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**Lyons Regional Library District  
2017 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**

The Library District is about to complete its second full year of operation on Main Street in downtown Lyons. Usage statistics continue to rise as our offerings and open hours increase. A recent patron parking survey confirms anecdotal evidence that we are adding to the economic development of the area. The survey, conducted by the District in October, indicates that 40% of patrons bike or walk, and 70% make 1 or more additional downtown stops when they visit the Library. Usage and demand for programming continues to increase, with double-digit waiting lists for some programs. Although community feedback is overwhelmingly positive, patrons and would-be patrons are anxious to enjoy the benefits of a larger facility. The Library Board and Director have been diligently proceeding with planning for the new library/community center, hiring experienced architectural, pre-construction, and sustainability services, progressing with lease-to-purchase financing and approval of the concomitant IGA amendment, applying for a substantial DOLA grant, supporting our fundraising LRLD Foundation, and working toward completing phase I construction in late 2018.

**Library Operation and Community Services**

We strive to empower our community to learn, imagine and connect with our programs, collections, and community space. With the highest level of friendly and professional service we provide a neutral and welcoming space to all ages and stages of our community and beyond.

Services and programs include homebound delivery services for the elderly, twice-a-week year-round early literacy programs, STEM events, Summer Learning Program, financial literacy, mental health awareness, and job skills and resume workshops. We provide computers, wifi, group and one-on-one technology instruction. It is clear that not everyone in our community owns a computer or understands technology - we strive to shrink our area's digital divide. Patrons use our computers to apply for jobs, housing, and healthcare, open non-profits, write graduate papers, apply for loans, and visit with their loved ones. Kids use our computers to complete homework and connect with their friends. Homeschoolers use the library on a frequent basis.

We have three notary publics on staff and provide this service for businesses and personal uses without charge for anyone. We provide scanning and printing services which are used, for example, to print legal documents, sheet music, and event tickets. We have a small but heavily used meeting area, which due to our small size doubles as the computer room, and where we hold our various programs.

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We focus on sustainability. Through a grant from Boulder County's Partners for a Clean Environment Program (PACE) we've installed two bike racks for our community to use, and started composting in the library. We have always recycled and we are careful with our resources. Books are reused or recycled through the Book Worm book store in Boulder.

Our staff are library professionals with over 85 years of experience working in libraries amongst us. We participate in professional development activities on a state level, present at conferences, and serve on committees such as Colorado Makerspaces, Colorado Early Literacy, Adult Services Interest Group, and more. Our staff are committed to the highest level of professionalism and to expanding our services to fit the current and future needs and desires of those we serve.

## LYONS REGIONAL LIBRARY 2017 Year to Date



Total Visits: **14,120**  
New Cards YTD: **159**



Special Event Attendance: **736**



Baby Story Time: **930**  
All-Ages Story Time: **880**



Items Brought in Via Courier: **2,149**  
Items Lent via Courier: **1,777**



Total New Items Added YTD: **1,932**



Total Computer Usage: **1,152**



Total Checkouts: **24,873**  
eBook Checkouts: **215**

### Percent Increases (over 2016)

Total Patron Visits: 24.79%

Total Check Outs: 20.80%

Total Computer Usage: 61.11%

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## **New Facilities Planning**

While the Library continues to operate at its temporary Main Street location, the Library Building Committee has been hard at work on a new facility. This ever-growing committee, originally made up of Library District trustees and the Director, community members and our Owner's Representatives from Wember, Inc. has greatly expanded this year.

After an extensive RFP and interview process, the District contracted with Dennis Humphries of Humphries Poli Architects to provide design services. Dennis has designed and built over 40 beautiful and successful libraries of all sizes around the country, many in Colorado. In the spring and summer, the District and architects hosted two open house events to gather public input on the desires of the community for the library space and feedback on the proposed floor plan. These events were well attended and ideas from the community are being incorporated into the design. Several iterations of schematic design and floor plans have been completed and the team is now considering elevations.

The District has chosen to use the Construction Manager at Risk (CM@R) delivery model for the project and once again went through an extensive RFP and interview process to contract with Construction Managers Fransen Pittman for pre-construction services. Fransen Pittman also has extensive library and public building experience in Colorado. They have been performing cost modeling on proposed designs to ensure the project design will meet budget.

It was determined that the new building would need environmental certification such as LEED or Green Globes to meet community desire for sustainability and to obtain DOLA grant funding. Group 14 has been sub-contracted by the architect to provide these services and members of the town Sustainable Futures Commission have been invited to our Building Committee meetings.

