

BOARD REPORT

AUGUST 2022

June and July Summer Reading Summary



TECHNICAL SERVICES



CIRCULATION



ENGAGEMENT



SERVICES



Statement of Vision

Lafayette's panoramic view of the Rocky Mountains inspires our view into the future. We value our heritage, our unique neighborhoods, a vibrant economy and active lifestyles. We envision a future that mixes small-town livability with balanced growth and superior city services.

August 8, 2022

AGENDA

6:30pm Library Board Meeting

I. OPENING OF REGULARLY SCHEDULED MEETING

Call to Order
Roll Call

LIBRARY MISSION

"The Lafayette Public Library brings community, information and ideas together to inspire literacy, learning and discovery."

II. COMMENTS FROM THE PUBLIC

III. APPROVAL OF MINUTES FROM 04/11/2022 AND 05/09/2022

IV. STAFF UPDATE

- A. STRATEGIC PLANNING
- B. 2023 BUDGET REQUEST
- C. FLATIRONS LIBRARY CONSORTIUM

V. PROGRAMS & EVENTS POLICY & REQUEST FOR RECONSIDERATION POLICY UPDATE

VI. FOUNDATION LIAISON UPDATE

VII. COUNCIL LIAISON UPDATE

VIII. OTHER BUSINESS

IX. NEXT MEETING DATE AND AGENDA ITEMS

ADJOURN

OPTIONS FOR ACCESSING THE MEETING

- Attend the meeting in person. Lafayette Public Library, 775 Baseline Road

OPTIONS FOR PARTICIPATING IN THE MEETING

- Attend the meeting in person Lafayette Public Library, 775 Baseline Road
- Submit written comments to Library Director Melissa Hisel at Melissa.Hisel@lafayetteco.gov or 303-661-1168. If your remarks are received by 3pm on the day of the meeting, they will be read into the record.



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Lafayette Public Library Board meeting minutes

May 9, 2022, via Zoom

I. **Call to order** at 6:30 pm.

Present: Chair Olivia Ameigh, Vice Chair Susan Curtis, Secretary Dave Belin, Jess Gribble, Ed Knight, Jody Tracy, Autumn Warrington, Denice Walker, Assistant Director Scott Foley, Interim Programs & Community Engagement Manager Renee Jacobsen, and Technical Services & Collections Manager Jamie Smith.

II. **Library Mission:** "The Lafayette Public Library brings community, information, and ideas together to inspire learning, literacy, and discovery."

III. **Comments from Public:** None.

IV. **Approval of Minutes from April 11, 2022 Meeting:** Minutes were not available and approval will be on the next agenda.

V. **Staff Update:** Assistant Director Foley reported on the Dia de los Ninos, the recent all-staff staff meeting, a collection update, the Colorado state library survey, staff turnover, strategic plan RFP applicants, the new Lafayette Poet Laureate, the upcoming Art Night Out, and closures for Memorial Day and Juneteenth holidays.

VI. **Introduction of Technical Services & Collections Manager Jamie Smith.** Foley introduced Smith with a brief career bio and background.

VII. **Presentation of Technical Service & Collection Projects.** Jamie Smith updated the committee about a significant weeding project underway at the library. She covered the rationale for weeding, criteria for evaluating materials, and the timing of the weeding (which should begin in August 2022). Smith answered some questions from the Board.

VIII. **Summer Reading Presentation:** Jacobsen shared a presentation with the Board about the summer reading program. She described the pillars of the program: literacy, equity, branding. The program will have many events and outreach to communities outside the library building.

IX. **Foundation Liaison Update.** Liaison Bender was not in attendance, but Ameigh commented about FOLF's success in being able to sponsor summer reading. Foley noted that FOLF raises money for the library via the book sale, and that weeded books go to the FOLF book sale.

