

Library Board of Trustees

**Thursday, January 11
Library Board Room (Second Floor)
951 Spruce Street
6:30 PM**

AMENDED 1/8/24

Members of the public are welcome to attend and give comments remotely; however, the in-person meeting may continue even if technology issues prevent remote participation.

- You can call in to **+1 386 347 5053 or 888 788 0099 (Toll Free)**
Webinar ID **#852 1942 9373**
- You can log in via your computer. Please visit the City's website here to link to the meeting: www.louisvilleco.gov/libraryboard.

The Board will accommodate public comments during the meeting. Anyone may also email comments to the Board prior to the meeting at EOwen@LouisvilleCO.gov.

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of 11/9/23 Minutes
5. Election of Officers for 2024
6. Agenda Posting Locations
7. 2024 Meeting Dates
8. 2024 Open Government Pamphlet
9. Rules of Procedure
10. Role of the Trustee
11. LBOT Handbook

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or special transportation, should contact the City Clerk's Office at 303 335-4536 or MeredythM@LouisvilleCO.gov. A forty-eight-hour notice is requested.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión, por favor llame a la Ciudad al 303.335.4536 o 303.335.4574.

12. Little Free Library Location Assignments
13. Work Plan
14. Foundation Report
15. Directors Report
16. Public Comments on Items Not on the Agenda
17. Board Comments
18. Discussion Items for Next Meeting
19. Adjourn

Library Board of Trustees

Meeting Minutes

**November 9, 2023
Library Meeting Room
950 Spruce Street
6:30 PM**

Call to Order – Chairperson Jaime called the meeting to order at 6:31pm.

Roll Call was taken and the following members were present:

Board Members Present: Jaime Dufresne, Helena Lechner, Laurel Cole, Carrie Cortiglio, Weiyan Chen, Sue West

Superior Board of Trustees Representatives: Cheryl Achterberg

Board Members Absent: None

Staff Members Present: Sharon Nemecheck, Curt Williams

Other Attendees: Monai Myles, Louisville EDI Manager,
Students from Monarch High School Government Class

Approval of Agenda – The agenda was approved by all members.

Approval of Meeting Minutes – The minutes from the September 14, 2023 meeting were approved as written.

Public Comments - None

City EDI Presentation -

Background - Monai presented EDI updates to the City Council. These updates are now known as the EDI Strategic Priorities 2023-2025 that is a public document. These priorities include goals that align to the city's strategic plan and the 2021 EDI Task Force recommendations.

Definitions - Equity: Fair treatment, access, opportunity, and advancement for all people. Diversity: A wide variety of personal identity and backgrounds, and

experiences Inclusion: a variety of people having power, voice and decision making authority

Areas of local government where EDI should be considered: Workplace experience/environment, mental health, hiring and recruitment, communications, affordable housing, funding and budgeting and many more

How do we center EDI in our approach, decisions, projects and initiatives? By considering the following - history, representation, access, bias, stereotypes, privilege, identity (race/ethnicity and gender, socioeconomic status, sexual orientation, age, national origin, emotional development disabilities and abilities, religion/religious beliefs)

EDI Strategic Priorities -

#1: Operationalize the understanding of race, equity, and social justice among people who work for and represent the City of Louisville, including city staff, City Council, and Boards and Commissions. Includes EDI Consideration Guide, Creating an EDI Foundations Course

#2: Recognize employees' experiences, perspectives, and unique identities and create and maintain an inclusive work environment. Includes: EDI Resource Library, 'Who We Are' EDI Program Series

#3: Strengthen how the city provides services to inclusively engage with the community.

Cultural Celebrations and Who We Are- providing programming that would provoke meaningful conversations with the people in our community related to history, identity, belonging, and culture. Also, strengthen cross-departmental collaboration in the planning and design of events and programming.

Monai has also updated Board and Commission applications by incorporating EDI focused questions. She has created an EDI Foundations Course which is a 2-hour training workshop.

Created an EDI Committee- Purpose is to make a long lasting and meaningful impact by working together. 15-person committee.

Future EDI Work - Building on Relational Engagement Framework, create equity training series, further collaboration in programming and events with Cultural Services

Staff Holiday Appreciation - Jaime suggested providing \$5 coffee gift cards from the Board. Each Board member will give \$25 to Carrie.

Little Free Libraries - Memory Square Park Little Library has been constantly vandalized. The Board discussed moving the Little Library. This has been on the agenda for a few years. The Board voted to request the library get moved by the Parks Department and ask if it could be re-installed at a new park that's being rebuilt after the fire.

Volunteer Opportunities - Volunteers are needed for the December first Friday to hand out cookies and help with set-up. Erin will send out a sign-up.

Library/Foundation MOU - No new updates. The Foundation wrote MOU language that is being examined by the city attorney.

Staff Safety- Since the last meeting, Sharon and library leadership have focused on empowering staff. They have talked to the Police Department about the use of 911 if staff feel uncomfortable. Sharon shared that staff have quarterly safety training around building exits, safe rooms, roof access, operating special locks, etc. Board members inquired about deescalation training, staff support services and active shooter drills. Sharon explained that there is a deescalation training run by the city, all staff have access to EAP and there are regular police safety drills.

Policies -

Mission Statement - A welcoming place to connect, discover and grow - was officially approved.

Collection Policy - Sharon explained that a few updates were made to Collection Policy around Reconsideration of Library Materials. The updates included that only Louisville or Superior residents could request to reconsider materials.

Foundation Report - Jaime reported that the Foundation is actively discussing their funds and how much they will donate to the library each year.

Director's Report - None today

Public Comments on Items Not on the Agenda - none

Board Comments - Sue explained that she decided to resign after today's meeting. Cheryl inquired about new acquisitions. Jaime shared that we will be looking for new officers in the new year, as she will likely step down from the role as president.

Discussion Items for Next Meeting - City Council is requesting a Work Plan from each Board. The Library Board presentation is scheduled for February 27,

2024, Little Library in Memory Square Park update, MOU update, acquisition presentations (perhaps better for March meeting).

Adjourn - The meeting was adjourned at 7:49pm.

Library Board of Trustees

2024 Election of Officers

**Chair
Co-Chair
Secretary**

Board Action Required

**Vote:
Motion to Approve
Second**

**In Favor
Against**

Library Board of Trustees

2024 location for Library Board of Trustee public meetings

Library
950 Spruce Street
6:30 PM

2024 schedule for Library Board of Trustee public meetings

Thursday, January 11, 2024
Thursday, March 14, 2024
Thursday, May 9, 2024
Thursday, July 11, 2024
Thursday, September 12, 2024
(Joint Meeting with Louisville Library Foundation)
Thursday, November 14, 2024

Board Action Required

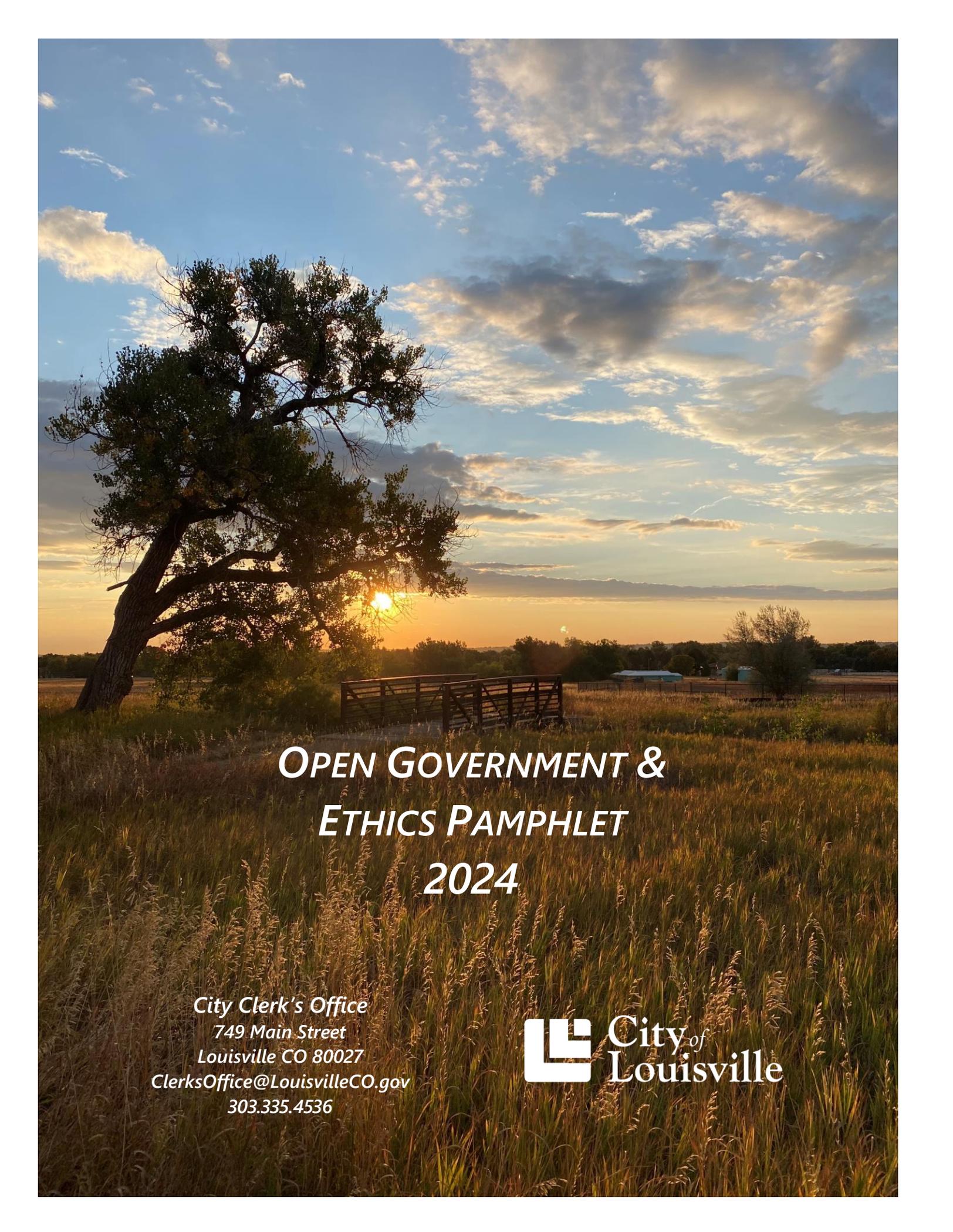
Vote:
Motion to Approve
Second

In Favor
Against

Library Board of Trustees

Open Government Pamphlet

No Board Action Required.



***OPEN GOVERNMENT &
ETHICS PAMPHLET
2024***

*City Clerk's Office
749 Main Street
Louisville CO 80027
ClerksOffice@LouisvilleCO.gov
303.335.4536*



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Citizen Participation in Government

The City of Louisville encourages citizen involvement and participation in its public policy process. There are many opportunities for citizens to be informed about and participate in City activities and decisions. All meetings of City Council, and of appointed Boards and Commissions, are open to the public and include an opportunity for public comments. No action or substantive discussion on an item may take place unless that item has been specifically listed as an agenda item for a regular or special meeting. Some opportunities for you to participate include:

Reading and inquiring about City Council activities and agenda items, and attending and speaking on topics of interest at public meetings

City Council Meetings:

- Regular meetings are generally held the first and third Tuesdays of each month at 6:00 PM in the City Council Chambers, located on the second floor of City Hall, 749 Main Street;
- Study sessions are generally held the second and fourth Tuesdays of each month at 6:00 PM in the Library Meeting Room, located on the first floor of the Library, 951 Spruce Street;
- Regular meetings include a remote participation option via Zoom, are broadcast live on Comcast Channel 8, and are available on demand on the City's website;
- Special meetings may be held occasionally on specific topics. Agendas are posted a minimum of 48 hours prior to the meeting.

Meeting Agendas for City Council meetings, other than special meetings, are posted a minimum of 72 hours prior to the meeting at the following locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- City website at www.LouisvilleCO.gov

Meeting packets with all agenda-related materials for regular meetings are available 72 hours prior to each meeting and may be found at these locations:

- Louisville Public Library Reference Area,
- 951 Spruce Street,
- City Clerk's Office, City Hall, 749 Main Street,
- City website at www.LouisvilleCO.gov

You may receive eNotifications of City Council news as well as meeting agendas and summaries of City Council actions by registering for eNotifications on the City's web site at www.LouisvilleCO.gov.

Meeting minutes of all regular and special meetings are available in the City Clerk's office and on the City's website (www.LouisvilleCO.gov) once they are approved.

Information about City activities and projects, as well as City Council decisions, is included in the *Community Update* newsletter, mailed to all City residents and businesses. Information is also often included in the monthly eNewsletter.

Communicating Directly with the Mayor and City Council Members

Contact information for the Mayor and City Councilmembers is available at www.LouisvilleCO.gov, as well as at City Hall, the Louisville Public Library, and the Recreation/Senior Center. You may email the Mayor and City Council as a group at CityCouncil@LouisvilleCO.gov.

Mayor's Town Meetings and City Council Ward Meetings are scheduled periodically. These are informal meetings at which all residents, points of view, and issues are welcome. These meetings are advertised at City facilities and on the City's website (www.LouisvilleCO.gov).

Mayor or City Council Elections

City Council members are elected from three Wards within the City and serve staggered four-year terms. There are two Council representatives from each ward. The mayor is elected at-large and serves a four-year term. City Council elections are held in November of odd-numbered years. For information about City elections, including running for City Council, please contact the City Clerk's Office, at ClerksOffice@LouisvilleCO.gov or 303.335.4536.

Serving as an Appointed Member on a City Board or Commission

The City Council makes Board and Commission appointments annually. Some of the City's Boards and Commissions are advisory, others have some decision-making powers. The City Council refers questions and issues to these appointed officials for input and advice. (Please note the Youth Advisory Board has a separate appointment process.)

The City's Boards and Commissions are:

- Board of Adjustment
- Building Code Board of Appeals
- Cultural Council
- Historic Preservation Commission
- Historical Commission
- Library Board of Trustees
- Local Licensing Authority
- Open Space Advisory Board
- Parks & Public Landscaping Advisory Board
- Planning Commission
- Recreation Advisory Board
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

Board information, meeting agendas, and schedules are available on the City's website (www.LouisvilleCO.gov).

Agendas for all Board and Commission meetings are posted a minimum of 72 hours prior to each meeting at these locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- City web site at www.LouisvilleCO.gov

Copies of meeting packets containing agenda-related materials are available at least 72 hours prior to each meeting and may be found at the following locations:

- Louisville Public Library Reference Area, 951 Spruce Street;
- City Clerk's Office, City Hall, 749 Main Street
- City web site at www.LouisvilleCO.gov

Planning Commission

The Planning Commission evaluates land use proposals against zoning laws and holds public hearings as outlined in City codes. Following a public hearing, the Commission makes a recommendation of approval or denial to the City Council for all land use proposals.

- Regular Planning Commission meetings are held at 6:30 PM on the second Thursday of each month.
- Overflow meetings are scheduled for 6:30 PM on the 4th Thursday of the month as needed.
- Study Sessions are held occasionally as needed.
- Regular meetings include a remote participation option via Zoom, are broadcast live on Comcast Channel 8, and are available on demand on the City's website.

Open Government Training

All City Council members and members of a permanent Board or Commission are required to participate in at least one City-sponsored open government-related seminar, workshop, or other training program at least once every two years.

Open Meetings

The City follows the Colorado Open Meetings Law ("Sunshine Law") as well as additional open meetings requirements found in the City's Home Rule Charter. These rules and practices apply to the City Council and appointed Boards and Commissions (referred to as a "public bodies" for ease of reference). Important open meetings rules and practices include the following:

Regular Meetings

All meetings of three or more members of a public body (or a quorum, whichever is fewer) are open to the public.

All meetings of public bodies must be held in public buildings and public facilities accessible to all members of the public. Meetings may be held electronically under specific circumstances.

