



**Lyons Regional Library District
2019 Report to Town of Lyons Board of Trustees,
Boulder County, and Larimer County**

Pursuant to the September 2016 Second Intergovernmental Agreement (IGA) among the Lyons Regional Library District ("LRLD" or "the District"), the Town of Lyons ("Town"), Boulder County, and Larimer County, the LRLD submits this annual report relating to general operations and finances.

Summary

2019 was quite an exciting year for the Lyons Regional Library District. After breaking ground in October 2018, construction on the new facility continued through the winter and spring. The doors of the newly minted Lyons Community Library (YaYa's Place) opened August 1st, 2019 to a waiting crowd. The community feedback has been overwhelmingly positive and the staff looks forward to continuing to partner with the community in creating responsive, timely, topical library services. We couldn't be more buoyed by the outpouring of community support.

Library Operation and Community Service

The Lyons Regional Library is the gateway to lifelong learning, offering a full spectrum of services, materials, and programming. We strive to provide access to quality resources that serve the cultural, educational, informational, and entertainment needs and interests of people of all ages and backgrounds within the District (and beyond).

Compared to the same time frame in 2016 (January through September), the District has seen a 119% increase in patron visits. Most impressive, however, is the increase in patron visits the new Library experienced during the two months we've been opened compared to even one year ago. August and September 2019 brought in 57% more visitors than August and September 2018. That number becomes truly amazing when compared to that period in 2016: 140%!

Circulation continues to increase as more and more of our patrons discover what we have to offer. Even though we were closed for two weeks in July to facilitate the move, 2019 still saw an 85% increase in circulation over 2016. Over the past three years, the District has proven to our patrons that community-knowledgeable professionals make all the difference in providing access to programs and materials.

Services and ongoing programs include free computer and internet access for all; inter-library loan; all-ages readers' advisory; Chess Club; the pop-up Bridge Club; Book Club sets; traditional, audio, and e-books; DVDs; periodicals; twice-weekly, year-round early literacy programs; STEAM events; homebound delivery services; Summer Library Program

(formerly Summer Reading); financial literacy; mental health awareness; job skills and resume workshops; a writers' "support group," free public notary service, and copying and printing services. Upon opening the new facility, we are pleased to add outgoing fax service, a year-round children's play area, and study rooms and meeting spaces.

Well before we opened the doors to the new library we hoped we would be able to expand our hours to better meet the needs of our community. We finally feel adequately staffed and prepared to do just that. Beginning Monday, November 4th, we will open at 10:00 am Monday through Saturday. We're also excited to stay open a second evening each week. Just like Wednesdays, we'll now stay open until 8:00 pm each Tuesday.

To expand our hours and services we made a few necessary staffing changes. Vicky Reinold, who joined the staff as a Library Associate in July, was promoted to the position of Adult Programming and Marketing Librarian. Vicky, who already holds a Master's degree in English, is currently working on her MLIS through Emporia State and brings a lot of community outreach and program planning knowledge from her time as an Assistant Program Director with AmeriCorps.

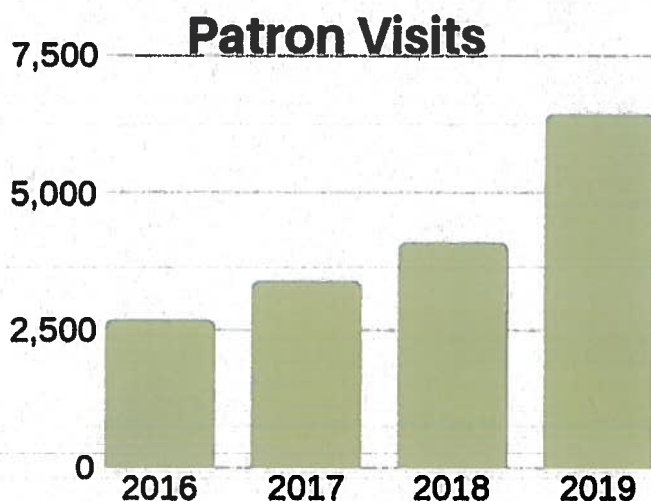
Also joining our staff during October and November are Michelle Visser and Dana Peterson. Michelle holds an MLIS from the University of Iowa and has worked extensively in both reference and archive and special collection services. Dana, who grew up in Longmont, will relocate from Mancos where she currently works as the Technology Manager for the Mancos Public Library. We're still lucky to have McCourt Thomas as our Head of Youth Services, BJ Campbell in the role of Youth Services Librarian, and Jenny Abernathy fulfilling Circulation Clerk duties.