X. **Council Liaison Update.** None.

- XI. **Next Meeting Date and Agenda Items:** The Board will be skipping June and July meetings this year. The next meeting will be August 8, 2022.
- XII. **Adjourn:** Ameigh moved to adjourn the meeting; Tracy seconded. Motion passed unanimously. Meeting adjourned at 7:38 pm.

Circulation & Customer Service

| Brandon Cox

This summer brought the busiest three months the Library has seen in terms of in-person visits in the past three years, averaging **10,480 walk-ins per month**. Summertime continues to be the busiest season for the Library in terms of Circulation staff workload, as well. Since May, we loaned **more than 85 thousand** books, DVDs, and special materials to customers throughout Lafayette and our neighboring communities. Curiously, this is numerically almost a perfect mirror of the previous summer, over which we also loaned over 85 thousand materials.

This summer we lost Regular Part-Time Library Associate Stephen Simmons from the Circulation Team. Stephen reported loving his time with the Library but chose to leave to pursue his dream of being a screenwriter in Los Angeles. Stephen was known for being positive and affable, and he was always a joy to work with. We wish him the best of luck. We have since hired three additional Library Associates to replace Stephen, Melinh Doan, and Melanie Tomas, who vacated their Regular Part-Time positions in the Spring.

Our new hires are **Susannah Rossier** who joined us in May. She is a current MLIS graduate student attending the University of Denver. **Krista Villanueva** joined the team in June. She is a bilingual Spanish speaker studying History and Spanish at the University of Colorado Boulder. Finally, **Vanessa de los Reyes**, also a bilingual Spanish speaker, comes to us from the University of Colorado Boulder where she was an educator and researcher. Welcome, Susannah, Krista, and Vanessa!

Facility Usage (May – July)

Total door count: 31,440

Average: 10,480/mo.

Computer Lab Usage (May – July)

Total logins: 2572

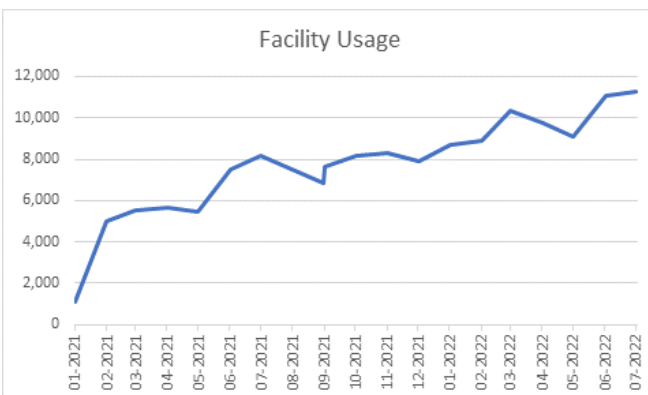
Total hours used: 1,916

Materials Usage (May – July)