All meetings must be preceded by proper notice. Agendas and agenda-related materials are posted

at least 72 hours in advance of the meeting at the following locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- On the City web site at www.LouisvilleCO.gov

Study Sessions

Study sessions are also open to the public however, study sessions have a limited purpose:

- Study sessions are to obtain information and discuss matters in a less formal atmosphere;
- No preliminary or final decision or action may be made or taken at any study session; further, full debate and deliberation of a matter is to be reserved for formal meetings. If a person believes in good faith that a study session is proceeding contrary to these limitations, they may submit a written objection. The presiding officer will then review the objection and determine how the study session should proceed.
- A written summary of each study session is prepared and is available on the City's website.

Executive Sessions

The City Charter also sets out specific procedures and limitations on the use of executive sessions. These rules, found in Article 5 of the Charter, are intended to further the City policy that the activities of City government be conducted in public to the greatest extent feasible, in order to assure public participation and enhance public accountability. The City's rules regarding executive sessions include the following:

Timing and Procedures

The City Council and City Boards and Commissions may hold an executive session only at a regular or special meeting. No formal action of any type, and no informal or "straw" vote, may occur at any executive session. Rather, formal actions,

such as the adoption of a proposed policy, position, rule or other action, may only occur in open session.

Prior to holding an executive session, there must be a public announcement of the request and the legal authority for convening in closed session. There must be a detailed and specific statement as to the topics to be discussed and the reasons for requesting the session.

The request must be approved by a supermajority (two-thirds of the full Council, Board, or Commission). Prior to voting on the request, the clerk reads a statement of the rules pertaining to executive sessions. Once in executive session, the limitations on the session must be discussed and the propriety of the session confirmed. If there are objections and/or concerns over the propriety of the session, those are to be resolved in open session.

Once the session is over, an announcement is made of any procedures that will follow from the session.

Executive sessions are recorded, with access to those tapes limited as provided by state law. Those state laws allow a judge to review the propriety of a session if in a court filing it is shown that there is a reasonable belief that the executive session went beyond its permitted scope. Executive session records are not available outside of a court proceeding.

Authorized Topics

For City Council, an executive session may be held only for discussion of the following topics:

- Matters where the information being discussed is required to be kept confidential by federal or state law;
- Certain personnel matters relating to employees directly appointed by the Council, and other personnel matters only upon request of the City Manager or Mayor for informational purposes only;
- Consideration of water rights and real property acquisitions and dispositions, but only as to appraisals and other value estimates and strategy for the acquisition or disposition; and

- Consultation with an attorney representing the City with respect to pending litigation. This includes cases that are actually filed as well as situations where the person requesting the executive session believes in good faith that a lawsuit may result, and allows for discussion of settlement strategies.

The City's Boards and Commissions may only hold an executive session for consultation with its attorney regarding pending litigation.

Ethics

Ethics are the foundation of good government. Louisville has adopted its own Code of Ethics, which is found in the City Charter and which applies to elected officials, public body members, and employees. The Louisville Code of Ethics applies in addition to any higher standards in state law. Louisville's position on ethics is perhaps best summarized in the following statement taken from the City Charter:

Those entrusted with positions in the City government must commit to adhering to the letter and spirit of the Code of Ethics. Only when the people are confident that those in positions of public responsibility are committed to high levels of ethical and moral conduct, will they have faith that their government is acting for the good of the public. This faith in the motives of officers, public body members, and employees is critical for a harmonious and trusting relationship between the City government and the people it serves.

The City's Code of Ethics (Sections 5-6 through 5-17 of the Charter) is summarized in the following paragraphs. While the focus is to provide a general overview of the rules, it is important to note that all persons subject to the Code of Ethics must strive to follow both the letter and the spirit of the Code, so as to avoid not only actual violations, but public perceptions of violations. Indeed, perceptions of violations can have the same negative impact on public trust as actual violations.

Conflicts of Interest

One of the most common ethical rules visited in the local government arena is the "conflict of interest rule." While some technical aspects of the rule are discussed below, the general rule under the Code of Ethics is that if a Council, Board, or Commission member has an "interest" that will be affected by his or her "official action," then there is a conflict of interest and the member must:

- Disclose the conflict, on the record and with particularity;
- Not participate in the discussion;
- Leave the room; and
- Not attempt to influence others.

An "interest" is a pecuniary, property, or commercial benefit, or any other benefit the primary significance of which is economic gain or the avoidance of economic loss. However, an "interest" does not include any matter conferring similar benefits on all property or persons similarly situated. (Therefore, a City Council member is not prohibited from voting on a sales tax increase or decrease if the member's only interest is that he or she, like other residents, will be subject to the higher or lower tax.) Additionally, an "interest" does not include a stock interest of less than one percent of the company's outstanding shares.

The Code of Ethics extends the concept of prohibited interest to persons or entities with whom the member is associated. In particular, an interest of the following persons and entities is also an interest of the member: relatives (including persons related by blood or marriage to certain degrees, and others); a business in which the member is an officer, director, employee, partner, principal, member, or owner; and a business in which member owns more than one percent of outstanding shares.

The concept of an interest in a business applies to profit and nonprofit corporations, and applies in situations in which the official action would affect a business competitor. Additionally, an interest is deemed to continue for one year after the interest has ceased. Finally, "official action" for purposes of the conflict of interest rule, includes not only legislative actions, but also administrative actions and "quasi-judicial" proceedings where the entity is acting like a judge in applying rules to the specific

rights of individuals (such as a variance request or liquor license). Thus, the conflict rules apply essentially to all types of actions a member may take.

Conflicts

In addition to its purchasing policies and other rules intended to secure contracts that are in the best interest of the City, the Code of Ethics prohibits various actions regarding contracts. For example, no public body member who has decision-making authority or influence over a City contract can have an interest in the contract, unless the member has complied with the disclosure and recusal rules. Further, members are not to appear before the City on behalf of other entities that hold a City contract, nor are they to solicit or accept employment from a contracting entity if it is related to the member's action on a contract with that entity.

Gifts and Nepotism

The Code of Ethics, as well as state law, regulates the receipt of gifts. City officials and employees may not solicit or accept a present or future gift, favor, discount, service or other thing of value from a party to a City contract, or from a person seeking to influence an official action. There is an exception for the "occasional nonpecuniary gift" of \$15 or less, but this exception does not apply if the gift, no matter how small, may be associated with the official's or employee's official action, whether concerning a contract or some other matter. The gift ban also extends to independent contractors who may exercise official actions on behalf of the City.

The Code of Ethics also prohibits common forms of nepotism. For example, no officer, public body member, or employee shall be responsible for employment matters concerning a relative. Nor can they influence compensation paid to a relative, and a relative of a current officer, public body member or employee cannot be hired unless certain personnel rules are followed.

Other Ethics Rules of Interest

Like state law, Louisville's Code of Ethics prohibits the use of non-public information for personal or private gain. It also prohibits acts of advantage or

favoritism and, in that regard, prohibits special considerations, use of employee time for personal or private reasons, and use of City vehicles or equipment, except in same manner as available to any other person (or in manner that will substantially benefit City). The City also has a "revolving door" rule that prohibits elected officials from becoming City employees either during their time in office or for two years after leaving office. These and other rules of conduct are found in Section 5-9 of the Code of Ethics.

Disclosure, Enforcement, and Advisory Opinions

The Code of Ethics requires that those holding or running for City Council file a financial disclosure statement with the City Clerk. The statement must include, among other information, the person's employer and occupation, sources of income, and a list of business and property holdings.

The Code of Ethics provides fair and certain procedures for its enforcement. Complaints of violations may be filed with the City prosecutor; the complaint must be a detailed written and verified statement. If the complaint is against an elected or appointed official, it is forwarded to an independent judge who appoints a special, independent prosecutor for purposes of investigation and appropriate action. If against an employee, the City prosecutor will investigate the complaint and take appropriate action. In all cases, the person who is subject to the complaint is given the opportunity to provide information concerning the complaint.

Finally, the Code allows persons who are subject to the Code to request an advisory opinion if they are uncertain as to applicability of the Code to a particular situation, or as to the definition of terms used in the Code. Such requests are handled by an advisory judge, selected from a panel of independent, disinterested judges who have agreed to provide their services. This device allows persons who are subject to the Code to resolve uncertainty before acting, so that a proper course of conduct may be identified. Any person who requests and acts in accordance with an advisory opinion issued by an advisory judge is not subject to City penalty, unless material facts were omitted or misstated in the request. Advisory opinions are posted for public

inspection; the advisory judge may order a delay in posting if the judge determines the delay is in the City's best interest.

Citizens are encouraged to contact the City Clerk's Office with any questions about the City's Code of Ethics or to request a copy. A copy of the Code is also available at the City's website (www.LouisvilleCO.gov).

Other Laws on Citizen Participation in Government

Preceding sections of this pamphlet describe Louisville's practices intended to further citizen participation in government. Those practices are intended to further dissemination of information and participation in the governing process. Some other laws of interest regarding citizen participation include:

Initiative and Referendum

The right to petition for municipal legislation is reserved to the citizens by the Colorado Constitution and the City Charter. An initiative is a petition for legislation brought directly by the citizens; a referendum is a petition brought by the citizens to refer to the voters a piece of legislation that has been approved by the City Council. In addition to these two petitioning procedures, the City Council may refer matters directly to the voters in the absence of any petition. Initiative and referendum petitions must concern municipal legislation—as opposed to administrative or other non-legislative matters. By law the City Clerk is the official responsible for many of the activities related to a petition process, such as approval of the petition forms, review of the signed petitions, and consideration of protests and other matters. There are minimum signature requirements for petitions to be moved to the ballot; in Louisville, an initiative petition must be signed by at least five percent of the total number of registered electors. A referendum petition must be signed by at least two and one-half percent of the registered electors.

Public Hearings

In addition to the opportunity afforded at each regular City Council meeting to comment on items not on the agenda, most City Council actions provide opportunity for public comment through a public hearing process. For example, the City Charter provides that a public hearing shall be held on every ordinance before its adoption. This includes opportunities for public comment prior to initial City Council discussion of the ordinance, as well as after Council's initial discussion but before action. Many actions of the City are required to be taken by ordinance, and thus this device allows for citizen public hearing comments on matters ranging from zoning ordinances to ordinances establishing offenses that are subject to enforcement through the municipal court.

Additionally, federal, state, and/or local law requires a public hearing on a number of matters irrespective of whether an ordinance is involved. For example, a public hearing is held on the City budget, the City Comprehensive Plan and similar plans, and a variety of site-specific or person-specific activities, such as annexations of land into the city, rezonings, special use permits, variances, and new liquor licenses. Anyone may provide comments during these hearings.

Public Records

Access to public records is an important aspect of citizen participation in government. Louisville follows the Colorado Open Records Act (CORA) and the additional public records provisions in the City Charter. In particular, the Charter promotes the liberal construction of public records law, so as to promote the prompt disclosure of City records to citizens at no cost or no greater cost than the actual costs to the City.

The City Clerk is the custodian of the City's public records, except for police records which are handled by the Police Department. The City maintains a public policy on access to public records, which includes a records request form, a statement of fees, and other guidelines. No fee is charged for the inspection of records or for locating or making records available for copying, except in cases of voluminous requests or dated records, or when the

time spent in locating records exceeds two hours. No fees are charged for the first 25 copies requested or for electronic records.

Many records, particularly those related to agenda items for City Council and current Board and Commission meetings, are available directly on the City's website (www.LouisvilleCO.gov). In addition to posting agenda-related material, the City maintains a communication file (email) for the City Council which is available on the City's website (www.LouisvilleCO.gov).

CORA lists the categories of public records that are not generally open to public inspection. These include, for example, certain personnel records and information, financial and other information about users of City facilities, privileged information, medical records, letters of reference, and other items listed in detail in CORA. When public records are not made available, the custodian will specifically advise the requestor of the reason.

Citizens are encouraged to review the City's website (www.LouisvilleCo.gov) for information, and to contact the City with any questions regarding City records.

Public Involvement Policy

Public participation is an essential element of the City's representative form of government. To promote effective public participation City officials, advisory board members, staff and participants should all observe the following guiding principles, roles and responsibilities:

Guiding Principles for Public Involvement

Inclusive not Exclusive - Everyone's participation is welcome. Anyone with a known interest in the issue will be identified, invited and encouraged to be involved early in the process.

Voluntary Participation - The process will seek the support of those participants willing to invest the time necessary to make it work.

Purpose Driven - The process will be clearly linked to when and how decisions are made. These links will be communicated to participants.

Time, Financial and Legal Constraints - The process will operate within an appropriate time frame and budget and observe existing legal and regulatory requirements.

Communication - The process and its progress will be communicated to participants and the community at-large using appropriate methods and technologies.

Adaptability - The process will be adaptable so that the level of public involvement is reflective of the magnitude of the issue and the needs of the participants.

Access to Information - The process will provide participants with timely access to all relevant information in an understandable and user-friendly way. Education and training requirements will be considered.

Access to Decision Making - The process will give participants the opportunity to influence decision making.

Respect for Diverse Interests - The process will foster respect for the diverse values, interests and knowledge of those involved.

Accountability - The process will reflect that participants are accountable to both their constituents and to the success of the process.

Evaluation - The success and results of the process will be measured and evaluated.

Roles and Responsibilities - City Council

City Council is ultimately responsible to all the citizens of Louisville and must weigh each of its decisions accordingly. Councilors are responsible to their local constituents under the ward system; however they must carefully consider the concerns expressed by all parties. Council must ultimately meet the needs of the entire community—including current and future generations—and act in the best interests of the City as a whole.

During its review and decision-making process, Council has an obligation to recognize the efforts and activities that have preceded its deliberations. Council should have regard for the public involvement processes that have been completed in support or opposition of projects.

Roles and Responsibilities - City Staff and Advisory Boards

The City should be designed and run to meet the needs and priorities of its citizens. Staff and advisory boards must ensure the Guiding Principles direct their work. In addition to the Guiding Principles, staff and advisory boards are responsible for:

- ensuring that decisions and recommendations reflect the needs and desires of the community as a whole;
- pursuing public involvement with a positive spirit because it helps clarify those needs and desires and also adds value to projects;
- fostering long-term relationships based on respect and trust in all public involvement activities;
- encouraging positive working partnerships;
- ensuring that no participant or group is marginalized or ignored;
- drawing out the silent majority, the voiceless and the disempowered; and being familiar with a variety of public involvement techniques and the strengths and weaknesses of various approaches.

All Participants

The public is also accountable for the public involvement process and for the results it produces. All parties (including Council, advisory boards, staff, proponents, opponents and the public) are responsible for:

- working within the process in a cooperative and civil manner;
- focusing on real issues and not on furthering personal agendas;
- balancing personal concerns with the needs of the community as a whole;
- having realistic expectations;
- participating openly, honestly and constructively,
- offering ideas, suggestions and alternatives;
- listening carefully and actively considering everyone's perspectives;

- identifying their concerns and issues early in the process;
- providing their names and contact information if they want direct feedback;
- remembering that no single voice is more important than all others, and that there are diverse opinions to be considered;
- making every effort to work within the project schedule and if this is not possible, discussing this with the proponent without delay;
- recognizing that process schedules may be constrained by external factors such as limited funding, broader project schedules or legislative requirements;
- accepting some responsibility for keeping themselves aware of current issues, making others aware of project activities and soliciting their involvement and input; and
- considering that the quality of the outcome and how that outcome is achieved are both important.

Updated December 2023

This pamphlet is prepared pursuant to the Home Rule Charter of the City of Louisville.

This is a compilation of Articles 4 and 5 of the Charter of the City of Louisville and is available at all times in the City Clerk's Office, 749 Main Street, Louisville, Colorado, and on the City's web site at www.LouisvilleCO.gov.

This pamphlet is also provided to every member of a public body (board or commission) at that body's first meeting each year.

Library Board of Trustees

Board Rules of Procedure

No Board Action Required.