As reported in last year's report, Director Katherine Weadley tendered her resignation in late July, 2018. Kara Bauman, who was Adult Experiences Librarian at the time, was designated as the Interim Director. Kara held the position of Interim Director during the groundbreaking and early construction phase. The search for a new, permanent Director continued over the winter. In March 2019, Rebecca Schuh, formerly of Wyoming, took the helm. Rebecca brought many years of leadership experience to the role. Sadly, due to extenuating family circumstances, Rebecca departed the Directorship in August. Once again, Kara was willing to step back into the role, this time permanently. The District is grateful for the leadership Rebecca lent to policy and procedure creation and our first few open weeks.

The staff are beyond excited to continue to liaise with our amazing community to find new and innovative ways to provide library services to all.



August + September ('16-'19)

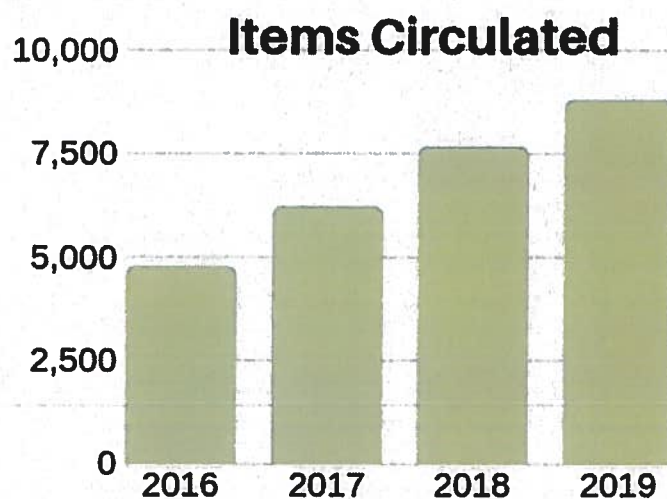


Year	Visits
2016	2,676
2017	3,385
2018	4,087
2019	6,422

Increase from 2016 to
2019: **140%**

Year	Items
2016	19,533
2017	24,553
2018	30,947
2019	29,550

Increase from 2016 to
2019: **85%**



New Facility

The beautiful new Lyons Community Library building is up and running! The District is delighted to report that the building was on time and within budget.

The much-anticipated building permit was received in late September 2018. Groundbreaking actually took place over a couple of occasions. On October 8, 2018, the parking lot was broken up and hauled away. This set the stage for an official Groundbreaking Ceremony that took place on Friday, October 19, 2018. The afternoon was sunny and warm and the event was well attended by many in the community.

By November 2018 site work was underway with storm, sanitary, and water lines installed, curb and gutter complete and the building foundation underway. The Town Engineer worked closely with the District to design a custom manhole for the storm sewer.

Per the Development Plan Agreement with the Town of Lyons, the District purchased a Colorado Big Thompson water share at a cost of \$35,500. By the end of 2018 the concrete slab, complete with plumbing and electrical, was in place. By January 2019 framing was in process and in February the building envelope was complete with all insulation, siding, windows and roofing installed. This allowed the interior construction to continue throughout the spring without weather interruptions during frequent snowstorms. In April landscaping began and the construction trailer was moved off-site. Interior finishes, utilities, and HVAC were far enough along that a temporary contractor office and meeting space was set up inside the building.