Total items circulated: 85,468

Total items returned: 49,879

Monthly Breakdowns

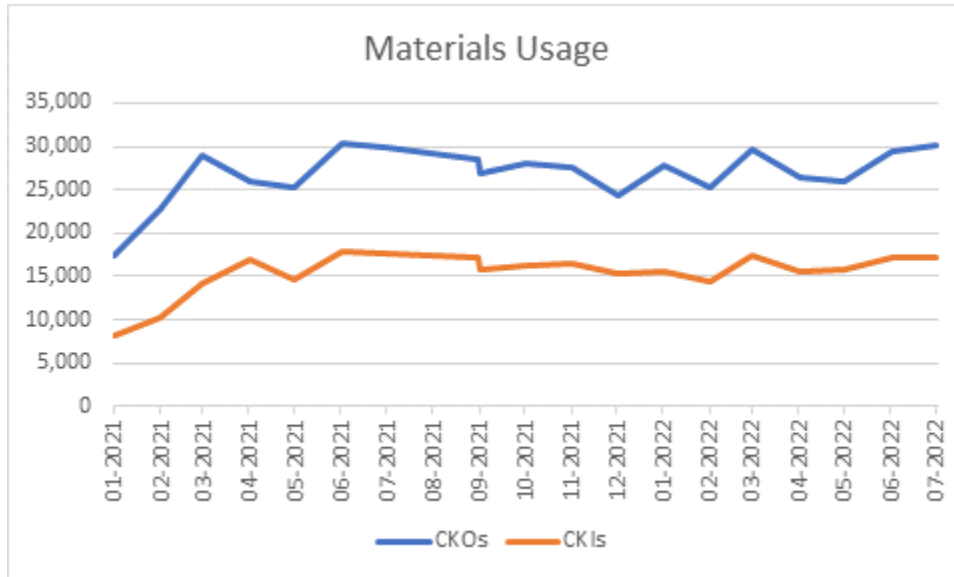


Facility Usage

Month	Door Count Total	Door Count Daily Average	Door Count Monthly Δ
01-2021	1,085	217	
02-2021	4,995	200	360%
03-2021	5,523	230	11%
04-2021	5,652	226	2%
05-2021	5,433	217	-4%
06-2021	7,539	290	39%
07-2021	8,171	314	8%
08-2021	6,859	264	-16%
09-2021	7,662	274	12%
10-2021	8,161	263	7%
11-2021	8,315	308	2%
12-2021	7,924	273	-5%
01-2022	8,721	301	10%
02-2022	8,863	328	2%
03-2022	10,368	334	17%
04-2022	9,774	337	-6%
05-2022	9,114	314	-7%
06-2022	11,040	381	21%
07-2022	11,286	376	2%

Materials Usage

Month	CKOs	CKO Monthly Δ	CKIs	CKI Monthly Δ
01-2021	17,510		8,239	
02-2021	22,660	29%	10,211	24%
03-2021	28,886	27%	14,179	39%
04-2021	26,036	-10%	16,861	19%
05-2021	25,326	-3%	14,613	-13%
06-2021	30,433	20%	17,896	22%
07-2021	29,843	-2%	17,710	-1%
08-2021	28,432	-5%	17,258	-3%
09-2021	26,943	-5%	15,685	-9%
10-2021	28,122	4%	16,280	4%
11-2021	27,496	-2%	16,374	1%
12-2021	24,332	-12%	15,411	-6%
01-2022	27,862	15%	15,599	1%
02-2022	25,349	-9%	14,486	-7%
03-2022	29,673	17%	17,291	19%
04-2022	26,515	-11%	15,479	-10%
05-2022	25,982	-2%	15,711	1%
06-2022	29,459	13%	17,092	9%
07-2022	30,027	2%	17,076	0%



Computer Lab Usage

Month	Total Logins	Total Time Used
09-2021	227	79h:00m:38s
10-2021	623	592h:57m:59s
11-2021	515	356h:51m:55s
12-2021	564	415h:07m:51s
01-2022	647	456h:41m:13s
02-2022	648	400h:54m:35s
03-2022	858	645h:05m:06s
04-2022	919	621h:23m:55s
05-2022	845	576h:09m:40s
06-2022	824	616h:17m:43s
07-2022	903	724h:59m:47s

Programs & Community Engagement

| René Jacobsen

For June and July, we offered four weekly Storytimes, two in-house - Family Storytime and Book Babies - and two offsite - Waneka Lake Wednesdays and Bilingual Storytime at Lamont Does on Thursdays. In all we had 30 Storytimes with a total of 1049 attendees. Our largest attended Storytime was the July 27th Waneka Wednesday with 56 in attendance. We also had several recurring programs throughout the Summer, including all the Buddy programs (Reading, Writing, and Makers), Tune into Nature Tuesdays, Maker Mondays, and Memory Café. Our largest attended recurring program was our Reading Buddies, with 18 in attendance, including both Big and Little Buddies.

