation update to the Board of Trustees be included as a regular agenda item.

VIII. New Business

A. Designate:

1) 2013 Locations to Post Notices of Public Meetings

The City Manager's Office provided an approved list of locations to post notices, in accordance with the City's Home Rule Charter. The Board unanimously agreed to continue to post meeting notices as follows:

- The Louisville City Hall lobby (749 Main Street)
- The Louisville Public Library bulletin board (951 Spruce Street)
- The Louisville Recreation & Senior Center (900 West Via Appia)
- The Louisville Police Department & Municipal Court Building (992 Via Appia)
- The City of Louisville Website

2) 2013 Schedule of Board Meetings

Meetings are currently held on the second Thursday of odd-numbered months. The Board unanimously agreed to maintain this schedule for 2013:

- March 14
- May 9
- July 11
- September 12
- November 14

B. Distribute

- 1) 2013 *Open Government & Ethics Pamphlet*
- 2) City of Louisville's *Public Involvement Policy*

The referenced documents were included in the meeting packet.

IX. Ongoing Business

A. Strategic Plan

The members discussed how the document should be compiled. For website posting, the members unanimously agreed that the mission and all five goal statements be put on the first page, along with a photo. Goal statements will again be included individually, along with their objectives. Beth requested input from the Board about which Library Research Service (LRS) statistics charts should be included in the plan. The members unanimously agreed that Beth should make the selection of approximately ten charts. Beth reviewed her top choices with the Board.

Beth noted that if the Board could approve the plan, staff would then be able to develop the work plans by the March 14, 2013 meeting. Shari moved to approve the strategic plan. The Board unanimously agreed.

X. Director's Report

A. Public Services Manager Recruitment

Beth noted that there were 37 applicants from a national recruitment. All four interviewees were from Colorado. Beth also noted that interviews were held on January 8, and the panel comprised an HR representative, the Library's Circulation Supervisor Lisa Merly, and representatives from the Adult, Children's, and Teen divisions. The Human Resources Department is currently working with the panel's first choice, and Beth estimates that it will be approximately 30 days before the new hire will start.

B. State of eBooks in libraries: public awareness and advocacy

Included in the meeting packet were articles related to this subject. Beth reinforced the importance of this issue and asked the Board to have a discussion about it and how to include this in the Board's role as library advocates.

Beth also discussed the pricing models and the availability of e-books to libraries and distributed a regular report that Douglas County Library District prepares. Douglas County is a national leader on many library issues.

C. iHelp

Leslie and Jeannie both noted that interest at both Vic's and the Rec Center has been low overall. A proposal to have iHelp sessions in the Library could help establish some interest and increase attendance at outreach locations in the future. A need for improved and easily portable marketing materials was discussed and will be addressed by Karen and Sean.

As noted previously, the public is also largely unaware of the issues between libraries and publishers with respect to e-book availability and pricing. The Library's iHelp sessions offer a good opportunity to provide some basic education. The Douglas County Library District report on e-book pricing and availability will be added to the iHelp marketing materials.

Beth noted that Kim Turner of the *Colorado Hometown News* has expressed an interest in doing a story on iHelp. Since the program has been losing volunteers, this could be a great recruitment tool. Other avenues for volunteer recruitment were also discussed and included the Youth Advisory Board.

D. Statistics

Beth noted that the circulation for 2012 was up 4% over 2011, which was another record-setting year. A few year-end statistics remain to be compiled but should be finalized by the end of the week.

E. Upcoming Events

Of significance, Beth noted that the Children's Services division is adding two book clubs, one for children in grades 1 & 2, and the other for grades 3 & 4. Beth also mentioned that as part of the Library's emphasis on early literacy, interactive playscapes and pre-literacy kits have been purchased and will soon be in use. The Library Foundation provided the funds for these items.

XI. Agenda Items for Next Meeting

- A. E-books
- B. Updated policy manual; bring manuals
- C. Strategic plan work plan
- D. Library advocacy videos
- E. Director's report

XII. Adjournment

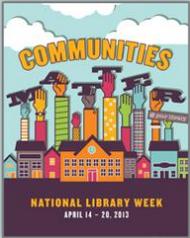
Board president Jeannie Schuman adjourned the meeting at 8:00pm.