The iconic Lyons sandstone façade was installed on the east and south exterior in February and March. Further Lyons character was instilled into the building when local artists, Priscilla Cohan and Cathy Rivers, arranged and installed tiles hand-painted by the community in the drinking fountain alcove. This fun, colorful piece is entitled Bird-by-bird.

The landscaping was finished in June. The Town asked the District to hold off on connecting irrigation to the Lyons Ditch as they are moving it to the north side of the building. The Library building is currently using treated water for irrigation.

Library staff was trained to operate all the building systems including HVAC, irrigation controls and lighting. In July furniture and shelving arrived and staff planned and packed for the big move. The library closed on July 15 at the Main St. location and opened on August 1 in the new building with a Temporary Certificate of Occupancy (TCO) issued by the Town in late July. The official Certificate of Occupancy (CO) was received on August 16, 2019. The Town is holding \$19k of District funds in escrow pending the completion of a few open items. The main one is ADA access between the Depot building and Railroad Ave. The Town and District are working together to find the most cost effective solution. Another item still to complete is beautifying the library's transformer cabinet.

The building is under warranty until July 1, 2020 with Fransen Pittman, our general contractor. Staff regularly logs warranty claims that are resolved by Fransen Pittman's warranty department. To date several large and small items have been re-worked and

repaired, including a partial roof replacement due to popped nails, HVAC leaks, and lighting, door locks and irrigation sprinklers not operating as expected.

On September 7, 2019 the Friends of the Library held a Grand Opening Celebration at the library with music, food, a ribbon cutting ceremony and many activities to highlight the library's varied public spaces. It was a festive occasion attended by hundreds of the District's constituents.

As a condition of the Intergovernmental Agreement (IGA) between the District and the Town, both parties signed a Memorandum of Understanding (MOU) regarding the Town's use of library meeting space. In consideration of the Town allowing the District use of Town-owned land for the library building, the MOU gives the Town use of the library community room and large meeting room every Monday evening along with priority use at other times.

The Lyons Library District Foundation was instrumental in raising over \$900k in capital funds for the new building. As a 501(c)3 they continue to accept donations for the District.

The Friends of the Library continue to provide generous support toward library operations and programs. Their activities in the past year included hosting trivia nights at Pizza Bar 66, running a sale for all the un-needed library furniture at the Main St. location and hosting the Grand Opening Celebration. They commissioned a hand-crafted bookshelf near the library entrance for an ongoing used book sale to benefit the library.

The Library Building committee met regularly and often in 2019. During construction there was a weekly Owner/Architect/Contractor (OAC) meeting and site walk. These were public meetings attended by a full team of community members, library staff, board members, Humphries Polis architects, Wember owner's reps, Fransen Pittman general contractors and occasionally members of the Town engineering and planning staff.

Building the District's new Library has been an exciting project with immense potential for community engagement and transformation. We are encouraged to have such broad support of so many donors and community members and remain committed to collaborating with the people in our Regional District and Town to create a beautiful and functional community space to benefit all.

Board Composition and Organization**LRLD Board of Trustees**

Janet Corson-Rikert, President
Sandy Banta, Vice President
Shirley Sullivan, Secretary
Erin Biesiada, Treasurer

Sarah Catchpole, member-at-large
Brian Donnell, member-at-large
Bill Palmer, member-at-large

Departing Trustees include President, Kathleen Crane; Vice President, Darcie Sanders; and Secretary, Lori Adams-Weaver. Incoming Trustees are Brian Donnell, Bill Palmer, and Shirley Sullivan. Brian served on the Town Board of Trustees between 2004 and 2011 and was acting Mayor for five months of his 2008-2010 term. Bill served on the Lyons Community Foundation Board between 2007 and 2011 and served as its President for two years. Shirley, while new to Town, holds a Master's degree in Library Science and is excited to give back to the Library in her new community.