Our biggest program of the Summer was our Summer Reading Program: Books & Beats. This year we took our SRP program in a new direction, and over-all, it was a great success! The biggest update to our program was we only gave out books and experiences. Participants could earn a total of 9 books - one for registration and 8 additional by completing personal goals. Experiences included multiple all age events, from Drag Queen Storytime and Bingo to our finale with Jeff and Paige. All events were well attended with Jeff and Paige pulling in the largest group, with 174 attendees.

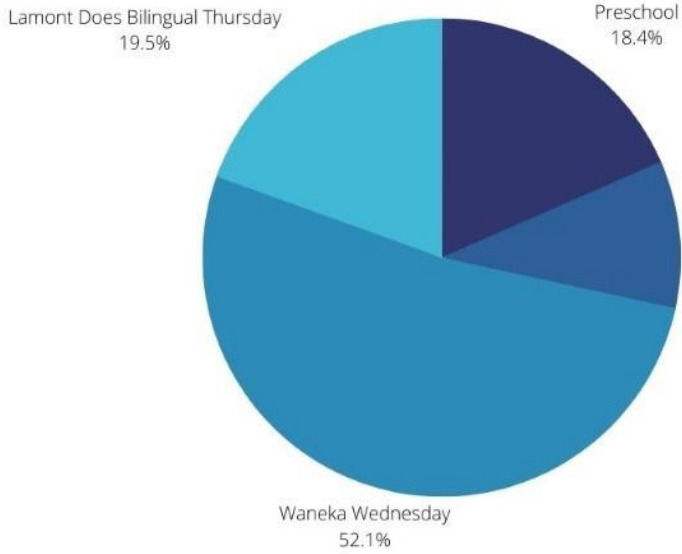
Another change to SRP was the way in which participants registered. We kept our online platform, Beanstack, for those who prefer digital, but also added paper logs/passports that did not require the use of Beanstack. By simplifying the program, we were able to take SRP on the road. In addition to our twice a week offsite Storytimes, staff were able to register individuals at all our outreach events. Staff participated in 10 outreach events over June and July. These consisted of Summer Enrichment visits, Art Night Out, Community Partnerships, and a Stroller Brigade fitness club.

Every Summer we provide many hours of service for our Teen Volunteers. With the changes to our SRP, we required fewer teens to assist with SRP. To make up the difference, we increased our volunteer opportunities by adding other options. This summer we had teens help with SRP registration- both onsite and offsite, weekend events, and shelf maintenance and shelving. Teens earned a total of 580 service hours for June and July.

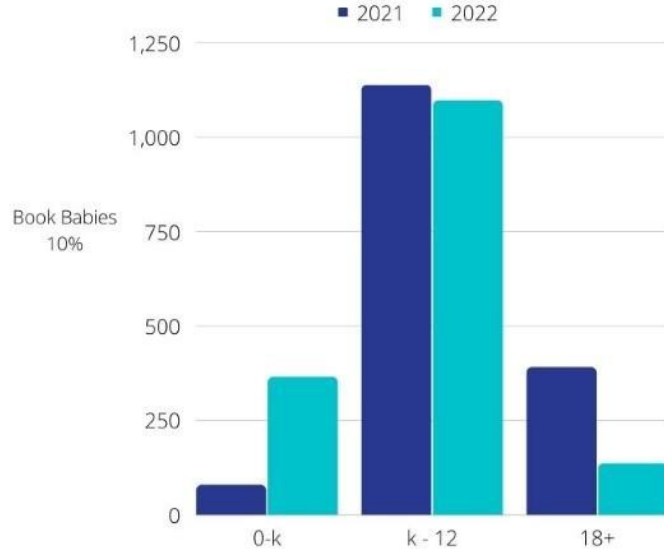
SRP 2022: Books & Beats

June 4 | Grupo Tlaloc - 75 in attendance
June 11 | Drag Queen Storytime - 92 in attendance
June 25 | Chicano heat - 103 in attendance
July 9 | Anne Lincoln - 61 in attendance
July 16 | Drag Queen Bingo - 33 in attendance
July 16 | 123 Andres - 55 in attendance
July 23 | Circus foundry - 68 in attendance
July 30 | Jeff & Paige - 174 in attendance