LOUISVILLE PUBLIC LIBRARY: 2012 STATISTICS													
CATEGORY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
CIRCULATION													
Total Charges & Renewals	46,373	45,080	48,275	43,893	46,534	53,042	49,938	47,670	48,296	48,217	47,022	42,295	566,635
Hours Open	250	249	266	250	268	251	254	268	242	286	238	239	3,061
Average Transactions Per Hour	185	181	181	176	174	211	197	178	200	169	198	177	185
Registered Patrons	22,655	22,947	23,248	23,452	23,769	24,266	24,652	25,079	25,557	25,935	26,204	26,425	n/a
New Registrations	337	292	301	204	317	497	386	427	478	378	269	221	4,107
Attendance	21,113	19,671	23,816	22,254	21,598	27,497	25,718	25,213	24,173	24,882	21,531	19,325	276,791
ELECTRONIC RESOURCES													
Database Searches	3,040	4,786	2,559	4,457	5,012	2,812	2,953	1,756	1,231	1,723	1,620	1273	33,222
Electronic Downloads	735	694	782	716	845	930	886	892	831	1,004	951	1046	10,312
Library Website Page Views	31,808	32,009	30,887	27,265	29,732	24,992	27,464	33,272	32,221	31,595	30,363	32,726	364,334
PC USAGE													
Number of User Sessions	3,845	3,711	3,795	3,465	3,481	3,730	3,903	4,361	3,880	4,245	3,409	3,318	45,143
Number of Hours	2,174	2,083	2,110	1,933	1,937	1,994	2,181	2,516	2,214	2,479	1,986	1,988	25,595
REFERENCE QUESTIONS													
Reference		854				733		726			574		18,766
Technology		206				158		139			133		4,134
Directional		90				63		164			133		2,925
Procedural		352				1,275		542			490		17,284
Other		38				119		32			40		1,489
Total		1,540				2,348		1,603			1,370		44,597
PROGRAM ATTENDANCE													
Number of Adult Programs	4	13	11	6	7	11	9	2	15	6	9	7	100
Attendance	90	155	120	143	88	147	82	28	261	162	98	126	1,500
Number of Teen Programs	21	23	17	21	16	7	9	11	21	25	16	16	203
Attendance	124	136	73	89	77	62	72	62	142	130	93	100	1,160
Number of Juvenile Programs	41	45	54	48	38	45	37	25	53	61	53	35	535
Attendance	471	628	839	730	386	882	1,070	729	1,367	1,440	1168	815	10,525
ACQUISITIONS													
Adult Items	231	232	309	298	413	273	330	315	338	328	179	216	3,462
Teen Items	177	88	70	88	157	86	173	109	79	29	88	130	1,274
Juvenile Items	195	298	391	396	299	270	205	249	202	196	202	50	2,953
eBook titles	233	342		138	183	111	240	154	263	120	373		2,157
Total Items Added	836	960	770	920	1,052	740	948	827	882	673	842	396	9,846
WITHDRAWALS													
Adult Items	141	69	271	545	376	31	94	352	98	460	488	808	3,733
Teen Items	14	7	134	0	1	31	8	27	18	4	9	10	263
Juvenile Items	113	145	279	113	100	39	179	109	116	113	187	142	1,635
Total Items Withdrawn	268	221	684	658	477	101	281	488	232	577	684	960	5,631
LOST/MISSING													
Lost/Missing/Billed--Not Returned	62	28	20	29	38	21	60	86	34	40	28	22	468
INTERLIBRARY LOANS													
Prospector Borrowed	943	874	1,073	954	784	989	938	977	862	927	790	763	10,874
Prospector Loaned	770	682	1,297	1,061	794	1,151	1,030	1,145	931	1,133	1008	887	11,889
VOLUNTEER HOURS													
Number of Volunteers	47	60	63	67	51	38	40	31	38	39	44	31	n/a
Hours Served	231.5	260.25	334.5	288	229.50	175.50	183.30	151.00	186.00	176.70	158.20	144.90	2519.4