Six working committees have been established (Building, Finance, Human Resources, Communications, Policy, and By-Laws) per Colorado State Library Standards.

Our library staff liaison is Director of the Library, Kara Bauman.

Friends of the LRLD

Lisa Sobieniak, President
Bonnie DiSalvo, Vice President
Pam Browning, Secretary
Christina Wells, Treasurer

Leslie Reynolds, member-at-large
Vasi Smith, member-at-large
Elaine Powell, member-at-large

LRLD Foundation

Connie Eyster, President and Secretary
Leigh Williams, Treasurer
Julia Boelte, member-at-large

Bill Palmer, LRLD Board Liaison

Revenue and Expenditures

Revenue – Overall property values in the District have steadied with Property tax revenue received from Boulder and Larimer Counties in 2019 through end of August totaling \$465,455. Additional Specific Ownership Tax revenue through the end of August totaled \$18,019. To date, we have received 99.61% of our mill levy revenue for the 2019 year from both counties. According to the preliminary projections from both counties, we can anticipate that our mill levy revenues for 2020 will increase. For Boulder County, revenues for 2020 are estimated at \$442,854; Larimer County revenues are estimated to be \$80,296 for 2020 – combined total projected Property tax revenue for the District for 2020 is \$523,151.

This 2020 Property tax revenue projection is an increase of \$50K from last year and is a relief for the next two years of the Library's budget proposals. Like all Special Districts, we are tracking and monitoring the potential effects of the Gallagher Amendment for our future long-range planning. The Gallagher Amendment is always on our radar with regards to our future budget planning and is taken into consideration when looking at our 5-year and 10-year long-term budget proposals, balanced against our 5-year and 10-year Library growth and library-user objectives.

Finances – After the completion of the new Library building, the District's finances are solid. Through cost savings measures across the board in both the Operating and Capital budgets, we have stayed under our 2019 operating budget in all expense areas and we are trending to be significantly under our projected budget. It is difficult to come up with a percentage or specific number that we will be under budget as we have only been in our new location for two months, and the 2019 Operating Budget was based on the operations of two locations with significant cost differences. We still need to see five months of actual costs associated with our new space. Between our three banking accounts — Operating, Payroll, and Capital — we currently have a combined \$620K in equity. This includes 4 and half months of Operating Reserves.

Our staffing costs (our biggest Operating expenditure) for 2020 amounts to 46% of operating expenses (*\$242,468 of \$519,185 total expenses*), which is still well below the typical 60% for most public libraries. Since the opening of the new building, library patrons have been requesting additional Library services, and we have responded! We are expanding with Tuesday evening hours to answer some of the demand. We added 1 full-time equivalent to our team, bringing the total library staff to 4.5 FTEs and in line with state standards for operation of a building of our size and served population. And going forward, technology requests will also be expanded in the form of more technology devices, access and trainings.

In 2018, we went through our first official audit of our Fiscal Year 2017 expenditures with Randy Watkins at ACM, LLP. We passed with flying colors and with "no adverse findings." The Library is currently under a Fiscal Year audit for 2018 for both the Operating and Capital expenditures and are anticipating the same results.

2020 OPERATING BUDGET-The 2020 proposed Operating Budget is closely aligned with the Operating Budget of 2019 in a majority of the recurring cost expense categories. With the operation of the new location commencing in August, we have used the best knowledge projections from our Owner's Rep, other local Colorado libraries of similar size, and RFP requests for building services to estimate what our annual costs for the new building operations will be. We are planning on looking at the expense Actuals in July of 2020 after nearly one full year of operations. While we have performed due diligence in estimating what it will cost to effectively operate the new facility, we are also trying to be as conservative as possible to account for the unexpected. If deemed necessary, the Board will propose an amendment to the Operating Budget to adjust for any increased projected expenses for the remaining 6 months of operations in 2020 and will use the Capital Reserve funds for the increase in expenses.