BOARD & COMMISSION

RULES OF PROCEDURE

Adopted November 6, 2023 – by Resolution No. 66, Series 2023

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RULES OF PROCEDURE FOR THE BOARDS AND COMMISSIONS OF LOUISVILLE, COLORADO

I. DEFINITIONS

“Advisory Board” means all of the following boards which are tasked with giving advice to the City Council as specified in their formation documents:

- Arts & Culture Advisory Board
- Historical Museum Advisory Board
- Library Board of Trustees
- Open Space Advisory Board
- Parks & Public Landscaping Advisory Board
- Recreation Advisory Board
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

“Charter” means the [Home Rule Charter of the City of Louisville, Colorado](#).

“Chair” means the member of the Board who presides over a meeting subject to Rule VII.B below.

“City” means the City of Louisville, Colorado.

“Code” means the Louisville Municipal Code.

“Board” means any of the following bodies:

- Arts & Culture Advisory Board
- Board of Adjustment
- Building Code Board of Appeals
- Historic Preservation Commission
- Historical Museum Advisory Board
- Library Board of Trustees
- Local Licensing Authority
- Open Space Advisory Board
- Parks & Public Landscaping Advisory Board
- Planning Commission
- Recreation Advisory Board
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

“Board Member” means each member of a City board.

“Electronic Participation” means attendance at a meeting by computer, telephone, or other electronic means.

“Entire Board” means all current members of a board.

“Member of the Board” means each board member.

“Quasi-Judicial Board” means any of the following boards which have specific legal decision-making authority under the Charter or Code:

- Board of Adjustment
- Building Code Board of Appeals
- Historic Preservation Commission
- Local Licensing Authority
- Planning Commission

“Rules” means the Board & Commission Rules of Procedure.

“Staff Liaison” means the City staff member assigned by the City Manager to assist the board and to ensure all rules and regulations are met.

II. AUTHORITY

The following Rules shall be in effect upon their adoption by the City Council until such time as they are amended or new Rules adopted.

In order to efficiently and effectively complete City business facing a Board, all meetings must be conducted in an orderly and respectful manner. These Rules are intended to provide guidelines for the procedures to be followed for the conduct of all Board meetings.

If any Rule, on its face or as applied, conflicts with applicable provisions of the [Home Rule Charter of the City of Louisville](#) or ordinances, those provisions shall apply and that Rule shall not. Nothing herein shall prevent a Board from adopting its own rules of procedure specific to its roles and responsibilities so long as they do not conflict with these Rules.

III. MEETING CIVILITY

- A. CIVILITY AMONG MEMBERS OF THE BOARD: The Board shall preserve reasonable order and decorum and confine members of the public to discussion of the questions under consideration.

During Board meetings, members shall preserve reasonable order and decorum and shall not delay or interrupt the proceedings or refuse to obey

the order of the Chair or the Rules. Every member of the Board desiring to speak shall address the Chair, and upon recognition by the Chair, shall confine themselves to the questions under debate. Once recognized, no member of the Board shall be interrupted while speaking unless called to order by the Chair or unless a point of order is raised by another member.

- B. MEMBERS OF THE PUBLIC: Members of the public desiring to address the Board on any item on the agenda shall be recognized by the Chair, state their names, and are requested to state their place of residence (by city, town, or county of residence). Each member of the public shall speak in an audible tone for the record.

IV. **GENERAL RULES**

- A. LOCATION: All in-person Board meetings shall take place in a public building that is accessible to members of the public, with or without reasonable accommodation in accordance with applicable law.
- B. OPEN TO THE PUBLIC: All meetings, including those conducted by Electronic Participation pursuant to Section V.F, shall be open to the public. A Board may conduct executive sessions only in accordance with the Charter, Code, and applicable provisions of the Colorado Open Meetings Law.
- C. MEETING NOTICE: Notice for all meetings sessions shall be given as required by the Charter and as set by administrative rule. At the first regular meeting of every year, each Board shall designate the locations for posting of notices of its meetings.
- D. MINUTES: Minutes of each regular and special meeting shall be taken and retained permanently in the records of the City.
- E. QUORUM: A quorum is needed for the transaction of business at each meeting of a Board. A quorum shall be defined as a majority of the members of the Board holding office at the time of the meeting.
- F. ABSENCES: No member of the Board shall miss more than twenty-five percent (25%) of regular Board meetings during any calendar year. Missing more than twenty-five percent (25%) of meetings shall be cause for removal.
- G. APPLICABILITY OF THE OPEN GOVERNMENT POLICIES AND CODE OF ETHICS: Each member of the Board shall adhere to the City's Open

Government Rules and the Code of Ethics (Charter Section 5-6).

- H. DISCLOSURE OF INTEREST AND RECUSAL: Any member of the Board who has an interest in, or whose interest would be affected by, any proposed official action before the Board shall immediately and publicly disclose the nature and extent of the interest; shall not participate in any discussion or decision concerning the proposed action; shall not attempt to publicly or privately influence the Board, any public body, or any employee in connection with the action; and shall leave the room where the discussion or decision is taking place during the time the proposed action is being discussed and the decision is being made.
- I. CHAIR: The Chair is the member of the Board who presides over a Board meeting and shall do so according to these Rules and applicable law. The Chair serves as Chair of all Board meetings at which the Chair is present. In the Chair's absence, the Vice-Chair will serve as Chair. In the absence of the Chair and Vice-Chair, Board members will appoint one member to act as Chair for that meeting.

V. MEETINGS

- A. REGULAR MEETINGS: Each Board shall set a regular meeting schedule at the first meeting of each year identifying the date, time, and location of meetings.
- B. COMMITTEE MEETINGS: A committee meeting may be called if it can be properly noticed a minimum of 72 hours in advance. Committee meetings must meet all the same rules as a regular meeting.
- C. EXECUTIVE SESSIONS: A board may hold an executive session only for pending litigation and only with the City Attorney present.
- D. RESCHEDULING: A Board may reschedule meetings for dates and times outside its annual meeting schedule to avoid holidays, elections, and other matters, to achieve a quorum, or to allow for additional time for a meeting. To reschedule such meetings, the Board first must provide notice and approve of the proposal to reschedule.
- E. CANCELLATION: Any scheduled meeting may be cancelled by members or the Staff Liaison in the event there are no items for the board to discuss or in the event unforeseen emergent conditions exist which make conduct of the meeting impractical (for example, in the case of power outage) or travel to the meeting unduly hazardous (for example, in the case of blizzard conditions).

- F. **ELECTRONIC PARTICIPATION:** When it is feasible, an electronic attendance option shall be available for Board members, applicants, and members of the public including for quasi-judicial hearings. If it is not feasible due to technological or other reasons, the in person meeting shall continue if a quorum is present.
1. All meetings that have a remote attendance option will note that on the agenda and include information on the agenda about how to join the meeting electronically.
 2. Board members and members of the public attending electronically shall participate in the meeting under the same rules as those in the room.
 3. Public hearings on quasi-judicial matters may be taken during a meeting with Electronic Participation.
- G. **FULLY REMOTE MEETINGS:** The Staff Liaison with input from the board members may, in their discretion, change board meetings to a fully remote setting if needed. If a fully remote meeting is scheduled, it must be properly noticed as such and public access options must be provided on the meeting agenda.

VI. CHAIR AND VICE-CHAIR

- A. Each Board will elect a Chair and Vice-Chair at the first meeting of the year. The City recommends the Chair and Vice-Chair be rotated among Board members each year.
- B. The Chair shall preside over meetings of the Board when present and able to perform these responsibilities. The Chair shall have the same voting powers as any Board member.
- C. The Vice-Chair shall assume the duties of Chair when the Chair is absent or otherwise unable to perform the responsibilities of Chair.
- D. In the absence of the Chair and Vice-Chair, Board members will appoint one member to act as Chair for that meeting.

VII. MEETING PROCEDURE

A. PREAMBLE

1. A bedrock principle of a representative democracy is notice of impending governmental action and an opportunity for members of the public and their representatives to be heard. Principles of good government include deep respect for citizens; prudent stewardship of public resources, including the time of its citizens, staff members and appointed officials; direction that is clear and decisive; and decision making that is reasonably consistent, equitable, flexible, and transparent.
2. Through the application of these Rules, the City intends to ensure that it balances the principles described in the previous section in a way that ensures robust debate and accountability of City government to its residents. To that end, these procedures are not meant to be employed for the purpose of unreasonable rigidity, surprise, suppression of competing views, or needless prolonging of action.

B. CHAIR'S DISCRETION & RIGHT OF APPEAL The Chair shall have reasonable discretion in the application of these procedures subject to section XI.A.

C. AGENDAS: Each board will have a formal agenda for each meeting. The agenda will be set by staff for quasi-judicial boards and set by the chair in conjunction with the staff liaison for advisory boards. Each agenda will be posted as required prior to the meeting. Items cannot be added to the agenda at the meeting.

D. PUBLIC COMMENTS AT MEETINGS: All Board meetings, including Committee meetings, shall be open to the public. Members of the public shall have a reasonable opportunity to be heard at Board meetings.

The following provisions apply to any section of the agenda where public comments are allowed.

1. Members of the public desiring to address the Board on any item on the agenda shall be recognized by the Chair, state their name, and are requested to state their place of residence (by city, town, or county of residence).

2. Each board will have a section on its agenda for “Public Comments on Items Not on the Agenda.” Each speaker shall be limited to three (3) minutes.
 3. Each Board will permit public comment on any item at the time such item is being discussed by the Board. Each speaker shall be limited to three (3) minutes.
 4. Multiple citizens may designate someone to speak for them and aggregate their three-minute limit time up to a maximum of six (6) minutes of speaking time for their designated spokesperson. Those pooling their time must be physically present, identify themselves, and designate their spokesperson. A designated spokesperson may not speak for more than one group.
 5. The Chair, the Staff Liaison, or a designated board member shall enforce compliance with the time limits, and time shall be kept on a public comment clock.
- E. WRITTEN COMMUNICATIONS: Interested parties, or their authorized representatives, may address the Board by submitting written communication concerning any matter on the Board agenda. Such a written communication may be submitted by electronic mail or by addressing the communication to the Staff Liaison who will distribute copies to the Board. The communication will be entered into the record without the necessity of reading. A copy of the communication shall be posted at the meeting for the public to review. Anonymous written communications will not be accepted into the record.
- F. VOTING: For a motion to pass it requires the affirmative vote of a majority of the members of the Board present.

VIII. EXPECTATIONS OF STAFF LIAISON

A. COMMUNICATION:

1. The Staff Liaison will provide Board members with direct, open, and transparent communication about city priorities, projects, and budget.
2. The Staff Liaison will act as the conduit of information from the Board to City Council and from City Council to the board.
3. The Staff Liaison will respond to emails, phone calls, and text messages from Board members within two (2) business days and will

communicate with the Board members if a response will take more than two (2) business days.

B. **ADVOCACY:** The Staff Liaison will advocate ideas to City staff and leadership on the Board's behalf. The Staff Liaison will advocate for budget requests and CIP requests from the Board through the City's established budget process.

C. **MEETINGS:**

1. The Staff Liaison with input from the Board chair will create and publish meeting agendas and packets in accordance with bylaws, rules, and schedule established by the City Clerk's Office.
2. The Staff Liaison will work with the Chair to ensure meetings are concise and do not run exceedingly long and to ensure the discussion is limited to those items on the agenda.
3. The Staff Liaison will attend all meetings, to the best of their ability. If the Staff Liaison cannot attend a Board meeting, an alternate staff liaison will be appointed and the Chair will be notified in advance.

D. **COLLABORATION:**

1. The Staff Liaison will include Board members, when appropriate, in relevant projects and planning processes.
2. The Staff Liaison will include Board members on relevant communications, when appropriate, with outside organizations and individuals.

IX. EXPECTATIONS OF BOARD MEMBERS

A. **COMMUNICATION:**

1. There will be open and consistent communication between Board members and the Staff Liaison.
2. Board members will not speak on behalf of the Board unless specifically appointed to do so by the Board. Board members will include the Staff Liaison on all communications with outside organizations.

3. The Staff Liaison is the point of contact for all City operations related to the Board. The Staff Liaison will bring in any additional City staff as necessary for Board projects.
4. The Staff Liaison or the City's Communications Division will create all memos, marketing, and outreach materials for the Board. Board members shall not use City logos or letterhead without City approval.
5. Board members shall not create social media accounts on behalf of the Board or speak on social media on behalf of the Board or City.
6. Board members will only contact their Staff Liaison through a dedicated City email address, office phone, or cell phone (including texting) and will not contact the Staff Liaison through their personal emails, social media, or personal cell phones.

B. ADVOCACY:

1. Board members will go through proper channels when advocating for Board projects.
2. Board members will adhere to all regulations of the Fair Campaign Practices Act as they relate to City elections.

C. MEETINGS:

1. Board members will attend all meetings, to the best of their ability. If a Board member cannot attend a meeting, the member will send communication via email to the Staff Liaison with as much advance notice as possible.
2. If a Board member would like an item on an agenda, the member will reach out in advance to the Staff Liaison and the Chair. Topics not included on the agenda may not be discussed at a meeting per the City Charter.
3. Board members will meet all packet deadlines as established by the Staff Liaison and the City Clerk's Office. Items that are late may be postponed to a later meeting.

X. QUASI-JUDICIAL ACTIONS

A. PROCESS:

1. Quasi-judicial decisions are a determination of the rights, duties or obligations of a specific individual or entity. Board members making quasi-judicial decisions must do so based on the facts developed at a public hearing and through the application of presently existing legal standards of policy considerations of the facts.
2. Legally reversible decisions are almost always based on a lack of due process or procedural irregularities

B. DUE PROCESS: A quasi-judicial public hearing must include property public notice, a meaningful opportunity for interested parties to be heard, and basic fairness in procedure.

C. PREPARATION: Board members will review the meeting packet prepared by staff, understand the scope of the hearing, and be familiar with the relevant decision criteria in a case. Board members must act as impartial decision makers

D. EX PARTE CONVERSATIONS: Board members will not speak with one side or the other before or outside of the hearing process. This includes via email. Board members will disclose any unavoidable “ex parte” conversations and participate only if they are sure they can still make an unbiased decision.

E. CONDUCTING THE HEARING: Follow uniform/consistent steps for all hearings.

- Introduce Item
- Call for Disclosures
- Open Public Hearing
- Staff Report
- Applicant Presentation
- Public Comment
- Questions by Board members
- Close Public Hearing
- Deliberations
- Action

Once a hearing is closed the Board will not re-open it to hear only certain individuals, if a hearing is re-opened anyone who has not already spoken

may have the opportunity to speak.

If the Board holds and closes a hearing at one meeting and deliberates at the next, the Board cannot reopen the hearing without providing additional notice.

F. MAKING THE DECISION

1. Board members shall not make their decision on the basis of irrelevant criteria. Board members shall not base a decision on things a member “knows” but did not “learn” at the hearing. Board members will not participate in the decision if they cannot be fair and unbiased.
2. A Board members shall not participate in the decision if they did not participate in the entire hearing.

If a public hearing is opened and then continued to a later meeting, a member who missed the first meeting may review the video and all materials from the first meeting and then participate in the next one. This should be disclosed at the hearing.

3. Board members should ask for staff advice if they are unsure of the decision they are being asked to make or if they are unsure of the applicable legal criteria.
4. If appropriate, a Board may make a tentative decision and direct staff to prepare a draft written decision.

XI. PARLIAMENTARY PROCEDURE

- A. POINTS OF ORDER: The Chair shall determine all points of order, subject to the rights of any member of the Board to appeal to the Board, in which case the point of order shall be resolved by vote of a majority of the members of Board present.
- B. RIGHT OF THE FLOOR: Any member of the Board desiring to speak shall be recognized by the Chair.
- C. MOTIONS: Motions may be made by any member of the Board, including the Chair, provided that before the Chair offers a motion, the opportunity for making a motion should be offered to other members of the Board. Any member of the Board, other than the person offering the motion, may second a motion.

D. PROCEDURES FOR MOTIONS: The following is the general procedure for making motions:

1. Before a motion can be considered or debated it must be seconded; however, no action taken shall be invalidated simply because a motion was not properly made, seconded or recorded.
2. Once the matter has been discussed and the Chair calls for a vote, no further discussion will be allowed; provided, however, that members of the Board may be allowed to explain their votes.