March 2013

SUN 1-5PM	MON 10AM-8PM	TUES 10AM-8PM	WED 10AM-8PM	THURS 10AM-8PM	FRI 10AM-6PM	SAT 10AM-6PM
<p>Louisville Public Library 951 Spruce Street ■ Louisville, CO 80027 www.louisville-library.org</p> <p>Main: 303-335-4849 Adults: 303-335-4820 Circulation: 303-335-4822 Children: 303-335-4821 Teens: 303-335-4845</p> 			<p>Teen Homework Center mon-thur 3:30-5:30</p> <p>CLOSED March 25-29</p> <p>Teen Tech Week March 10-16</p>	<p>Homework Help for Kids (pre-register) 4:30-5:30 MAR 4, 11, 18</p> <p>Art & Literacy Class for Kids (pre-register) 3:30-4:45 MAR 2, 9, 16, 23 & 30</p>	<p>1 Story Time en Français All ages :: 10:30</p>	<p>2 Story Time All ages :: 11:00</p>
3	<p>4 Adult Program <i>All About Mommies: Bellies, Backs & Bladders</i> 12-1pm</p>	<p>5 Adult Program Series What Keeps You Up at Night <i>Education Planning</i> 6-8pm</p>	<p>6 Story Time M. Goose :: 10:00 Toddler :: 10:30 Preschool :: 11:30</p> <p>Teen Advisory Group ■ 4-5pm</p> <p>Museum Brown Bag ■ 12-1pm <i>Raising Money for Louisville</i></p> <p>Youth Spring Art Show Reception 5:30-7:30</p>	<p>7 Story Time M. Goose :: 10:00 Toddler :: 10:30 Preschool :: 11:30</p> <p>Read to Rover 4-5pm</p>	<p>8 Preschool Dance Party 11-11:30</p> <p>Teen Movie Night & YouTube Video Swap <i>Wreck It Ralph</i> (PG) 6-9pm</p>	<p>9 Story Time All ages :: 11:00</p> <p>Healthy Breakfasts for Kids Everywhere You Go! 1-2pm</p>
<p>10 NEW! Spanish Story Time (all ages) 1-1:30</p> <p>Jewish Story Time (all ages) 4-4:45</p>	<p>11 Teen Reading Rendezvous 4:30-5:30</p> <p>Book Discussion <i>Beneath A Marble Sky</i> ■ 7:30</p> <p>NEW! Reading Rumpus Book Club 6-7pm (grades 1 & 2)</p>	12	<p>13 Story Time M. Goose :: 10:00 Toddler :: 10:30 Preschool :: 11:30</p>	<p>14 Story Time M. Goose :: 10:00 Toddler :: 10:30 Preschool :: 11:30</p> <p>NEW! Bookworms Book Club 6-7pm (grades 3 & 4)</p>	<p>15 NEW! Preschool Playground (birth to 6yrs) 11-11:30</p>	<p>16 Story Time All ages :: 11:00</p> <p>'Doctor Who' Craft Fair for Teens 1-5pm</p>
	18	<p>19 iHelp One-on-One 10am-12pm (in the Lobby)</p> <p>Anime Club 4-6pm</p>	<p>20 Story Time M. Goose :: 10:00 Toddler :: 10:30 Preschool :: 11:30</p> <p>Book Discussion <i>Jamaica Inn</i> 12-1pm</p>	<p>21 Story Time M. Goose :: 10:00 Toddler :: 10:30 Preschool :: 11:30</p>	<p>22 Preschool Dance Party 11-11:30</p> <p>MyPlate for Parents: Moving Beyond the Food Guide Pyramid 1-2pm</p>	<p>23 Story Time All ages :: 11:00</p>
<p>24 NEW! Spanish Story Time (all ages) 1-1:30</p>	<p>25 Spring Break Starts Homework Center Closed</p>	26	<p>27 Story Time M. Goose :: 10:00 Toddler :: 10:30 Preschool :: 11:30</p>	<p>28 Story Time M. Goose :: 10:00 Toddler :: 10:30 Preschool :: 11:30</p>	29	<p>30 Story Time All ages :: 11:00</p>
<p>31 CLOSED Easter</p>						