In our initial design phase last April, the Building Committee and Library Board reviewed options for creating civic meeting space with the Town. It was decided that the District would increase the size of its flexible Community Room such that it could be used for Town Hall-style meetings and even Council Chamber-style meetings. The Library District and Town are currently working on a modified IGA to reference a total 50-year site lease incorporating a 30-year trustee relationship with UMB bank to support our Lease-to-Purchase Financing. We expect to establish a future MOU for usage of the flexible Community Room meeting space.

We forecasted cost models for building and running a 6,500 square foot facility. Total project costs (including hard and soft, fees, permits, full furnishings & equipment) could cost approximately \$3.25 million dollars. Projected operating costs would be just under \$400,000 annually. Our income with revenues from Larimer and Boulder counties in 2018 and subsequently is estimated to be approximately \$500,000, leaving ample funds for debt service. 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

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cost target. We are approved for \$1,250,000 COPS financing, but depending on what happens with interest rates in 2018 we may decide to prudently activate only \$1,000,000 in order to keep more money in the Operations account. Therefore, we seek to raise \$1,750,000 in additional donations and grants. The 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 near \$700,000 in collected donations so far. Our DOLA grant application was filed... and we expect to hear ... late November of 2017. The Friends of the Lyons Regional Library (another separate 501c3) raises funds and helps pay for materials and programs such as Summer Library Program.

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 people in our District, Town, and counties to create a beautiful and functional community space to benefit all.

## **Board Composition and Organization**

Current LRLD Board of Trustee Members and Officers are:

Kathleen Crane, President	Sandy Banta, Building Committee Chair
Lori Adams-Weaver, Vice President	Sarah Catchpole, member at large
Darcie Sanders, Secretary	Lisa Sobieniak, member at large
Erin Biesiada, 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).

Director of the Library is Katherine Weadley.

## **Revenue and Expenditures**

**REVENUE** – Overall property values in the District have increased with Property tax revenue received from Boulder and Larimer Counties in 2017 through end of September at \$403,531. Additional Specific Ownership Tax revenue through the end of September is \$18,707. To date, we have received 98% of our mill levy revenue for the 2017 year from both counties. According to both counties, we can anticipate that our mill levy revenues for 2018 will increase approximately 14%, or \$59,225. This is due to higher property valuations in both counties.

**FINANCES**-The District's finances are very solid. We have followed quite closely, within 3% YTD, to our projected 2017 budget. Between our three banking accounts — main checking, payroll and capital funds (future building fund) — we currently have approximately \$525,000 in total equity, including 4.5 months of Operating Reserves. Our staffing costs (our largest expenditure) currently amount to 56% of total expenses, which is just below the typical 60% for most libraries.

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**2018 OPERATING BUDGET-**The 2018 proposed Operating Budget is very closely aligned with the Operating Budget of 2017 in the majority of the expense items. There is a 13% (\$22,000) increase in staffing costs to accommodate salary increases and to plan for the additional staff planning and moving hours that is anticipated to occur in the latter part of 2018 with the projected soft opening in early 2019. We have also included an Abatements expense in anticipation of possible property valuation adjustments. We anticipate our first debt service payment in 2018 and have reflected this in our capital expenses as our Lease payment. We are also targeting \$32,000 as additional reserves in anticipation of increased operating costs and our objective to retain 4.5 months of operating reserves in addition to our Tabor reserve. Our 2018 Operating Budget as attached was approved at the October 2017 LRLD board meeting and posted for Public Hearing in November. A copy of the 2018 Operating Budget when adopted will be available upon request and posted on the District's website: <http://www.lyonsregionallibrary.org>.

**2018 CAPITAL BUDGET-** In August of 2017, DOLA accepted our amended budget for 2017 in which we created a Capital Fund and Budget separate from our Operating Fund and Budget. The 2018 Proposed Capital Budget details the anticipated Capital expenditures that will be incurred as we break ground and begin construction of the new LRLD Building. Last year, we were able to transfer approximately \$475,000 in unspent revenue from almost three years in operation to create our Capital Fund. Next year, additional income is expected to come in the form of Donations, Grants, and COPS Financing. The expenses are the projected building costs that will be incurred as we start and substantially complete the building of our library in 2018. The attached proposed Capital Budget was approved at the October 2017 board meeting and posted for Public Hearing in November in conjunction with the 2018 Operating Budget. A copy of the Final Approved Capital Budget, when adopted, will be available upon request and posted on the District's website: <http://www.lyonsregionallibrary.org>.