E. DISCUSSION: Board members shall confine themselves to the question under discussion. All discussion must be germane to the agenda item.

F. MOTION TO END DEBATE: Any member of the Board may make a motion to end debate (also known as “calling the question”). If such a motion is made and seconded, the Chair shall immediately call for a vote on the motion. If the motion is not approved by 2/3 of the members of the Board present and voting, the Chair shall allow for debate to continue. If the motion is approved, the Chair shall call for a motion on the matter under consideration.

G. ALL MEMBERS MAY SPEAK: Each member of the Board shall have the right to speak and ask questions prior to a vote.

H. AFTER VOTING: Once a vote has been taken on a motion, there shall be no further discussion on that motion unless a motion to reconsider is properly made, seconded, and adopted.

XII. REMOVAL FROM BOARD

(City Council Resolutions No. 16, Series 2009 & No. 59, Series 2016)

A. The City Council greatly appreciates the contributions made by City residents who volunteer their time to serve on the City’s various boards and commissions. In order to help encourage citizens to volunteer and to promote an environment in which participation is productive and rewarding, the Council expects all board and commission members to work in a cooperative, constructive and civil manner.

B. To help maintain this environment the City Council has established that, during the term of office, a board member shall be removed only for cause. Cause shall include but not be limited to:

1. Violation of city or state ethics laws;

2. Conviction of a felony or of any other crime involving moral turpitude;
3. Absence from more than 25 percent of the regular meetings in any 12-month period;
4. Inefficiency, neglect of duty or malfeasance in office;
5. Knowing violation of any statute, ordinance, resolution, rule, policy or bylaw applicable to the board or commission;
6. Physical or mental disability rendering the board or commission member unable to perform his or her duties;
7. Knowing disclosure of confidential information, which is defined to mean information which is not available to the general public under applicable laws, ordinances and regulations, and which is obtained by reason of the board or commission member's position with the City;
8. Failure to maintain the qualifications of a board or commission member for the board or commission on which the member serves;
9. Behaving in a harassing, hostile, threatening or otherwise inappropriate manner, or unreasonably disrupting or interfering with the conduct of any meeting of a board or commission; or
10. Other grounds constituting cause as established by law.

C. The procedure for removal of a member of a City board or commission shall be as follows:

1. Any person who believes that there is cause to remove a member of a City board or commission as provided above shall present the evidence of such cause to the City Manager.
2. The City Manager (or their designee) shall review the evidence presented and conduct additional investigations as the City Manager deems necessary. If the City Manager determines there is sufficient evidence supporting further action, the City Manager shall contact the board or commission member who is the subject of the allegation, outline the allegation against the member and provide the member with an opportunity to respond to the allegation. After considering all information received, the City Manager shall make a

determination as to whether removal or other action is warranted.

3. If the City Manager determines there are grounds for removal, the City Manager shall present a proposed resolution for removal to the City Council for its consideration and action. The member shall be provided written notice of the grounds for removal and the time and place of the City Council's consideration of the matter, at which time the member may address the City Council regarding the grounds for removal. Removal of a member shall require the affirmative vote of a majority of the entire City Council.
4. A member may resign from a board or commission at any time by providing a written resignation letter to the Mayor or City Manager. A resignation is effective upon submission or such later date as stated in the resignation letter, without requirement for acceptance thereof.

Spread the Word: Introduce Library services and products to business owners and community members.

- Advocate and share information with City Council
 - City Council generally holds regular meetings the first and third Tuesdays of each month. Trustees are encouraged to attend meetings and advocate for the Library by sharing information about:
 - Summer Reading
 - Upcoming Community Events
 - New/Interesting programs or services
- Tell your friends and family about the Library
 - In an authentic way share about the Library; what programs/services the Library offers which you enjoy, which your friends and family might enjoy
 - Encourage friends and family to get a Library Card if they do not already have one.
- Volunteer and offer support
 - In addition to your role as a Trustee, the Library is often looking for volunteers and support when holding large events
- Follow and engage with the Library on Social Media
 - Engage with the Library’s Facebook page
 - Follow, Like, Share, Comment and Tag Friends on posts
 - The Library also utilizes YouTube for how-to videos and virtual programs
 - While the Library does not have an Instagram or Twitter account, you can still use these to share information about the Library or give the Library a Shout Out!
- Write a positive review – and encourage others to do so as well
 - Write a positive review about a Library program or service on platforms such as Yelp or Google Reviews
- Visit and Use the Library
 - Use the Library often so you have a sense of what is happening
 - Use the Library as a place to meet with family, friends, and business/community members
- Sign up for, and read, email communications, such as newsletters
 - Open, read and click on links in emails from the Library
 - Share and forward them to other community members that might be interested in information from the Library

1—12: At least one time each month this year, make it a point to **Spread the Word** about the Library in our community.



Library Board of Trustees

LBOT Handbook

<http://www.louisville-library.org/about/library-administration/library-board-of-trustees/trustee-handbook>

Board Action:

Assign a Board Member to work with Staff to update the handbook.

- City of Louisville
 - Mission, Vision, Values
 - Strat. Plan
 - Org Chart
- Louisville Public Library
 - Strat. Plan
 - Work Plan
 - Org Chart
 - Descriptions of Library Departments and Job Functions
 - Library Policies
 - FLC &FRDL
 - Superior IGA
 - Budget Overview
 - Statistics Overview
 - KPIs
- LBOT
 - Bylaws
 - COL Municipal Code on LBOT appointment and duties
 - COL Open Government and Ethics
 - Role of the Library Trustee – Advocating for the Library
 - Accomplishments and Activities
- Resources for Trustees
 - Colorado Public Library Board & Trustee Handbook
 - Introduction
 - Types of Boards
 - Duties of Trustees (See §24-90-109, C.R.S.)
 - Board Meetings
 - Intellectual Freedom
 - The Trustee in the Community
 - Resources for Trustees
 - Colorado Library Law and Quick Guides
 - Library Board Training Information
 - Colorado Public Library Standards
 - Colorado Department of Local Affairs
 - Colorado Association of Libraries (CAL)
 - American Library Association (ALA)—United for Libraries
 - Strategic Planning Services at Colorado State Library
 - Golden Rules for Trustees
 - Colorado Library Laws
 - Quick Guides
 - Colorado Library Law Highlights (PDF)
 - State Library Responsibilities (HTML)

- Capital Facilities Districts (PDF)
- Colorado Library Law (PDF)
- Comparison of Library Districts and a Regional Library Authority (PDF)
- Inclusion Into an Existing Library District (PDF)
- Internet Protection in Public Libraries (PDF)
- Method of Establishment (PDF)
- Privacy of User Records (PDF)
- Regional Library Authorities (RLA) (PDF)
- Colorado Public Library Standards

Vision

The City of Louisville – dedicated to providing a vibrant, healthy community with the best small town atmosphere.

Mission

Our commitment is to protect, preserve, and enhance the quality of life in our community.

Values

Innovation: Leading and embracing change and transformation through creative thinking, diverse perspectives, learning, and continuous improvement.

Collaboration: Proactively engaging colleagues and other stakeholders in developing solutions through open communication. Fostering a culture where every employee feels valued, supported and inspired to achieve both common and individual goals.

Accountability: Fulfilling our responsibilities, owning our actions, and learning from our mistakes.

Respect: Treating people, processes, roles, and property with care and consideration. Celebrating differences and encouraging authenticity.

Excellence: Doing our best work by building on our individual and collective strengths. Exceeding expectations with responsive, efficient, and effective customer service.

Critical Success Factors



Financial Stewardship and Asset Management



Reliable Core Services



Vibrant Economic Climate



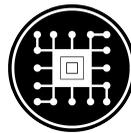
Quality Programs and Amenities



Engaged Community



Healthy Workforce

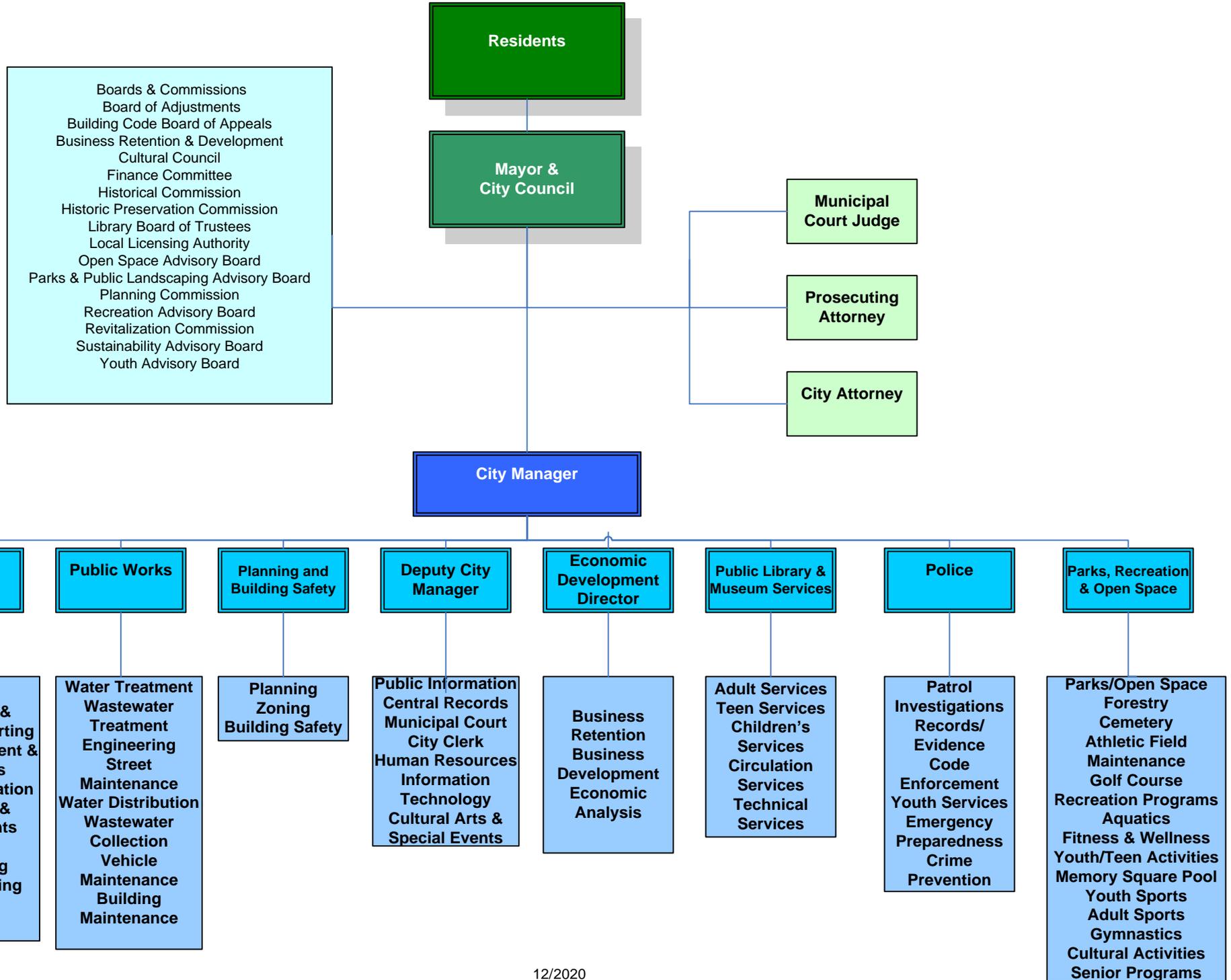


Supportive Technology



Collaborative Regional Partner

City of Louisville Organizational Chart



Vision

The City of Louisville – dedicated to providing a vibrant, healthy community with the best small town atmosphere.

Mission

Our commitment is to protect, preserve, and enhance the quality of life in our community. The Louisville Public Library’s mission is to inform, involve, and inspire to enhance the quality of life in the communities that we serve.

Goals

Engage Community
Champion Literacy
Spark Imagination and Learning

Values

Innovation: Leading and embracing change and transformation through creative thinking, learning, and continuous improvement.

Collaboration: Proactively engaging colleagues and other stakeholders in developing solutions through open communication.

Accountability: Fulfilling our responsibilities, owning our actions, and learning from our mistakes.

Respect: Treating people, processes, roles, and property with care and concern.

Excellence: Doing our best work and exceeding expectations with responsive, efficient, and effective customer service.

Critical Success Factors



***Financial Stewardship
and Asset Management***



Reliable Core Services



Vibrant Economic Climate



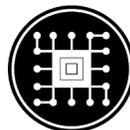
Quality Programs and Amenities



Engaged Community



Healthy Workforce



Supportive Technology



Collaborative Regional Partner

Engage Community

The library enhances our vibrant community.

- ***Inspire Community:*** Serve as our community living room. Create gathering opportunities for community members to interact, learn, and share experiences with each other and with local business people, artists, entertainers, and educators. Bring our community together to build relationships and support our small-town atmosphere.
- ***Spread the Word:*** Introduce Library services and products to business owners and community members.
- ***Welcome All:*** Create an inclusive space that reflects the diversity of our community and its needs.

Champion Literacy

The library provides resources and programs to nurture and support multiple literacies.

- ***Champion Literacy:***
 - ***Beginning Readers:*** Support and develop literacy in young readers through quality collections, programs and events.
 - ***Lifelong Literacy:*** Offer library and online resources to satisfy curiosity and grow lifelong learning skills.
 - ***Science, Technology, Engineering, Art, and Math (STEAM) Literacy:*** Foster exploration of STEAM subjects and promote STEAM literacy.
- ***Leverage Our Partnerships:*** Collaborate with daycares, schools and other educational organizations to promote multiple literacies.
- ***Offer Diverse Collections:*** Reflect the diversity of our community and world in our collections and resources.
- ***Provide Technology Education:*** Help patrons learn to use available technologies through classes and one-on-one instruction.

Spark Imagination and Learning

The library provides resources, technology and programs to inspire lifelong learning.

- ***Bring Resources to Life:*** Deliver programs that encourage creativity, offer hands-on education, and highlight the resources available through the Library. Bring people together to share their knowledge and skills with each other and our community.
- ***Encourage Creative Pursuits and Personal Growth:*** Provide access to a robust and relevant collection of print and online resources.
- ***Provide Creative Spaces:*** Offer meeting areas and collaborative spaces to foster community interactions. Strive to provide spaces for quiet study and reflection. Create displays that generate conversation and interest in new subjects.

LIBRARY WORKPLAN 2021 – Thrive in Recovery

- **Create a phased reopening plan**

- **Engage Community**

The library enhances our vibrant community.