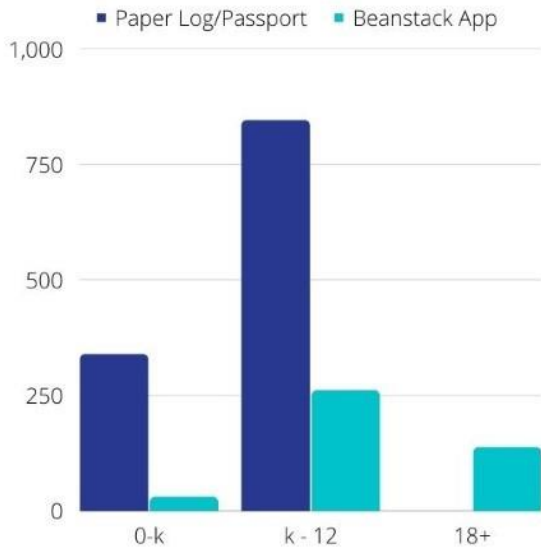
STORYTIMES JUNE AND JULY



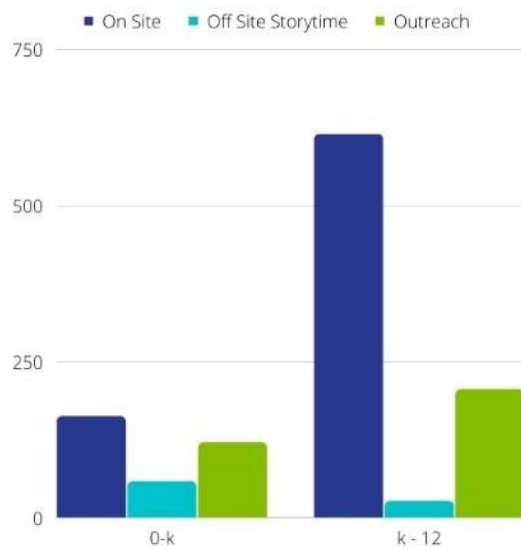
SUMMER READING PROGRAM REGISTRATION BY AGE GROUP



SUMMER READING PROGRAM REGISTRATION FORMAT



SUMMER READING PROGRAM REGISTRATION LOCATION



| Jamie Smith

Collection Management & Technical Services

Digital Materials

Summer eBook and eAudiobook checkouts reflected LPL's increased commitment to supporting patron interest in our digital collection. We saw **11% growth** in total checkouts over the same period last year. This percentage will continue to grow as the year goes on, as additional spending on e-copies of popular items allows Lafayette patrons to fill their digital holds faster.

Collection Management + Tech Services	May	June	July
eBook Checkouts	2501	2491	2916
eAudiobook Checkouts	2491	2618	2683
Database usage	2439	1969	1263
Website visits	9200	8800	10500
New Items Added	792	609	566
Items Discarded	240	135	2014

Physical Materials

The Collections, Tech Services, Circulation and Engagement teams worked together to complete several projects aimed at improving patrons' in-person library experience with an eye towards consistency in shelving and making our materials more browsable to best showcase our collection.

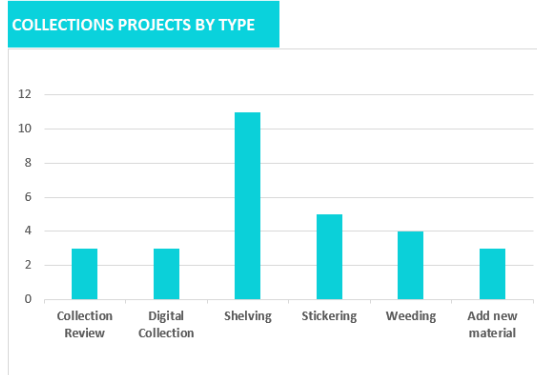
Large Print materials were weeded of items in poor condition, and the Nonfiction LP Collection was interfiled with Adult Nonfiction following standard shelving conventions. Shelving these materials together will allow us to increase our LP NF collection while the prominent stickering of these materials will make them obvious to their audience.