We anticipate our first debt service payment of \$84,000 in 2020 and have reflected this in the Operating Budget as our Lease payment. We have also set aside \$41,000 to transfer to the Capital Reserve account. Our contingency reserve is \$195,000 – this reflects 4 and a half months of operating reserves as per the TABOR Amendment.

2020 CAPITAL BUDGET- Our Capital Budget, once remaining payments are made and obligations closed out, will remain active and will help furnish additional FF&E expenses, any planned expansions and upgrades to the inside and outside of the building, and upgrades and purchases of technology equipment. We will also be setting aside and designating specific portions of each year's Capital budget to Capital reserve accounts that will be earmarked and used for future repairs and replacements of major building support systems. This will be done based on existing warranties and anticipation of end of life usage.

The attached proposed FY2020 Operating and Capital Budgets were discussed at the October 15, 2019 board meeting. A few outstanding budget questions (pricing for snow removal, the return of insurance renewals, etc.) prevented a vote, but the Board will reconvene on October 29th to hopefully finalize before the required 30-day public notice. A copy of the Final Approved Budgets, when adopted, will be available upon request and posted on the District's website: lyons.colibraries.org

				2020
Lyons Regional Library District				
General Operating Funds Budget				
2020				
				Beginning Balance:
				Budget
Ordinary Income/Expense				
Income				
43100 • Property Tax Revenue				
43110 • Boulder Co.Rev				442,854.73
43120 • Larimer Co.Rev				80,296.75
Total 43100 • Property Tax Revenue				523,151.49
43200 • Specific Ownership Tax Rev.				
43210 • Boulder Co.SOT				18,155.00
43220 • Larimer Co.SOT				5,640.00
Total 43200 • Specific Ownership Tax Rev.				23,795.00
43300 • Direct Public Grants				
43330 • Government Grants				5,000.00
43340 • Nonprofit Org. Grants				6,000.00
Total 43300 • Direct Public Grants				11,000.00
44000 • Other Income				
44060 • Interest Income				
Total 44000 • Other Income				
46400 • Other Types of Revenue				
46410 • Fines, Fees				100
46420 • Copy/Printing Charge				400
46430 • Donations				75
46435 • Friends				2,000.00
46450 • Other				0
46460 • Foundation Income				0
Total 46400 • Other Types of Revenue				2,575.00
Total Income				560,521.49
Gross Profit				560,521.49
Expense				
66000 • Payroll Expenses				
72000 • Salaries & related expenses				
72020 • Salaries & wages - other				213,221.04
72030 • Retirement contributions				3,300.00
72035 • Life Insurance (Director + 1)				200
72040 • Employee Bonus				0
72050 • Federal Payroll Tax				15,682.50
72060 • State Unemployment Tax				3,750.00
72070 • Health Insurance				6,300.00
72090 • Payroll Process Fee				2,000.00
Total 72000 • Salaries & related expenses				244,453.54
75000 • Contract Services				
75010 • Accounting Fees				15,000.00
75040 • Legal Fees				2,000.00
75050 • Outside Contract Services				2,000.00