- **Spread the Word:** Introduce Library services and products to business owners and community members.
 - Actively recruit new library users from all parts of our community.
 - Work with City/Realtors/Chamber/Apartment complexes/Community resources to reach out to new residents and businesses.
 - Invite people back to the Library.
 - Communication Strategy -
 - eNewsletters; Monthly News, New Card Holders, About to expire etc.
 - Social posts
 - Manage Google and Yelp accounts – improve image
 - Invite inactive patrons to come back – email?
- **Welcome All:** Create an inclusive space that reflects the diversity of our community and its needs.
 - Create an authentically welcoming service model.
 - Training around DEI hiring and workplace best practices
 - Hire a diverse group of new employees.
 - Create a clear customer service model with effective training
 - Update Library Policies to be welcoming and inclusive

- **Champion Literacy**

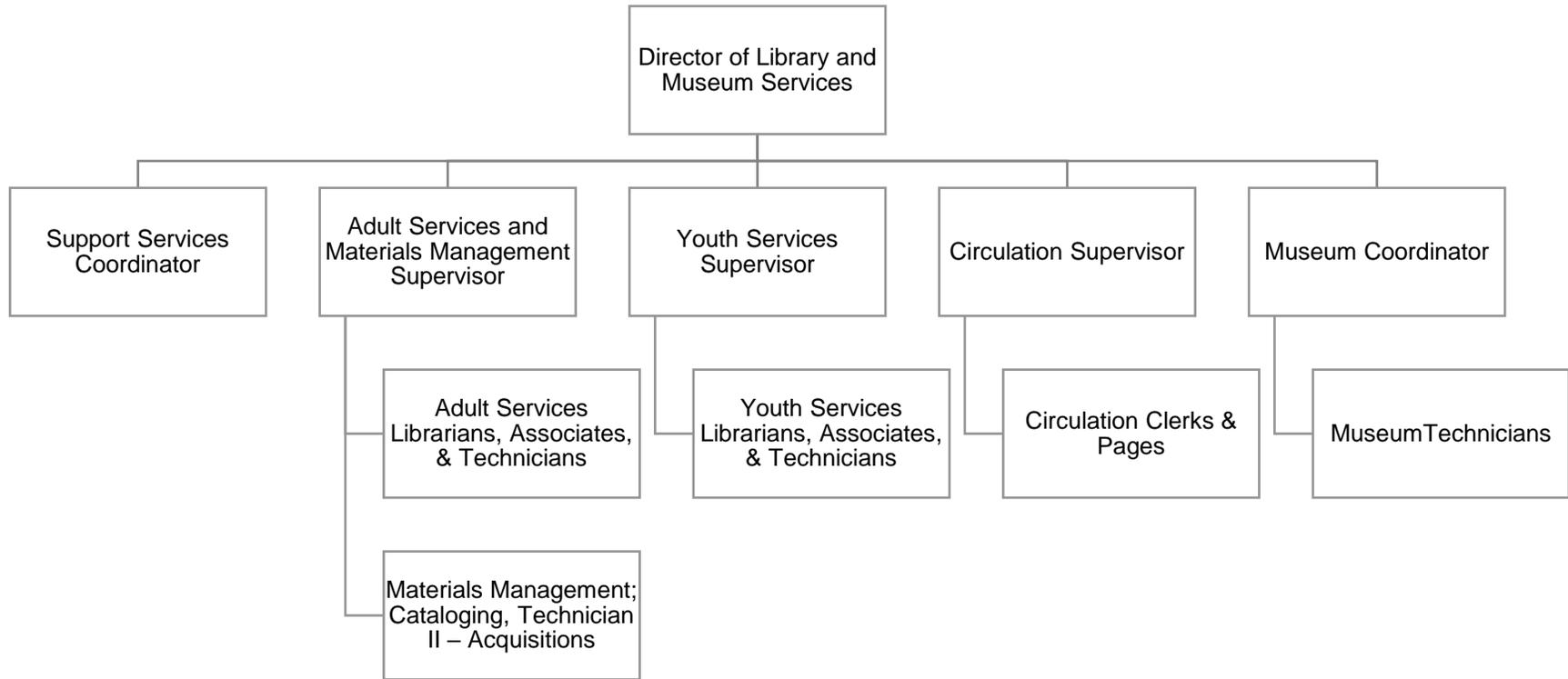
The library provides resources and programs to nurture and support multiple literacies.

- **Student One initiative**
 - Complete and sign MOU with BVSD
- **Offer Diverse Collections:** Reflect the diversity of our community and world in our collections and resources.
 - Continue to build diversity into all of our collections.
 - Highlight the collections diversity
- Renovate the Storytime room to a Children's Makerspace
 - Carry forward 2020 funds for this project

- **Spark Imagination and Learning**

The library provides resources, technology and programs to inspire lifelong learning.

- **Encourage Creative Pursuits and Personal Growth:** Provide access to a robust, diverse and relevant collection of print and online resources for patrons of all ages, backgrounds and abilities.
 - Codify an agreed-upon level of service at Superior Community Center
 - Implement mobile check-out
 - Evaluate accessibility to library resources that empower patrons to explore, grow and thrive.
 - Host outdoor programs when feasible
 - Summer Reading Kickoff
 - Pop-up library on the Plaza



Director of Library and Museum Services

- Work with staff to set vision for success in the Department
- Ultimate responsibility for managing all aspects of the Library and History Museum
- Communication with Council, City Manager, Department Heads throughout City, citizens
- Present capital and operating budgets for approval, consolidating requests all divisions
- Overall responsibility for all staff and programs
 - Direct supervision of Support Services Coordinator, Circulation Supervisor, Adult Services Supervisor, Youth Services Supervisor, and all Museum staff
- Coordinate with Board of Trustees and Louisville Public Library Foundation Board
- Collaborate and communicate with other Library Directors via FLC Directors' meetings, Front Range Library Directors meetings
- Communicate with Colorado State Library Director

Support Services Coordinator

- Administrative support
- Preparation of statistical reports for state library, including PLDS and LRS
- Preparation of Board packets
- Marketing and promotions for Library and Museum programs, services and resources
- Budget for FFE, marketing expenses, operating supplies
- Webmaster, Library and Museum pages
- Social Media Coordinator
- Meeting Room Facilitator

Adult Services & Materials Management Supervisor

- Supervise, coach and mentor Adult Services staff
- Set customer service expectations in Adult area
- Oversee programs, collection, outreach and customer service in Adult Services Division
- Prepare and manage budget for Division
- As part of the Library's leadership team, create an atmosphere of respectful collaboration

Youth Services Supervisor

- Supervise, coach and mentor Youth Services staff
- Set customer service expectations in Children's and Teen areas

- Oversee programs, collection, outreach and customer service in Youth Services Division
- Prepare and manage budget for Division
- As part of the Library's leadership team, create an atmosphere of respectful collaboration

Circulation Services Supervisor

- Supervise, coach and mentor Circulation Services staff
- Set customer service expectations in Circulation and Lobby area
- Oversee processes in Circulation Services
- Prepare and manage budget for Division
- Prepare statistical reports for Library records, City administration, Council reports and State Library
- Responsible for self-check, security gate, automated materials handling machines
- Coordinate with and facilitate Courier services
- Work with FLC libraries on circulation issues and ILS concerns
- As part of the Library's leadership team, create an atmosphere of respectful collaboration

Adult Services Division

- Deliver excellent customer service in the Adult area
- Select and de-select all adult materials (conventional library materials plus electronic books, electronic audio books, electronic databases, technology for use in Library or to check out)
- Promotion of titles including merchandising, display, hand-selling
- Reference Services for Adults
- Plan and execute all programs for all ages, especially adults and seniors
- Makerspace management, including selecting and maintaining electronic tools, designing and executing programs, instructing public in use
- Plan and execute outreach services

Youth Services Division

- Deliver excellent customer service in the Children's and Teen areas
- Select and de-select all children's and teen materials (conventional library materials plus electronic books, electronic audio books, electronic databases, technology for use in Library or to check out)
- Promotion of titles including merchandising, display, hand-selling
- Reference Services for children and teens
- Plan and execute extensive and varied programming for families, children and teens

- Plan and execute outreach services

Circulation Services Division

- Deliver excellent customer service in the Circulation and Lobby areas
- Manage patron accounts, including new accounts, renewals, fines and fees.
- Check materials in and out of the Library, monitor self-checks and Automated Materials Handling system for issues
- Promotion of titles including merchandising and display
- Shelve returned items
- Pull items to fill holds
- Handle items going to and coming from FLC libraries and Prospector
- Collect overdue fees

Materials Management

- Accounts Payable for Library, coordinate with City Finance Department
- Volunteer coordinator
- Place orders for Library materials, all formats
- Receive new materials, confirming orders and costs for AP
- Enter catalog description for new materials, or add item to records that already exist
- Prepare new materials for circulation (Mylar covers, RFID tags, shelving labels)
- Remove de-selected materials from collection and prepare them for release to Foundation book sale or donation to other users
- Prepare and support budget for materials used in processing library collection

Library Policies

- Children's Services Division Policy
- City of Louisville ADA Grievance Policy
- Code of Conduct
- Code of Ethics and Conflict of Interest Statements
- Code of Service
- Collection Policy
- Computer Use Policy
- Exhibits and Displays
- Library Mission Statement
- Use and Reservation Policy For Space at the Library
- Volunteers Policy

Flatirons Library Consortium and Front Range Downloadable Library

The Louisville Public Library is a member of the Flatirons Library Consortium. Louisville Public Library cardholders have access to material in the catalogs of other member libraries: Boulder, Broomfield, Lafayette, Longmont, and Loveland.

When you search our catalog you will see the materials owned by Louisville as well as those in the other member collections.

Louisville Public Library cardholders will have priority access to Louisville items. This means that Louisville items will always fill the requests of Louisville patrons first. Louisville items will then help fill the requests of customers from other libraries. The hold queue includes requests placed by customers in all member libraries—but there are many copies of items available and the lists typically move quickly.

Browse the [Flatirons Library Consortium's online catalog](#).

The Louisville Public Library is also a member of the Front Range Downloadable Library, the Overdrive library for eBooks and eAudiobooks. Louisville Public Library cardholders have access to online material in the catalogs of other member libraries: Boulder, Broomfield, Lafayette, Longmont, Loveland, and Westminster.

Browse the [Front Range Downloadable Library's catalog for eBooks and eAudiobooks](#).

JOINT ISSUES COMMITTEE AGENDA ITEM

**SUBJECT: JOINT ISSUES COMMITTEE - ADDITIONAL PROPOSED
LIBRARY SERVICES TO SUPERIOR**

DATE: JANUARY 29, 2021

**PRESENTED BY: SHARON NEMECHEK, DIRECTOR OF LIBRARY AND MUSEUM
SERVICES; HEATHER BALSER, CITY MANAGER**

BACKGROUND:

In early 2009 the City of Louisville and the Town of Superior entered into a formal intergovernmental agreement (IGA) whereby the Louisville Public Library would provide service to Superior residents. The Town of Superior agreed to provide payment for library services and to submit one ballot measure to its residents. The ballot measure asked for a property tax levy of 1.5 mills to support service at the Louisville Public Library. The measure passed. Since that time, Superior has transmitted to Louisville every January the equivalent of a 1.5 mill levy on the total assessed valuation of Superior as certified for general tax purposes by the Boulder County Assessor for the preceding year. In 2020 that amount was \$350,689.12.

Since 2009 the relationship between the Louisville Public Library and the Town of Superior has been guided by this IGA. In 2011 there was an amendment specifying that Louisville purchase a book drop to be installed at the Superior Town Hall. Superior employees monitor and empty the bins, and deliver all materials to the Library. There have been no other amendments to the original IGA.

Since 2008 Superior residents have consistently accounted for about 20% of Library circulation. Statistics are not available for other types of engagement, including program attendance, online resource use or Library visits. On average Superior's contribution to the Library's budget equals about 20% of the Library's total operations and maintenance budget.

There have recently been conversations among elected officials and staff around providing some additional services for the new Superior Community Center planned for a 2021 opening. In response, library staff proposes to increase service to Superior residents as follows to address additional demand:

- Book locker, book drop available at community center
 - Library staff will deliver materials and fill lockers. Library staff will remove expired holds and returns, and bring them back to the Library. The option of adding an FLC courier stop will be explored if the volume is too high for staff to manage. This is the biggest impact service for Library staff of the proposed expanded services.

**SUBJECT: JOINT ISSUES COMMITTEE – ADDITIONAL PROPOSED
LIBRARY SERVICES TO SUPERIOR**

DATE: JANUARY 29, 2021

PAGE 2 OF 3

- Host at the Superior Community Center a small collection on-site of rotating inventory and mobile check-out
 - Library staff will save duplicates that have been removed from the collection and make them available at the community center. There is no budgetary impact to this service.

- Family Storytime – once a week
 - A Library Associate will deliver a storytime before Library hours each Tuesday morning. This will not impact Library staffing needs, as this would have been off-desk time for the Associate.

- Teen Book Share – once a month
 - The Teen Librarian will spend one hour on one late-start Wednesday morning each month with the teens (or another time slot, depending on BVSD school schedules). Again, this service doesn't impact staffing, as this is off-desk time for the Teen Librarian and a minimal time commitment.

- Adult Programming – once a quarter
 - The Adult Services Department will decide which programs can be delivered in Superior. Staff had been looking for an alternate venue and this appears to be a good option for some adult programming.

If the Joint issues Committee supports moving forward to provide these service changes, Louisville and Superior staff can prepare an amendment to the IGA reflecting such changes to discuss further with the Superior Town Board and Louisville City Council.

FISCAL IMPACT:

Initially this increase in service will have little discernable fiscal impact. Staff will be redeployed in low-impact ways to ensure delivery of these services. Library Page staff will deliver materials for an approximate 6 hours each week. In 2021 that will amount to about \$3800. If demand for holds delivered to the remote lockers increases beyond the capacity of Library staff, the Flatirons Library Consortium courier will deliver materials to the Superior location. The 2021 cost for three stops each week is \$6750, which would require additional discussion and consideration as well as possible changes to the proposed IGA.

PROGRAM/SUB-PROGRAM IMPACT:

City Council approval of increased services to Superior supports the Library and Museum Services goals of increased circulation and circulation per capita, and increased average attendance per program.

SUBJECT: JOINT ISSUES COMMITTEE – ADDITIONAL PROPOSED LIBRARY SERVICES TO SUPERIOR

DATE: JANUARY 29, 2021

PAGE 3 OF 3

RECOMMENDATION:

Should the Joint Issues Committee recommend the Louisville Public Library provide the proposed additional library services to Superior residents, staffs recommend preparing an IGA amendment consistent with the scope of work outlined above.

ATTACHMENT(S):

1. Superior IGA for Library Services
2. IGA Amendment 1_4-25-11

STRATEGIC PLAN IMPACT:

<input type="checkbox"/>	 Financial Stewardship & Asset Management	<input type="checkbox"/>	 Reliable Core Services
<input type="checkbox"/>	 Vibrant Economic Climate	<input checked="" type="checkbox"/>	 Quality Programs & Amenities
<input type="checkbox"/>	 Engaged Community	<input type="checkbox"/>	 Healthy Workforce
<input type="checkbox"/>	 Supportive Technology	<input checked="" type="checkbox"/>	 Collaborative Regional Partner

**RESOLUTION NO. 11
SERIES 2009**

A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE TOWN OF SUPERIOR REGARDING FUNDING AND PLANNING FOR LIBRARY SERVICES

WHEREAS, the City Council of the City of Louisville (“Louisville”) and the Board of Trustees of the Town of Superior (“Superior”) have been discussing potential contributions by Superior for the operating costs for library facilities and services provided by Louisville, as well as options for resolving issues concerning long-term access to library services for residents of Superior; and

WHEREAS, an intergovernmental agreement has been proposed between Louisville and Superior to provide for contributions by Superior for library services provided by Louisville in 2009 and 2010, and to provide for certain other actions to be taken by Louisville and Superior to address long-term access to library services for residents of Superior; and

WHEREAS, the City is authorized to enter into such agreement pursuant to the Louisville Home Rule Charter and state law, including but not limited to C.R.S. Sections 29-1-201 et seq.;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOUISVILLE, COLORADO:

1. The proposed Intergovernmental Agreement between the City of Louisville and the Town of Superior regarding funding and planning for library services is hereby approved in essentially the same form as the copy of such Agreement accompanying this Resolution.

2. The Mayor is hereby authorized to execute the Intergovernmental Agreement on behalf of the City Council of the City of Louisville, except that the Mayor is hereby granted the authority to negotiate and approve such revisions to said Agreement as the Mayor determines are necessary or desirable for the protection of the City, so long as the essential terms and conditions of the Agreement are not altered.

PASSED AND ADOPTED this _____ day of _____, 2009.

ATTEST:

Charles L. Sisk, Mayor

Nancy Varra, City Clerk

INTERGOVERNMENTAL AGREEMENT

THIS INTERGOVERNMENTAL AGREEMENT ("Agreement"), is made and entered into this _____ day of _____, 2009, by and between the TOWN OF SUPERIOR, COLORADO, a Colorado municipal corporation ("Superior") and the CITY OF LOUISVILLE, COLORADO ("Louisville"), a Colorado municipal corporation (collectively the "Parties").

WHEREAS, C.R.S. § 29-1-201, *et seq.*, clearly articulates and affirmatively expresses a policy authorizing and encouraging political subdivisions of the state to cooperate and contract to make the most efficient and effective use of their respective powers; and

WHEREAS, Louisville currently maintains library facilities and provides library services, and such services are used by some residents of Superior; and

WHEREAS, the Parties seek agreement on contributions to Louisville for the operating costs for library facilities and services, and resolution of issues concerning long-term access to library services for residents of Superior.