The Spanish Nonfiction Collection was moved to the Main Floor nonfiction area to follow Foreign Language shelving best practices and afford the collection more room to grow. The Spanish Adult Fiction Collection was moved out of the Children's area and into the Adult Fiction area. The new shelving arrangement allows us to prominently display these materials and provides space for the collection to grow. With the Adult Spanish materials moving to new homes, we were able to shift the Spanish Juvenile Collection onto their former shelves, which has relieved the crowding of that collection, making it more browsable and (you guessed it) allowing us the opportunity to grow the collection. These changes reflect the Library's commitment to best supporting our Spanish speaking community.

Music CDs and Holiday Picture Books were both moved downstairs into storage. For Music CDs this move represents a soft rollback of the collection. The materials are still available to our patrons through the catalog, but this gives us the opportunity to evaluate how to best serve the community with different media types, while still being open to

any community feedback generated by this move. Space in the Library is at a premium, and circulation on this material type is poor. Our wonderfully large Picture Book Collection has been bursting at the seams. Storing the Holiday Picture Books in between holidays frees up space so kids and staff can easily access the remaining collection and will keep the Holiday Books fresh and exciting when they are rolled out in time for each holiday.



Fall focus

Our focus into Fall will be to develop a Media Selection Policy which reflects the needs and interests of our patrons, to finalize our vendor updates to ensure our workflow is efficient, to review unique and high-interest databases as contenders to supplement our physical collection, and to continue to complete weeding and shelving projects which will have a positive effect on our visitors.

Policies for Consideration

- **Programs & Special Event Policy, pages 14-15**
- **Request for Reconsideration Form, pages 16-18**

Staff will be bringing forward updates to existing Library policies over the next several months for the Advisory Board's consideration. Below you will find a final draft of a policy pertaining to Library Programs & Special events for discussion and approval, and a related Request for consideration form.

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Lafayette Public Library Programs & Events Policy

Mission Statement:

The Lafayette Public Library brings community, information, and ideas together to inspire literacy, learning, and discovery.

Purpose of Program & Events Policy

The Program & Events Policy, approved the Advisory Board of the Lafayette Public Library, outlines our philosophy and guidelines as it pertains to programs and special events provided by or co-sponsored by the Library.

Philosophy and Scope of the Program

Programs and Events provided by the Lafayette Public Library support our strategic goals, collection of materials, services, resources, and facility along with the City of Lafayette's goals of promoting a culture of equity and inclusion. In addition, programs serve the popular, recreational, informational, and community needs of the public and reflect equitable outreach and engagement with our diverse community.

The Library provides programs and special events to serve the wide spectrum of needs of the Lafayette community. The Library upholds the right of the individual to access information, even if the content may be controversial, unorthodox, or unacceptable to others. The views and opinions of program presenters or participants do not constitute endorsement by the City of Lafayette or the Lafayette Public Library.

Program Selection and Design

The Library will select presenters and topics from local, regional, and national talent, and will not exclude presenters from consideration because of their origin, background, or views, or because of possible controversy. Requests to present programs, including author readings and signings, are approved according to the public's demonstrated interest in the topic, as well as budgetary and operational considerations. See also [LPL's Co-Sponsored Program Guidelines](#).