			75060 · Bookkeeping	5,000.00
			75065 · Board Bookkeeping	0
			Total 75000 · Contract Services	24,000.00
			80000 · Non-Personnel Expenses	
			80010 · Program Supplies & Fees	5,500.00
			80015 · Summer Library Program	2,000.00
			80020 · Other Grant Expense	6,000.00
			80080 · OutReach	1,000.00
			Total 80000 · Non-Personnel Expenses	14,500.00
			80100 · Collection Purchases	
			80120 · Audio/Visual	4,500.00
			80130 · Books	15,000.00
			80135 · Books - Funded by Donations etc	5,000.00
			80140 · E_Books	1,200.00
			80150 · Games, Puzzles, Kits	600
			80180 · Online Subscriptions	800
			80185- CLIC database	1,900.00
			80190 · Print Subscription	1,000.00
			Total 80100 · Collection Purchases	30,000.00
			81000 · Operations	
			81030 · Postage, Courier, Mailing Servi	3,000.00
			81040 · Printing and Copying	150
			81045 · Professional Materials	250
			81050 · Software	350
			81060 · Supplies Off. & Cleaning	6,000.00
			81065 · Library Supplies	5,000.00
			81070 · Telephone, Comm.	2,060.00
			81075 · Website & Social Media	1,500.00
			Total 81000 · Operations	18,310.00
			82000 · Facilities and Equipment	
			82020 · Equip Purchase	2,000.00
			82030 · Equip Rental	100
			82050 · Janitorial/Ground Services	21,500.00
			82060 · Tech support	4,000.00
			82070 · Maintainance	6,400.00
			82075 - Snow Removal	
			Snow Removal + Window Cleaning	7,000.00
			82080 · Lease	84,000.00
			Total 82000 · Facilities and Equipment	125,000.00
			82100 · Utilities	
			82110 · Utilities	
			Electric Utilities Electric/Gas	36,000.00
			82130 · Utilites Trash/Recycling	950
			Total 82100 · Utilities	36,950.00
			83000 · Travel and Meetings	
			83010 · Conference, Convention, Meeting	1,500.00
			83030 · Meals & Entertainment	700
			83050 · Travel	500
			Total 83000 · Travel and Meetings	2,700.00

		85100 · Other Types of Expenses	
		85110 · Bank Fees	300
		85140 · Marketing/Advertising	1,000.00
		85150 · Memberships,Dues,Fees	3,000.00
		85170 · Staff Development	1,500.00
		85180 · Tax Collection Fees	8,370.42
		Total 85100 · Other Types of Expenses	14,170.42
		85120 · Insurance	
		85121 · Ins - Gen&Liability	2,000.00
		85122 · Ins - Public Officials-Liab Poo	932
		85123 · Ins - Property	9,534.98
		85124 · Ins - Other	370
		85126 · Ins - Workers Comp	436.01
		Total 85120 · Insurance	13,272.99
	Keep same	97020 · Board Development/Dropbox	2,000.00
		97040 Director Search	
		Total Expense	525,356.95
	Net Ordinary Income		35,164.54
	Other Income/Expense		
		Other Expense	
		97000 · Contingency	197,008.86
		97020 Building Reserve	
		98000 · Capital Purchases	
		98005 - Lease Payment	0
		98010 · Transfer to Capital Fund	35,164.54
		Total 98000 · Capital Purchases	35,164.54
		Total Other Expense	
	Net Other Income		0
	Net Income		35,164.54

**CAPITAL BUDGET
2020**

		Beginning Balance:	2019 Budget	2020 Budget
Ordinary Income/Expense	Income			
	4500 - Transfer in - General Fund		124,500.00	100,000.00
	4510 - Foundation Donation		400,000.00	0
	4530 - Building Grant		790,000.00	39,500.00
	Total Income		1,314,500.00	139,500.00
Expense	6000 - Capital Expenditures			
	6100 - Land/Lease Cost		1,500.00	0
	6150 - Design & Engineering Fees		28,475.00	0
	6200 - Owner's Requirements		111547	0
	6250 - Construction		1,882,500.00	0
	6300 - Permits/Fees		120151	0
	6350 - Furniture, Fixtures & Equipment		72,500.00	5,000.00
	6425 - Legal		10,598.00	4,000.00
	6450 - Technology		43,475.00	10,000.00
	6500 - Contingencies/E scalation		237,500.00	0
	6510 - Contingency - Other		270,764.00	0
	Total 6000 - Capital Expenditures		2,779,010.00	19,000.00
	6125 - Bank Fees		0	0
	Total Expense		2,779,010.00	19,000.00
	Net Ordinary Income		-1,464,510.00	120,500.00
Other Income/Expense	Other Income			
	8000 - COPS Proceeds		1,000,000.00	0
	Total Other Income		1,000,000.00	0
	Net Other Income		1,000,000.00	0
	BALANCE		55,486.00	175,986.00

DRAFT