NOW, THEREFORE, in consideration of the mutual covenants herein contained and other good and valuable consideration, the sufficiency and receipt of which is hereby acknowledged, the Parties hereby agree as follows:

1. Superior's Duties: In order to maintain continued access for residents of Superior to the full range of services available through the Louisville Library or to establish its own municipal library, Superior agrees to the following:
 - a. Monetary Contributions: Superior contributed \$103,657.53 (\$115,000 prorated for 329 days of service) to Louisville on February 17, 2009. Subject to the appropriation of funds by the Superior Board of Trustees for 2010, Superior shall contribute an additional \$125,000 to Louisville on or before January 31, 2010.
 - b. Ballot Measure to Fund Library Services Provided Through Louisville: Superior shall at its April, 2010 election submit to the registered electors of Superior a ballot issue asking whether Town of Superior taxes shall establish a tax levy of 1.5 mills dedicated for library services.
 - c. Ballot Measure to Create a Municipal Library in Superior: In the alternative to 1(b), above, Superior shall at its April, 2010 election, submit to the registered electors of Superior a ballot issue asking whether Town of Superior taxes shall be increased by an amount and for a term determined by Superior to provide sufficient funding for the creation, operation and maintenance of a municipal library in Superior.
 - d. Transmittal of Ongoing Funding: In the event the ballot issue specified in paragraph 1(b) above is approved by the electors of Superior, Superior shall transmit to Louisville no later than January 31, 2011, and annually thereafter, until such time as either party renegotiates or terminates this agreement, an amount equivalent to the proceeds of a 1.5 mill levy imposed on the total assessed valuation of Superior as

certified for general tax purposes by the Boulder County Assessor for the preceding year.

- e. Transmittal of Transitional Funding: In the event the ballot measure specified in paragraph 1(c) above is approved by the electors of Superior, Superior shall transmit to Louisville no later than January 31, 2011, and annually thereafter, until a municipal library is open in Superior, an amount equivalent to the proceeds of a 1.5 mill levy imposed on the total assessed valuation of Superior as certified for general tax purposes by the Boulder County Assessor for the preceding year. In the event a library is established in Superior during any calendar year, the amount of the transmittal for such year shall be prorated to the date that a municipal library is open in Superior.
2. Louisville's Duties: In exchange Superior's performance of its duties specified in Section 1, Louisville agrees to the following:
- a. Library Cards: Louisville shall issue a library card to any resident of Superior who satisfies the applicable eligibility requirements of both Louisville and Superior and who requests a card.
 - b. Access to Library Services: Louisville shall provide to residents of Superior who have a valid library card the same access to library services as residents of other reciprocal jurisdictions enjoy.
 - c. Use Statistics: Louisville shall share with Superior's duly authorized representatives aggregate data regarding library users that the Louisville Library maintains on (1) municipality of residence of library users, (2) total number of adult books and children books borrowed, and (3) number of children's programs participated in.
 - d. Budget Information: Louisville shall each year (i) provide to the Superior Town Manager an electronic copy of the Louisville City Manager's recommended budget for library services and library building maintenance at the same time that recommended budget is made available to the Louisville City Council; (ii) address in a timely manner any questions and consider any recommendations that the Superior Town Manager has regarding that budget information; and (iii) provide an electronic copy of the library services and library building maintenance budgets for each year as soon as those budgets are finalized and approved by the City Council.
 - e. Library Board Representation: Louisville shall appoint to the Louisville Library Board of Trustees one member nominated by the Town of Superior Board of Trustees.
 - f. Minimum Service Levels: Louisville shall maintain at least the existing library hours and days of operation which consist of a total of 52 hours per week and at least 4 hours of service on Sundays. In the event of an extraordinary loss of revenue to the City of Louisville, these service levels may be renegotiated.

3. **Governing Law and Venue.** This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in Boulder County, Colorado.
4. **Integration.** This Agreement constitutes the entire agreement between the Parties, superseding all prior oral and written communications.
5. **Third Parties.** There are no intended third-party beneficiaries to this Agreement.
6. **Severability.** If any provision of this Agreement is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect; however, the Parties shall negotiate in good faith to enter into an amendment to this Agreement to achieve to the greatest degree possible the intent of the affected provision(s).
7. **Modification.** This Agreement may only be modified upon written agreement of the Parties.
8. **Assignment.** Neither this Agreement nor any of the rights or obligations of the Parties hereto shall be assigned by either Party without the prior written consent of the other Party.
9. **Governmental Immunity.** The Parties and their officers and employees are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations (presently one hundred fifty thousand dollars (\$150,000) per person and six hundred thousand dollars (\$600,000) per occurrence) or any other rights, immunities or protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended, or otherwise available to the Parties and their officers or employees.
10. **Contingency; No Debt.** Pursuant to Article X, § 20 of the Colorado Constitution, Superior's financial and Louisville's operational obligations under this Agreement are specifically contingent upon annual appropriation and receipt of funds sufficient to perform such obligations. This Agreement shall never constitute a debt or obligation of Superior or Louisville within any statutory or constitutional provision. Louisville shall have no obligation to provide any services for which contribution from Superior is not received, and shall be entitled to recover as damages the value of any services provided and all other damages available in law or equity.
11. **No Joint Venture.** Nothing in this Agreement is intended or shall be construed as in any way establishing a legal relationship of joint venture between the Parties, or as constituting the officers, employees, agents or volunteers of either Party as agents of the other Party.
12. **Termination.** Either party may terminate this Agreement, with termination effective at the beginning of any calendar year, provided the party gives written notice at least 180 days in advance of termination. If the ballot issue specified in either paragraph 1(b) or 1(c) is rejected by the electors of Superior, this Agreement shall terminate on December 31, 2010. If the ballot measure specified in paragraph 1(c) is approved by the electors of Superior, Louisville shall refund any advance payments made by Superior with the amount of the refund prorated on the basis of the date that a municipal library is open in Superior, and this Agreement shall terminate 30 days after the date that a municipal library is open in Superior.

IN WITNESS WHEREOF, this Agreement shall be effective the day and year first above written.

TOWN OF SUPERIOR, COLORADO

Andrew Muckle, Mayor

ATTEST:

Phyllis L. Hardin, Town Clerk

APPROVED AS TO FORM:

Kendra L. Carberry, Town Attorney

CITY OF LOUISVILLE, COLORADO

Charles L. Sisk, Mayor

ATTEST:

Nancy Varra, City Clerk

APPROVED AS TO FORM:

Samuel Light, City Attorney

COPY

FIRST AMENDMENT TO INTERGOVERNMENTAL AGREEMENT

THIS FIRST AMENDMENT TO INTERGOVERNMENTAL AGREEMENT is made and entered effective the 25th day of April, 2011, with reference to that certain INTERGOVERNMENTAL AGREEMENT dated April 13, 2009 (the "Agreement"), by and between the TOWN OF SUPERIOR, COLORADO, a Colorado municipal corporation ("Superior") and the CITY OF LOUISVILLE, COLORADO, a Colorado municipal corporation ("Louisville"); Superior and Louisville are collectively referred to as the "Parties."

WHEREAS, the Parties previously entered into the Agreement in order to set forth certain mutual understandings regarding contributions by Superior to the operating costs of the Louisville Public Library and access to services of the Louisville Public Library by residents of Superior, and related matters; and

WHEREAS, the Parties have determined that it is desirable for a book drop to be located at the Superior Town Hall; and

WHEREAS, the parties desire to amend the Agreement to add a new provision regarding the funding, installation, operation and maintenance of a book drop at the Superior Town Hall;

NOW THEREFORE, in consideration of the mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Paragraph 1 of the Agreement, entitled "Superior's Duties" is hereby amended by the addition of a new Subparagraph 1.f, to read as follows:

f. Book Drop. For so long as this Agreement is in effect, there shall be maintained at Superior Town Hall a book drop purchased with funds provided by Louisville pursuant to paragraph 2.g. below. The book drop shall be purchased, installed, operated and maintained in accordance with the following provisions:

- i. The book drop, which consists of the book return, an accompanying book cart, and any other mutually agreed upon components, shall be acquired with funds provided by Louisville pursuant to paragraph 2.g. The book drop shall be owned by Louisville and shall be installed in the air lock between the first and second sets of doors at Superior Town Hall.
- ii. The book drop to be acquired shall be suitable for indoor use and shall be selected jointly by representatives of Louisville and Superior, who shall be either the respective Manager of the Party or the Manager's designee. The book drop shall be

acquired only after the Parties have mutually designated in writing the book drop to be purchased. Louisville shall fund the purchase and pay the vendor; the book drop shall be delivered to Superior Town Hall and installed by Superior personnel.

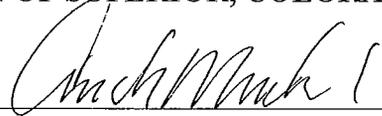
- iii. Superior shall be responsible for all costs of routine maintenance of the book drop. In the event of theft, vandalism, or other damage or loss to the book drop other than through normal wear and tear, funds for the costs of repair or replacement shall be provided through available insurance, if any. If insurance funds are not available, Louisville shall have no obligation to repair or replace the book drop.
- iv. The book drop shall be made available to library users from 8:00 a.m. to 5:00 p.m. from Monday through Friday.
- v. Once each day Monday through Friday, by no later than 3:00 p.m., Superior personnel shall collect the items from the book drop in hard plastic courier bins owned and provided by Louisville and shall deliver the bins to the Louisville Public Library.
- vi. Superior shall be responsible for all costs related to delivering and returning the bins. Superior personnel making the deliveries shall at no time be considered employees or agents of Louisville.
- vii. A notice shall be posted on the book drop stating the pickup time and warning book drop users that (A) materials deposited after the pick up time will not be delivered to the Louisville Public Library until the next day; (B) materials deposited on Friday after the day's pickup will not be delivered to the Louisville Public Library until the following Monday, and (C) materials will be checked in when delivered and will be subject to any late fees that may accrue.
- viii. There will be no deliveries on holidays falling Monday through Friday when the Superior Town Hall is closed.
- ix. If, as determined by Superior, use of the book drop is insufficient to warrant continued operation, Superior shall remove the book drop and return it to Louisville.

2. Paragraph 2 of the Agreement, entitled "Louisville's Duties" is hereby amended by the addition of a new Subparagraph 2.g to read as follows:

- g. Book Drop: Louisville shall provide funding in an amount sufficient to fund the purchase in 2011 of a book drop to be installed at Superior Town Hall, which book drop shall be purchased, installed, operated and maintained in accordance with the provisions of subparagraph 1.f of this Agreement. Louisville shall also provide to Superior hard plastic courier bins to be utilized by Superior staff to deliver books to Louisville as set forth in subparagraph 1.f.

IN WITNESS WHEREOF, the Parties have executed this First Amendment to Intergovernmental Agreement effective as of the day and year first above written.

TOWN OF SUPERIOR, COLORADO



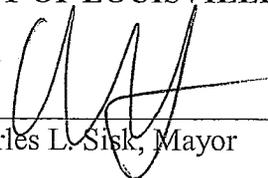
Andrew Muckle, Mayor





Phyllis L. Hardin, Town Clerk

CITY OF LOUISVILLE, COLORADO



Charles L. Sisk, Mayor





Nancy Varra, City Clerk

Sub-Program 551: Library Services

Sub-Program Objectives: Provide information and technology to all members of the community, with assistance from an approachable, knowledgeable staff. Foster lifelong learning by delivering wide-ranging, hands-on learning activities and programs to all ages. Practice and reinforce the skills needed for reading readiness with young children so that they are poised to be successful learners when they enter school

Sub-Program Expenditures

Expenditure Category	2019 Actual	2020 Estimate	2021 Budget	Amount of Change	Percent of Change	2022 Budget	Amount of Change	Percent of Change
Personnel	1,458,121	1,272,530	1,330,230	57,700	5%	1,440,250	110,020	8%
Supplies	120,867	84,350	90,550	6,200	7%	115,160	24,610	27%
Services	391,574	349,100	379,300	30,200	9%	369,040	(10,260)	-3%
Capital Outlay	13,568	-	-	-		-	-	
Total Sub-Program Expenditures	1,984,130	1,705,980	1,800,080	94,100	6%	1,924,450	124,370	7%
Expenditures Per Resident	93.52	80.35	84.70	4.35	5%	90.46	5.76	7%
Full-Time Equivalents (FTE's)	20.98	20.98	17.89	(3.09)	-15%	20.37	2.48	14%

Sub-Program Revenue

Revenue Description	2019 Actual	2020 Estimate	2021 Budget	Amount of Change	Percent of Change	2022 Budget	Amount of Change	Percent of Change
State Grants - Libraries	-	11,430	-	(11,430)	-100%	-	-	
Superior IGA - Library Services	325,287	350,690	354,200	3,510	1%	371,910	17,710	5%
Library Rentals and Fees	5,357	2,900	5,500	2,600	90%	6,500	1,000	18%
Library Fines	29,246	16,040	7,080	(8,960)	-56%	7,080	-	0%
Impact Fees - Library	-	6,530	3,700	(2,830)	-43%	3,700	-	0%
Total Sub-Program Revenue	359,890	387,590	370,480	(17,110)	-4%	389,190	18,710	5%
Surplus/(Deficiency) of Sub-Program Revenue over Expenditures	(1,624,240)	(1,318,390)	(1,429,600)	(111,210)		(1,535,260)	(105,660)	

LOUISVILLE PUBLIC LIBRARY: 2019 STATISTICS													
CATEGORY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
CIRCULATION													
Total Checkouts & Renewals	38,947	43,064	48,071	44,842	48,237	52,634	53,199	49,920	46,035	47,234	45,541	44,855	562,579
FLC Holds Received	4,528	4,022	4,501	4,460	4,382	4,860	4,652	4,570	4,102	4,521	4,209	4,311	53,118
Prospector Holds Received	560	436	734	577	527	500	535	621	600	640	559	567	6,856
Prospector Loaned *	510	407	510	461	394	453	506	433	459	467	321	399	5,320
Hours Open	250	240	253	253	258	252	258	266	244	270	218	244	3,006
Average Transactions Per Hour	156	179	190	177	187	209	206	188	189	175	209	184	187
Registered Patrons	22,500	22,718	22,978	23,166	23,489	23,849	24,159	24,486	24,724	24,904	25,154	25,348	n/a
New Registrations	265	218	260	188	323	360	310	327	238	180	250	194	3,113
Visitors	18,398	15,606	18,646	18,506	19,620	24,189	23,318	21,151	18,556	19,225	17,500	17,935	232,650
ELECTRONIC RESOURCES													
Database Searches	3,782	3,000	4,513	2,147	2,182	2,550	1,616	2,001	2,350	2,666	2,466	2,230	31,503
E-book Downloads	4,481	3,934	4,687	3,279	4,334	4,421	4,592	4,510	4,416	4,511	4,620	4,981	52,766
Library Website Page Views	22,081	19,204	20,536	18,759	22,817	21,791	19,072	16,930	16,934	24,889	27,315	16,649	246,977
Library Unique Website Page Views	17,887	15,208	16,165	14,473	17,446	16,831	15,235	13,627	13,794	14,790	14,201	13,616	183,273
PC / WiFi USAGE													
PC: Number of User Sessions	1,732	2,074	2,840	2,501	2,110	2,378	2,160	2,035	1,618	1,685	1,418	1,802	24,353
PC: Number of Hours	1,023	1,263	1,664	1,388	1,211	1,399	1,323	1,185	924	949	821	1,093	14,243
WiFi: Number of Distinct Clients	1,693	1,617	1,732	1,586	1,791	1,684	1,775	1,784	2,298	3,941	3,739	4,150	27,790
WiFi: Daily Avg. Clients	113	115	114	107	115	117	114	109	140	275	263	278	155
REFERENCE QUESTIONS													
Reference		460				530		533			395		12,467
Technology		190				310		232			158		5,785
Directional		87				167		118			98		3,055
Procedural		658				1611		964			670		25,370
Other		116				189		127			167		3,894
Total		1,511				2,807		1,974			1,488		50,570
PROGRAM ATTENDANCE													
Number of Adult Programs	14	13	13	12	13	12	7	7	16	13	16	10	146
Attendance	151	125	131	114	87	564	55	47	235	472	97	837	2,915
Number of Teen Programs	21	27	28	30	23	39	31	25	23	17	17	12	293
Attendance	206	189	201	215	156	383	228	127	126	90	105	121	2,147
Number of Children's Programs	56	50	48	46	46	57	58	50	47	60	38	37	593
Attendance	1,665	1388	1,851	1,462	2461	1,891	1,765	1,700	1,425	1,530	1187	1129	19,454
ACQUISITIONS													
Adult Items	170	346	278	319	271	256	244	273	297	404	357	312	3,527
Teen Items	87	97	128	62	80	93	40	79	77	73	36	210	1,062
Juvenile Items	313	256	332	293	349	439	242	217	323	253	368	354	3,739
eBook items	1,749	493	871	531	810	527	710	687	996	658	1,610	2,582	12,224
Total Items Added	2,319	1,192	1,609	1,205	1,510	1,315	1,236	1,256	1,693	1,388	2,371	3,458	20,552
WITHDRAWALS													
Adult Items	345	273	591	442	216	211	174	361	439	570	395	264	4,281
Teen Items	93	61	82	61	50	9	241	32	20	15	80	257	1,001
Children's Items	401	419	256	110	197	242	108	228	68	429	233	242	2,933
Lost/Missing/Billed--Not Returned	32	31	22	24	29	73	179	48	52	70	38	30	628
Total Items Withdrawn	871	784	951	637	492	535	702	669	579	1,084	746	793	8,843
VOLUNTEER HOURS													
Number of Volunteers	55	48	54	45	92	79	83	58	45	38	49	38	n/a
Hours Served	233.8	194	212	199	296.00	413.25	463.25	184.00	199.50	204.00	190.00	198.50	2987.3

Cultural Services Program Key Indicators

Library Services Sub-Program

Goals

Provide services, facilities and activities that inform, involve, engage and inspire the community and preserve the community heritage.