Criteria for program selection and design include:

- Advances Library's mission, vision, and values
- Community demographics
- Alignment with Library Strategic Plan (TBD)
- Relevance to the needs and interests of the community
- Historical, cultural, or educational significance
- Current community demand for and/or frequency of participation in similar programs or special events
- Accuracy and timeliness of program content
- Availability of similar programs or events elsewhere
- Availability of program space and staffing resources
- Budgetary considerations
- Impact to and capacity of Library staff or community partners
- Safety and security of customers and staff

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Program & Event Guidelines

- The Lafayette Public Library supports free and open access to information and ideas as stated in the [Library Bill of Rights](#) and the [Freedom to View](#) policies of the American Library Association.
- Library sponsorship of a program does not constitute an endorsement of the content of the program, or the views expressed by presenters or participants.
- The Library will not provide:
 - Programs of a purely commercial nature or those designed for the solicitation of business for third parties;
 - Programs that specifically support or oppose any political party, candidate, or ballot measure; or
 - Programs that support or oppose a specific religion. Programs may address religious themes to educate or inform, but will not promote or proselytize a particular religious conviction.
- Library programs are free and open to the public.
- Participant registration may be required for planning purposes or when space is limited. When registration is required, it must be handled by the Library unless other arrangements are made with either the Library Director or designee. Presenters are prohibited from soliciting and gathering names and personal information of attendees.
- The Library reserves the right to not schedule a proposed program or event and/or cancel a scheduled or event program at any time. Programs may be cancelled due to weather, low registration, absence of the presenter, staffing capacity, or for violation of this policy. Cancelled programs cannot always be rescheduled.
- The Library encourages individuals to share their knowledge and talents with the community and apply to present programs that are co-sponsored by the Library. [LPL's Co-Sponsored Program Guidelines](#).
- The Library welcomes groups and organizations to rent meeting spaces at the Library to present their own private programs or events that do not meet Library program selection criteria or criteria for co-sponsorship. Groups and organizations renting meeting spaces are required to comply with the Library's [Code of Conduct](#) and [Meeting Room Use Policy](#). Such private events will not be promoted by the Library or supported by staff.

Requests for reconsideration of a Library program or special event may be submitted using the Request for Reconsideration form and will be reviewed in accordance with procedure outlined therein.

<insert link to form>

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Request for Reconsideration of Library Materials or Events

The library's collection and services are intended to serve the wide spectrum of needs of the Lafayette community, and therefore provide a variety of materials, programs, and events to accommodate that spectrum.

Library materials and programs may contain original, critical, and unorthodox ideas, any of which may not appeal to the entire community, and therefore public opinion cannot be the sole guide for the selection of materials, programs, and events.

The inclusion of an item, program or event is not to be considered an endorsement, official or otherwise, by the Library. The Library neither approves nor disapproves the views expressed in materials included in the collection or those presented or inferred in a program or special event.

Library patrons may question the presence of an item in the Library's collection, or a program or special event provided by the Library by completing a Request for Reconsideration Form. The Library Director will consider the request and respond within a reasonable time. If the requestor is not satisfied with the Library Director's response, the requestor may submit a written appeal to the Library Board within 10 business days of the date of the Library Director's response. The Library Board will conduct a final review of the request at a public meeting, and the requestor will be notified of when and where the meeting will be held. The Library Board reserves the right to limit the length of public comments at its meetings. The decision of the Library Board is final. For the duration of this process, the material in question will remain in circulation and the questioned event will continue as scheduled.

Patron Name: _____

Phone: _____

Address: _____

Email: _____

Contested Program or Event

Name of program: _____

Date of program: _____

How did this program come to your attention?

Did you personally attend the entire program? _____

What are the specific matters that concern you? (Please be as specific as possible)

What action would you like taken regarding this program? _____

Please suggest alternative events or services that could provide similar information on this topic or support in this area to the community. _____

Contested Library Material Request for Reconsideration

Author: _____

Title: _____

Publisher: _____

Date Published: _____

Format (book, dvd, audio): _____

What brought this item to your attention?:

Did you read, listen to, or watch the entire item? _____

If not, what portions did you review? _____

What do you think are the main ideas of this item?

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What are your objections to or concerns about this item? Please be specific.

Are there resource(s) you suggest which provide additional information and/or other viewpoints on this topic?