April 2013

SUN 1-5PM	MON 10AM-8PM	TUES 10AM-8PM	WED 10AM-8PM	THURS 10AM-8PM	FRI 10AM-6PM	SAT 10AM-6PM
<p>Art & Literacy Class for Kids 3:30-4:45 APR 6, 13, 20</p> <hr/> <p>Homework Help for Kids 4:30-5:30 APR 8, 15, 22, 29</p>	<p>1</p>	<p>2 Adult Program Series What Keeps You Up at Night? <i>Life Events</i> 6:00</p>	<p>3 Story Time M. Goose :: 10:00 Toddler :: 10:30 Preschool :: 11:30</p> <hr/> <p>Teen Advisory Group 4-5pm</p> <hr/> <p>Museum Program ■ 7pm <i>Louisville's Past, Present & Future</i></p>	<p>4 Story Time M. Goose :: 10:00 Toddler :: 10:30 Preschool :: 11:30</p> <hr/> <p>Read to Rover 4-5pm</p>	<p>5 Story Time en Français All ages :: 10:30</p>	<p>6 Story Time All ages :: 11:00</p>
<p>7</p>	<p>8 Reading Rumpus Book Club (grades 1 & 2) 6-7pm</p> <hr/> <p>Teen Reading Rendezvous 4:30-5:30</p> <hr/> <p>Book Discussion <i>Nothing Daunted</i> 7:30</p>	<p>9</p>	<p>10 Story Time M. Goose :: 10:00 Toddler :: 10:30 Preschool :: 11:30</p> <hr/> <p>CU Outreach Program <i>Anne Hutchinson's Banishment</i> 6:30-8</p>	<p>11 Story Time M. Goose :: 10:00 Toddler :: 10:30 Preschool :: 11:30</p> <hr/> <p>Bookworms Book Club (grades 3 & 4) 6-7pm</p> <hr/> <p>Adult Program ■ 6-8pm <i>Goals & Grants</i></p>	<p>12 Preschool Dance Party 11-11:30</p> <hr/> <p>TEEN GAME NIGHT 6-8pm</p>	<p>13 Story Time All ages :: 11:00</p>
<p>14 Young Writers' Conference (pre-register) 1-3:15</p>	<p>15 LEGO Club 5-6pm</p> 	<p>16 iHelp One-on-One 10:00-12:00 (in the Lobby)</p> <hr/> <p>Anime Club 4-6pm</p>	<p>17 Story Time M. Goose :: 10:00 Toddler :: 10:30 Preschool :: 11:30</p> <hr/> <p>Book Discussion <i>Just Like Us</i> 12-1pm</p>	<p>18 Story Time M. Goose :: 10:00 Toddler :: 10:30 Preschool :: 11:30</p>	<p>19 Preschool Playground (birth to 6yrs) 11-11:30</p>	<p>20 Story Time All ages :: 11:00</p> <hr/> <p>LIBRARY OPEN HOUSE 10:00-12:00</p>
<p>21</p>	<p>22</p>	<p>23</p>	<p>24 Story Time M. Goose :: 10:00 Toddler :: 10:30 Preschool :: 11:30</p> <hr/> <p>Adult Program <i>Wine Fundamentals & Traveling Through Colorado's Wine Country</i> 6:30-8</p>	<p>25 Story Time M. Goose :: 10:00 Toddler :: 10:30 Preschool :: 11:30</p> <hr/> <p>Pathways to Parenting Success <i>Adoption: Unique Parenting Challenges</i> 6:30-8</p>	<p>26 Preschool Dance Party 11-11:30</p>	<p>27 Story Time All ages :: 11:00</p>
<p>28 NEW! Spanish Story Time (all ages) 1-1:30</p>	<p>29</p>	<p>30</p>	<p>Teen Homework Center mon-thur 3:30-5:30</p>	<p>Louisville Public Library 951 Spruce Street ■ Louisville, CO 80027 www.louisville-library.org</p> <p>Main: 303-335-4849 Adults: 303-335-4820 Circulation: 303-335-4822 Children: 303-335-4821 Teens: 303-335-4845</p> 		