Objectives

Provide information and technology to all members of the community, with assistance from an approachable, knowledgeable staff. Foster lifelong learning by delivering wide-ranging, hands-on learning activities and programs to all ages. Practice and reinforce the skills needed for reading readiness with young children so that they are poised to be successful learners when they enter school.

Program Area	Sub-Program Area	Measure	Type of Measure	Effectiveness Target	Department
Cultural Services	Library Services	Total circulation (number of checkouts and renewals)	Workload	N/A	Library
Cultural Services	Library Services	Circulation per registered borrower	Workload	N/A	Library
Cultural Services	Library Services	Library visits per capita	Workload	N/A	Library
Cultural Services	Library Services	Average number of attendees per program	Effectiveness		Library
Cultural Services	Library Services	Percentage change in number of sessions on public computers	Workload	N/A	Library
Cultural Services	Library Services	Community survey question: rating of overall performance of Louisville Public Library	Effectiveness		Library

Bylaws of the Louisville Public Library Board of Trustees

Revised and re-adopted by the Louisville Public Library Board of Trustees, March 8, 2018.

ARTICLE I: The Board of Trustees

Section 1. Status and Name. The Louisville Public Library Board of Trustees (“Board”) was established and authorized by virtue of the Louisville Municipal Code, Chapter 2.64, and given all of the powers and duties that are granted by C.R.S. § 24-90-109, as amended.

Section 2. Office. The office of the Board shall be considered the Louisville City Hall, 749 Main Street, Louisville, CO 80027, or such other place in the City of Louisville, Colorado as the Board members may designate from time to time.

Section 3. Number of Members. The Board shall consist of seven (7) members whom the Mayor with consent of City Council shall appoint. Six (6) members shall be residents of the City of Louisville at the time of their appointment and at all times while serving on the Board. One member shall be a resident of the Town of Superior at the time of their appointment and during such time as the IGA is in place between the two municipalities.

Section 4. Term of Members. Each member shall be appointed for a four-year term.

ARTICLE II: Officers and Personnel

Section 1. Officers. The officers of the Louisville Public Library Board of Trustees shall be a President, a Vice-President, and a Secretary who shall be elected by the Board from its membership.

Section 2. President. The President shall preside at all meetings of the Board.

Section 3. Vice President. The Vice-President shall perform the duties of the President in the President’s absence or inability to act. In the event of the absence or inability to act of both the President and Vice-President, the remaining members shall select some other member of the Board to temporarily perform the duties of the President.

Section 4. Secretary. The Secretary shall attest to all documents authorized to be executed by the Board. In the event of the absence of the Secretary, the President shall

designate, in writing or verbally at a meeting of the Board, some other member of the Board to perform duties of the Secretary.

Section 5. Additional Duties. The officers of the Board shall perform such duties and functions as may from time to time be required or authorized by the Board or these Bylaws.

Section 6. Election of Officers. The President, Vice-President and Secretary of the Board shall be elected annually by the Board at its first meeting of each year and shall assume their duties upon election. Officers shall hold their office for one year, or until their successors are selected and qualified.

Section 7. Vacancies. If the office of the President, Vice-President or Secretary is vacant, the Board shall select a successor from its membership to serve for the unexpired term of said office.

Section 8. Absences of Members. Absence of a Board member from two or more regular meetings in any calendar year shall constitute good cause for removal from office and, upon such absence, such Board member may be removed by a majority vote of the City Council as provided by C.R.S. § 24-90-108(5).

ARTICLE III: Meetings

Section 1. Regular Meetings. A regular meeting of the Board shall be held on the second Thursday of each odd-numbered month at 6:30 PM at the Louisville Public Library, 951 Spruce Street, Louisville, Colorado or at such time and place as designated by the Board. In the event any regular meeting falls on a legal holiday, it shall be held on the following Thursday unless the Board designates otherwise. Notice and the agenda for each regular meeting shall be posted, and published on the City's website, at least seventy-two hours in advance of the meeting.

Section 2. Special Meetings and Business at Special Meetings.

A. Except for an emergency special meeting governed by Subsection B, each special meeting of the Board shall be called by an officer on the request of any three members of the Board, and shall be held on at least forty-eight hours written notice.

B. An emergency special meeting shall be called by the Secretary on the request of the President or any three members of the Board, and shall be held on at least twenty-four

hours written notice to each member of the Board. An emergency special meeting shall not be called unless:

- (i.) Each member requesting the meeting has determined that the meeting is urgently necessary in order to take action on an unforeseen matter requiring immediate action; and
- (ii.) The basis for the determination described in Paragraph (i) is stated in the notice of the meeting.

C. All reasonable efforts shall be made to notify Board members. The notice need not be served if the member has waived the notice in writing.

D. The Board shall not take action on any item of business at any special meeting unless:

- (i.) The item to be acted on has been stated in the notice of the meeting; or
- (ii.) The item to be acted on is reasonably related to the item which was stated in the notice of the meeting.

Section 3. Quorum. The powers of the Board shall be vested in the members thereof in office from time to time. Four members shall constitute a quorum, but a smaller number may adjourn from time to time until a quorum is established. When a quorum is in attendance, action may be taken by the Board upon an affirmative vote of a majority of the Board members present.

Section 4. Order of Business and Manner of Conducting Business. At the regular meetings of the Board the following shall be, by way of illustration and not limitation, the order of business:

- Call to Order
- Roll Call
- Approval of Agenda
- Approval of Meeting Minutes
- Public Comments
- Informational Comments on Pertinent Items Not on the Agenda
- Ongoing Business
- New Business
- Director's Report
- Agenda Items for Next Meeting
- Adjournment

Section 5. Manner of Voting. Each member's vote on a matter put to a vote shall be entered upon the minutes, except in the case of officer elections when the vote may be by ballot.

Section 6. Open Meetings. In addition to the requirements of these Bylaws, the Board shall comply with all applicable provisions of the open meetings laws of the State of Colorado and the Louisville Home Rule Charter.

Section 7. Notice, Discussions, and Meeting Locations.

A. It is the specific intent of the Board to provide the public with notice of all meetings. For this purpose a variety of communication media of the community may be utilized, including posting and the City's website. For purposes of these Bylaws, "posting" or "posted" means placing, in areas accessible by the public, at the Louisville City Hall, the Louisville Public Library, the Louisville Recreation Center, and one additional location that is open to the public during hours different from the regular business hours of the Louisville City Hall.

B. Notice of regular and special meetings of the Board shall be provided to the public in accordance with the requirements of these Bylaws and other applicable provisions of the open meetings laws of the State of Colorado and the Louisville Home Rule Charter. The agenda for any non-emergency meeting of the Board shall contain an itemized list of all subjects on which substantive discussions are reasonably expected or which may be the subject of formal action.

C. The Board shall not engage in substantive discussions relating to, or take formal action on, any subject at a non-emergency meeting when that subject was not listed in the agenda for that meeting and is not substantially related to any subject listed in the agenda, provided, however, that the Board may engage in substantive discussions and take formal action on a matter of public business not on the agenda, upon a finding by the presiding officer that such discussions or action will promote the general welfare, it is important that the matter be acted upon before the next formal Board meeting, and it would be injurious to await action on the matter until the next formal Board meeting.

D. For purposes of Subsection C of this Section, a subject is not substantially related to a subject listed in the agenda when a person reading the agenda before the meeting would not have reasonably expected that the subject would be substantively discussed or formally acted upon at the meeting.

E. For purposes of this Section, “substantive discussions” means debate, deliberation or other discussion about the merits, benefits, advantages or disadvantages of any proposed or possible resolution of any issue that will be or may be the subject of formal action by the Board.

F. All meetings of the Board shall occur in public buildings and public facilities accessible to all members of the public.

Section 8. Agenda, Materials and Communications File.

A. To the extent possible, a preliminary agenda for all Board meetings shall be provided to each member at least seven days in advance of such meeting. To the extent possible, and excluding emergency meetings, the agenda and all documents and materials requiring action by the Board at any meeting shall be provided each member seventy-two hours in advance of such meeting.

B. The agenda for any non-emergency meeting of the Board shall contain an itemized list of all subjects on which substantive discussions are reasonably expected or which may be the subject of formal action. The notice of each emergency meeting shall be posted at least twenty-four hours in advance of the meeting and shall include specific agenda information to the extent such information is available.

C. The Board shall make available to the public, at least on the City of Louisville website and at the Louisville Public Library, agenda-related materials for the Board. If agenda-related materials are unavailable in electronic format, each such item shall be described on the website; further, the Board shall adopt (by reference to a City of Louisville plan or otherwise) a plan for making available on the web all agenda-related material. For purposes of this Section, “agenda-related materials” means the agenda, all reports, correspondence and any other documents forwarded to the Board that provide background information or recommendations concerning the subject matter of any agenda item, excluding any documents or records which may or must be withheld from disclosure pursuant to state or federal statutes or constitutional provisions, or common law. If agenda-related materials are unavailable in electronic format, each such item shall be described on the website.

D. Any document that is not agenda-related material or contained in the Board’s communications file and that is submitted to the Board during a meeting shall be immediately made available to the public either by making copies available to the public at the meeting or by displaying the document at the meeting so that the public can view the document. No discussion or consideration of such a document by the Board shall occur unless the document

has been made available to the public as provided in this subsection D. The foregoing shall not be construed to require the dissemination, display or disclosure of any document or record which otherwise may or must be withheld from disclosure pursuant to state or federal statutes or constitutional provisions, or common law.

ARTICLE IV: Amendments to Bylaws

Section 1. Amendment to Bylaws. The Bylaws of the Board may be amended only upon the affirmative vote of at least four Board members.

ARTICLE V: Open Government and Public Records

Section 1. Open Government. Each member of the Board shall participate in at least one City-sponsored open government-related seminar, workshop or other program at least once every two years. Such program shall conform to the requirements of Section 4-16(a) of the Louisville Home Rule Charter.

Section 2. Public Records. Public records of the Board shall be open for inspection in accordance with the provisions of the Colorado Library Law, the Colorado Open Records Act, and Section 5-5 of the Louisville Home Rule Charter. The Board shall strictly construe exceptions provided under the State statutes authorizing certain public records to be exempt from disclosure to the public. In the event of conflict among the various provisions of such laws, whichever law provides greater access to Board records and less expense to the person requesting the records shall control disclosure by the Board.

ARTICLE VI: General

Section 1. Committee. The President may appoint members of the Board to such committees as deemed necessary to perform any functions for the purpose of advising the Board.

Section 2. Conflict of Interest; Code of Ethics. The members and officers of the Board shall comply with all applicable federal and state laws regarding conflicts of interest. The members, officers and employees of the Board shall also comply with the Code of Ethics set forth as Sections 5-6 through 5-17 of the City of Louisville Home Rule Charter (“Code of

Ethics"). For purposes of application of such Code of Ethics only, the Board shall be considered a "public body" and a member of the Board shall be considered a "public body member."

Section 3. Membership. Upon the vacancy of membership of the Board, the Board may give notice of such vacancy. The City Council may invite applications therefor, interview persons regarding such membership, and submit recommendations for the appointment to the Board to the Mayor of the City of Louisville. The Mayor with the consent of City Council shall appoint a person to fill the vacancy for the balance of the term.

President

ATTEST:

Secretary

City of Louisville Municipal Code on LBOT Appointment and Duties

Sec. 2.20.040. - Library board.

- A. The city council shall appoint a library board of trustees (board) to advise library administration, city council and city staff on matters concerning the public library of the city. The library board shall consist of six residents of the city and one resident of the Town of Superior (Town), with all rules and responsibilities applying equally to members from both municipalities.
- B. Board members shall be appointed to serve for four years. The board shall not receive any salary or other compensation for services as board trustees, but necessary and authorized travel and subsistence expenses shall be paid from library funds. A member may be removed by city council under the provisions of section 10-2 of the city Charter, with cause therefore as may be defined in the bylaws of the board and any ordinance or resolution of city council. A majority of the library board may recommend such action to city council.
- C. The function of the Louisville Public Library (Library) Board of Trustees is to act as advocates for the city public library, with a primary focus on four key areas:
 1. Create and advance the library's service philosophy and strategic plan.
 2. Advocate for critical resources to meet library needs.
 3. Act as community advocates on behalf of the library to city council, the public, and other libraries.
 4. Work closely with the library director to provide advice and support.

A representative sample of tasks that the library board of trustees manages on an as-needed basis includes:

1. Provide advice in hiring a library director.
2. Monitor, advise, and construct the library's position in service negotiations.
3. Lead library-related ballot issues.
4. Conduct general library board of trustees business, such as reviewing usage statistics, and in conjunction with the library director, creating and adopting library policies.
5. Guidance and support in creation of the library budget.
6. Submit library's annual report to the Colorado State Library.
7. Adopt bylaws for governance of the board that are consistent with this Code.

(Ord. No. 1753-2018, § 1, 2-6-2018)

City of Louisville

Open Government & Ethics Pamphlet

2021

OPEN SPACE

CITY OF LOUISVILLE

WAREMBOURG OPEN SPACE

GENERAL RULES

- Hours: 1 hour before sunrise to 1 hour after sunset
- Visitors are allowed on designated trails only.
- Mountain biking is permitted only on designated trails. Bicyclists must yield the right-of-way to other trail users.
- Please use waste receptacles for trash.
- Motorized vehicles are allowed in designated parking areas only.
- Do not collect, remove, destroy or deface any natural or manmade object including plants, rocks, fences, signs or kiosks.
- Groups larger than 25 require a permit.
- Do not feed, disturb or kill wildlife.

PROHIBITED

- Glass containers
- Camping
- Fires
- Horses
- Hunting & Trapping
- Relocation of animals onto open space

DOG OWNERS

- Please clean up after your dog by using bags provided. It is required by law. Maximum \$1,000 fine.
- Dogs must be on a leash, not longer than 15' and under the physical control of their owner at all times. Dogs are allowed off-leash only in the designated off-leash area.

