

**Lyons Regional Library District  
2016 Report to Town of Lyons Board of Trustees,  
Boulder County, and Larimer County**

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

### **Summary**

It has been just over 15 months since we hired our new library director ("Director") and reopened our Lyons Regional Library District Library on Main Street ("Main Street Library"). During that time, our Director culled and recreated our collection, hired additional support staff, and developed exciting new programs that engage all segments of the Lyons area community. The feedback has been overwhelmingly positive. The current rented space, while small, seems to serve the community's basic needs and adds to the economic development of the area. At the same time, the District's Board of Trustees, the Director, members of the public, and building professionals have been diligently proceeding with our objective to build a new expanded library/community space in the Town center with a target move-in date of 2018.

### **Operation and Community Services**

Our programs, collections and participation continue to empower our community to learn, imagine and connect. We provide an inclusive friendly place where everyone is welcome and everyone receives the same quality of services. We assure people's access to information. We provide opportunity and community. We offer programs for all ages from birth to earth. We offer homebound services for the elderly. Our baby storytime, which attracts between 20 and 40 babies, moms, dads, and grandparents every week provides early literacy concepts, skills, and positive attitudes that form the foundation for subsequent reading and writing achievement. Our fun all-ages summer reading program helps prevent learning loss over the summer months for K-12th graders. We have engaged in partnerships with area individuals and businesses as well as the Town to provide engaging and educational programming. We provide technology instruction and one-on-one help, Wi-Fi, and various computers as well as formal and informal instruction which helps narrow the digital divide that exists in our community as it does everywhere. We've been offering a series on financial literacy for the last year to inform and educate our community as well as entertain. We offer scanning and copy services as well as a public notary. We have applied to become a Passport Acceptance Facility. We have a small but heavily used meeting area. Our professional, knowledgeable staff continue to connect people to resources in our warm and engaging atmosphere as well as out in the community. While transaction numbers do not reflect transformations, from January 2016 through the end of September we've had 10,620 patron visits, 924 Baby Story Time attendees, 503 All-Ages Story Time attendees and 441 patrons attend events at the library.

## **Facilities**

Last fall, we completed a comprehensive regional survey of our constituents to determine what they would like to see in a new library building. Results from this survey confirmed that since our original data from our library district formation outreach in 2012, the region demographics are changing. There are more young families in the area, and greater interest in library programming and community space than ever before. We projected a population growth model to determine the size of a library that would serve us both in the near term and 10-20 years down the road and concluded that we should target 8,000 square feet. *(In response to public query after distribution of this report, this is a growth target, initial footprint will likely be smaller, see below under Facilities Planning.)*

Our highly successful Main Street Library and our new understanding of our constituent population caused us to rethink our original intention of moving back into the refurbished Depot Building. After great deliberation, we chose not to disrupt the service at the Main Street location with a temporary move into the even smaller Depot space. We intend to sign a new lease for our current location at 405 Main Street through 2018.

## **New Facilities Planning**

When we realized that we needed to build a larger building than originally anticipated, we re-examined the target Depot site and found it unsuitable for our purposes. We worked closely with the Town to agree on a new location adjacent to the original Depot site with fewer restrictions that would allow for easier patron access, support economic growth in the Town, and allow us more freedom in designing a building to better serve the community.

Last May, we continued our community outreach with a full day Open House gathering that gave direct feedback on location, size, and features of our proposed building. It was well attended and based on feedback, we created Conditions of Satisfaction for a future architect RFP and loan applications.

In early September, our Second IGA with the Town was approved with a 50 year \$1/year lease on the proposed property and has been forwarded to the counties for approval. We intend to work closely with the Town during our initial design phase to determine if there are any opportunities for collaboration in creating a co-funded shared community space as part of our building.

We forecasted cost models for building and running a 6,500-8,000 square foot library; building this facility could cost between 2 and 3 million dollars, with projected operating costs of approximately \$350,000 annually. Our tax revenue from Larimer and Boulder counties in 2016 is estimated to be approximately \$433,000. We project that between already donated monies and the accumulation of revenue in our capital fund, we will be able to contribute \$500,000 toward our building cost target. Thus, we are hoping to finance an approximately \$1,000,000 loan and raise \$1,000,000 in additional donations

and grants. A Lyons Regional Library District Foundation (a separate 501c3 that was set up to support the creation of the new library space through donations and grants) has been formed and currently has \$135,000 in collected donations. In addition, a grant writer has been hired and we are ready to begin our capital campaign.

As the building project evolved this past year and we became more informed about the coming phases of our project, the members of the board became convinced that we need to partner with an Owner's Representative with more depth of staff and experience building libraries. We recently terminated our relationship with F&D International, and are now under contract with Wember, Inc. No firm has served as Owner's Representative for more libraries in Colorado than Wember. We look forward to working closely with them to create a facility that fits architecturally into our Front Range surroundings and culturally suits our dynamic small town community.

We are now ready to fully examine financing options. At this time, we chose not to go to ballot in pursuit of a USDA loan. Our immediate objective is to complete the replat of the target land and develop a legal description for a possible lease to purchase agreement. We are talking to various banking institutions to determine potential financing scenarios.

Building the District's new library is an exciting project with great potential for community engagement and transformation. We remain committed to collaborating with the Town and counties to create a beautiful and functional community space for all to share.

### **Board Composition and Organization**

Current LRLD Board of Trustee Members and Officers are:

Kathleen Crane, President	Sarah Catchpole
Sandy Banta, Vice President	Lori Adams-Weaver
Darcie Sanders, Secretary	Lisa Sobieniak
Andrew Biel, Treasurer	

Four members are from Boulder County and two members represent Larimer county. Six committees have been established (Building, Finance, Human Resources, Communications, Policy and By-Laws, and Nominations). We held two sessions of Board Training including one with the Colorado State Library this past June.

### **Revenue and Expenditures**

Taxes received from Boulder and Larimer Counties in 2016 indicate overall property values in the District have increased, with property tax revenue received for 2016 projected to be around \$409,000. Additional Specific Ownership Tax revenue (shared with other taxing jurisdictions) is estimated at \$16,000. To date, we have received 95% of our mill levy revenue for the 2016 year from both counties.

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According to both counties, we can anticipate that our mill levy revenues for 2017 will be similar to 2016, with an increase of approximately 1%.

The District's finances are very solid. We have followed quite closely to our projected budget with only two, small exceptions. Between our three banking accounts — main checking, payroll and capital funds (future building fund) — we currently have approximately \$500K in total equity. Our staffing costs (our largest expenditure) currently amount to 58% of total expenses, which is just below the typical 60% for most libraries.

The 2017 proposed budget is very closely aligned with the budget of 2016. The only substantial increase is seen in a 19% increase in staff costs. This is due to the upcoming 25% increase in hours that the library is open. Anticipated expenditures during 2017 are reflected in the attached budget, which was revised in early October 2016 and is anticipated to be approved at the November board meeting. A copy of the final budget as adopted is available upon request and also will be posted on the District's website: <http://lyonsregionallibrary.org>.