City Clerk's Office
749 Main Street
Louisville CO 80027

www.LouisvilleCO.gov
303.335.4536

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Participation in Government

The City of Louisville encourages citizen involvement and participation in its public policy process. There are many opportunities for citizens to be informed about and participate in City activities and decisions. All meetings of City Council, as well as meetings of appointed Boards and Commissions, are open to the public and include an opportunity for public comments on items not on the agenda. No action or substantive discussion on an item may take place unless that item has been specifically listed as an agenda item for a regular or special meeting. Some opportunities for you to participate include:

Reading and inquiring about City Council activities and agenda items, and attending and speaking on topics of interest at public meetings

City Council Meetings:

- Regular meetings are generally held on the first and third Tuesdays of each month at 6:00 PM in the City Council Chambers, located on the second floor of City Hall, 749 Main Street;
- Study sessions are generally held on the second and fourth Tuesdays of each month at 6:00 PM in the Library Meeting Room, located on the first floor of the Library, 951 Spruce Street;
- Regular meetings are broadcast live on Comcast Cable Channel 8 and are available on demand on the City's website the morning following the meeting;
- Special meetings may be held occasionally on specific topics. Agendas are posted a minimum of 48 hours prior to the meeting;
- Under specific circumstances the Council may meet electronically; public participation is available via computer or phone for electronic meetings.

Meeting agendas for all City Council meetings, other than special meetings, are posted a minimum of 72 hours prior to the meeting at the following locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- City website at www.LouisvilleCO.gov

Meeting packets with all agenda-related materials are available 72 hours prior to each meeting and may be found at these locations:

- Louisville Public Library Reference Area, 951 Spruce Street,
- City Clerk's Office, City Hall, 749 Main Street,
- City website at www.LouisvilleCO.gov

You may receive eNotifications of City Council news as well as meeting agendas and summaries of City Council actions by registering for eNotifications on the City's web site at www.LouisvilleCO.gov.

Meeting minutes of all regular and special meetings are available in the City Clerk's office and on the City's website (www.LouisvilleCO.gov) once they are approved.

Information about City activities and projects, as well as City Council decisions, is included in the *Community Update* newsletter, mailed to all City residents and businesses. Information is also often included in the monthly e-newsletter.

Communicating Directly with the Mayor and City Council Members

Contact information for the Mayor and City Council members is available at www.LouisvilleCO.gov, as well as at City Hall, the Louisville Public Library, and the Recreation/Senior Center. You may email the Mayor and City Council as a group at CityCouncil@LouisvilleCO.gov.

Mayor's Town Meetings and City Council Ward Meetings are scheduled periodically. These are informal meetings at which all residents, points of view, and issues are welcome. These meetings are advertised at City facilities and on the City's website (www.LouisvilleCO.gov).

Mayor or City Council Elections

City Council members are elected from three Wards within the City and serve staggered four-year terms. There are two Council representatives from each ward. The mayor is elected at-large and serves a four-year term. City Council elections are held in November of odd-numbered years. For information about City elections, including running for City Council, please contact the City Clerk's Office, City Hall, 749 Main Street, or call 303.335.4536.

Serving as an Appointed Member on a City Board or Commission

The City Council makes Board and Commission appointments annually. Some of the City's Boards and Commissions are advisory, others have some decision-making powers. The City Council refers questions and issues to these appointed officials for input and advice. (Please note the Youth Advisory Board has a separate appointment process.) The City's Boards and Commissions are:

- Board of Adjustment
- Building Code Board of Appeals
- Cultural Council
- Historic Preservation Commission
- Historical Commission
- Library Board of Trustees
- Local Licensing Authority
- Open Space Advisory Board
- Parks & Public Landscaping Advisory Board

- Planning Commission
- Recreation Advisory Board
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

Information about boards, as well as meeting agendas and schedules for each board, is available on the City’s web-site (www.LouisvilleCO.gov).

Agendas for all Board and Commission meetings are posted a minimum of 72 hours prior to each meeting and are posted at these locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- City web site at www.LouisvilleCO.gov

Copies of complete meeting packets containing all agenda-related materials are available at least 72 hours prior to each meeting and may be found at the following locations:

- Louisville Public Library Reference Area, 951 Spruce Street,
- City Clerk’s Office, City Hall, 749 Main Street
- City web site at www.LouisvilleCO.gov

Planning Commission

The Planning Commission evaluates land use proposals against zoning laws and holds public hearings as outlined in City codes. Following a public hearing, the Commission makes a recommendation of approval or denial to the City Council for all land use proposals.

- Regular Planning Commission meetings are held at 6:30 PM on the second Thursday of each month. Overflow meetings are scheduled for 6:30 PM on the 4th Thursday of the month as needed, and occasionally Study Sessions are held.
- Regular meetings are broadcast live on Comcast Channel 8 and archived for viewing on the City’s web-site (www.LouisvilleCO.gov).

Open Government Training

All City Council members and members of a permanent Board or Commission are required to participate in at least one City-sponsored open government-related seminar, workshop, or other training program at least once every two years.

Open Meetings

The City follows the Colorado Open Meetings Law (“Sunshine Law”) as well as additional open meetings requirements found in the City’s Home Rule Charter. These rules and practices apply to the City Council and ap-

pointed Boards and Commissions (referred to as a “public bodies” for ease of reference). Important open meetings rules and practices include the following:

Regular Meetings

All meetings of three or more members of a public body (or a quorum, whichever is fewer) are open to the public.

All meetings of public bodies must be held in public buildings and public facilities accessible to all members of the public. Meetings may be held electronically under specific circumstances.

All meetings must be preceded by proper notice. Agendas and agenda-related materials are posted at least 72 hours in advance of the meeting at the following locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- On the City web site at www.LouisvilleCO.gov

Study Sessions

Study sessions are also open to the public however, study sessions have a limited purpose:

- Study sessions are to obtain information and discuss matters in a less formal atmosphere;
- No preliminary or final decision or action may be made or taken at any study session; further, full debate and deliberation of a matter is to be reserved for formal meetings; If a person believes in good faith that a study session is proceeding contrary to these limitations, he or she may submit a written objection. The presiding officer will then review the objection and determine how the study session should proceed.
- Like formal meetings, a written summary of each study session is prepared and is available on the City’s website.

Executive Sessions

The City Charter also sets out specific procedures and limitations on the use of executive sessions. These rules, found in Article 5 of the Charter, are intended to further the City policy that the activities of City government be conducted in public to the greatest extent feasible, in order to assure public participation and enhance public accountability. The City’s rules regarding executive sessions include the following:

Timing and Procedures

The City Council and City Boards and Commissions may hold an executive session only at a regular or special meeting.

No formal action of any type, and no informal or “straw” vote, may occur at any executive session. Rather, formal

actions, such as the adoption of a proposed policy, position, rule or other action, may only occur in open session.

Prior to holding an executive session, there must be a public announcement of the request and the legal authority for convening in closed session. There must be a detailed and specific statement as to the topics to be discussed and the reasons for requesting the session.

The request must be approved by a supermajority (two-thirds of the full Council, Board, or Commission). Prior to voting on the request, the clerk reads a statement of the rules pertaining to executive sessions. Once in executive session, the limitations on the session must be discussed and the propriety of the session confirmed. If there are objections and/or concerns over the propriety of the session, those are to be resolved in open session.

Once the session is over, an announcement is made of any procedures that will follow from the session.

Executive sessions are recorded, with access to those tapes limited as provided by state law. Those state laws allow a judge to review the propriety of a session if in a court filing it is shown that there is a reasonable belief that the executive session went beyond its permitted scope. Executive session records are not available outside of a court proceeding.

Authorized Topics

For City Council, an executive session may be held only for discussion of the following topics:

- Matters where the information being discussed is required to be kept confidential by federal or state law;
- Certain personnel matters relating to employees directly appointed by the Council, and other personnel matters only upon request of the City Manager or Mayor for informational purposes only;
- Consideration of water rights and real property acquisitions and dispositions, but only as to appraisals and other value estimates and strategy for the acquisition or disposition; and
- Consultation with an attorney representing the City with respect to pending litigation. This includes cases that are actually filed as well as situations where the person requesting the executive session believes in good faith that a lawsuit may result, and allows for discussion of settlement strategies.

The City's Boards and Commissions may only hold an executive session for consultation with its attorney regarding pending litigation.

Ethics

Ethics are the foundation of good government. Louisville has adopted its own Code of Ethics, which is found in the City Charter and which applies to elected officials, public body members, and employees. The Louisville Code of Ethics applies in addition to any higher standards

in state law. Louisville's position on ethics is perhaps best summarized in the following statement taken from the City Charter:

Those entrusted with positions in the City government must commit to adhering to the letter and spirit of the Code of Ethics. Only when the people are confident that those in positions of public responsibility are committed to high levels of ethical and moral conduct, will they have faith that their government is acting for the good of the public. This faith in the motives of officers, public body members, and employees is critical for a harmonious and trusting relationship between the City government and the people it serves.

The City's Code of Ethics (Sections 5-6 through 5-17 of the Charter) is summarized in the following paragraphs. While the focus is to provide a general overview of the rules, it is important to note that all persons subject to the Code of Ethics must strive to follow both the letter and the spirit of the Code, so as to avoid not only actual violations, but public perceptions of violations. Indeed, perceptions of violations can have the same negative impact on public trust as actual violations.

Conflicts of Interest

One of the most common ethical rules visited in the local government arena is the "conflict of interest rule." While some technical aspects of the rule are discussed below, the general rule under the Code of Ethics is that if a Council, Board, or Commission member has an "interest" that will be affected by his or her "official action," then there is a conflict of interest and the member must:

- Disclose the conflict, on the record and with particularity;
- Not participate in the discussion;
- Leave the room; and
- Not attempt to influence others.

An "interest" is a pecuniary, property, or commercial benefit, or any other benefit the primary significance of which is economic gain or the avoidance of economic loss. However, an "interest" does not include any matter conferring similar benefits on all property or persons similarly situated. (Therefore, a City Council member is not prohibited from voting on a sales tax increase or decrease if the member's only interest is that he or she, like other residents, will be subject to the higher or lower tax.) Additionally, an "interest" does not include a stock interest of less than one percent of the company's outstanding shares.

The Code of Ethics extends the concept of prohibited interest to persons or entities with whom the member is associated. In particular, an interest of the following persons and entities is also an interest of the member: relatives (including persons related by blood or marriage to certain

degrees, and others); a business in which the member is an officer, director, employee, partner, principal, member, or owner; and a business in which member owns more than one percent of outstanding shares.

The concept of an interest in a business applies to profit and nonprofit corporations, and applies in situations in which the official action would affect a business competitor. Additionally, an interest is deemed to continue for one year after the interest has ceased. Finally, “official action” for purposes of the conflict of interest rule, includes not only legislative actions, but also administrative actions and “quasi-judicial” proceedings where the entity is acting like a judge in applying rules to the specific rights of individuals (such as a variance request or liquor license). Thus, the conflict rules apply essentially to all types of actions a member may take.

Contracts

In addition to its purchasing policies and other rules intended to secure contracts that are in the best interest of the City, the Code of Ethics prohibits various actions regarding contracts. For example, no public body member who has decision-making authority or influence over a City contract can have an interest in the contract, unless the member has complied with the disclosure and recusal rules. Further, members are not to appear before the City on behalf of other entities that hold a City contract, nor are they to solicit or accept employment from a contracting entity if it is related to the member’s action on a contract with that entity.

Gifts and Nepotism

The Code of Ethics, as well as state law, regulates the receipt of gifts. City officials and employees may not solicit or accept a present or future gift, favor, discount, service or other thing of value from a party to a City contract, or from a person seeking to influence an official action. There is an exception for the “occasional nonpecuniary gift” of \$15 or less, but this exception does not apply if the gift, no matter how small, may be associated with the official’s or employee’s official action, whether concerning a contract or some other matter. The gift ban also extends to independent contractors who may exercise official actions on behalf of the City.

The Code of Ethics also prohibits common forms of nepotism. For example, no officer, public body member, or employee shall be responsible for employment matters concerning a relative. Nor can he or she influence compensation paid to a relative, and a relative of a current officer, public body member or employee cannot be hired unless certain personnel rules are followed.

Other Ethics Rules of Interest

Like state law, Louisville’s Code of Ethics prohibits the use of non-public information for personal or private gain. It also prohibits acts of advantage or favoritism and, in that regard, prohibits special considerations, use of employee time for personal or private reasons, and use of City vehicles or equipment, except in same manner as available to any other person (or in manner that will substantially benefit City). The City also has a “revolving door” rule that prohibits elected officials from becoming City employees either during their time in office or for two years after leaving office. These and other rules of conduct are found in Section 5-9 of the Code of Ethics.

Disclosure, Enforcement, and Advisory Opinions

The Code of Ethics requires that those holding or running for City Council file a financial disclosure statement with the City Clerk. The statement must include, among other information, the person’s employer and occupation, sources of income, and a list of business and property holdings.

The Code of Ethics provides fair and certain procedures for its enforcement. Complaints of violations may be filed with the City prosecutor; the complaint must be a detailed written and verified statement. If the complaint is against an elected or appointed official, it is forwarded to an independent judge who appoints a special, independent prosecutor for purposes of investigation and appropriate action. If against an employee, the City prosecutor will investigate the complaint and take appropriate action. In all cases, the person who is subject to the complaint is given the opportunity to provide information concerning the complaint.

Finally, the Code allows persons who are subject to the Code to request an advisory opinion if they are uncertain as to applicability of the Code to a particular situation, or as to the definition of terms used in the Code. Such requests are handled by an advisory judge, selected from a panel of independent, disinterested judges who have agreed to provide their services. This device allows persons who are subject to the Code to resolve uncertainty before acting, so that a proper course of conduct may be identified. Any person who requests and acts in accordance with an advisory opinion issued by an advisory judge is not subject to City penalty, unless material facts were omitted or misstated in the request. Advisory opinions are posted for public inspection; the advisory judge may order a delay in posting if the judge determines the delay is in the City’s best interest.

Citizens are encouraged to contact the City Clerk’s Office with any questions about the City’s Code of Ethics or to request a copy. A copy of the Code is also available at the City’s website (www.LouisvilleCO.gov).

Other Laws on Citizen Participation in Government

Preceding sections of this pamphlet describe Louisville's practices intended to further citizen participation in government. Those practices are intended to further dissemination of information and participation in the governing process. Some other laws of interest regarding citizen participation include:

Initiative and Referendum

The right to petition for municipal legislation is reserved to the citizens by the Colorado Constitution and the City Charter. An initiative is a petition for legislation brought directly by the citizens; a referendum is a petition brought by the citizens to refer to the voters a piece of legislation that has been approved by the City Council. In addition to these two petitioning procedures, the City Council may refer matters directly to the voters in the absence of any petition. Initiative and referendum petitions must concern municipal legislation—as opposed to administrative or other non-legislative matters. By law the City Clerk is the official responsible for many of the activities related to a petition process, such as approval of the petition forms, review of the signed petitions, and consideration of protests and other matters. There are minimum signature requirements for petitions to be moved to the ballot; in Louisville, an initiative petition must be signed by at least five percent of the total number of registered electors. A referendum petition must be signed by at least two and one-half percent of the registered electors.

Public Hearings

In addition to the opportunity afforded at each regular City Council meeting to comment on items not on the agenda, most City Council actions provide opportunity for public comment through a public hearing process. For example, the City Charter provides that a public hearing shall be held on every ordinance before its adoption. This includes opportunities for public comment prior to initial City Council discussion of the ordinance, as well as after Council's initial discussion but before action. Many actions of the City are required to be taken by ordinance, and thus this device allows for citizen public hearing comments on matters ranging from zoning ordinances to ordinances establishing offenses that are subject to enforcement through the municipal court.

Additionally, federal, state, and/or local law requires a public hearing on a number of matters irrespective of whether an ordinance is involved. For example, a public hearing is held on the City budget, the City Comprehensive Plan and similar plans, and a variety of site-specific or person-specific activities, such as annexations of land into the city, rezonings, special use permits, variances, and new

liquor licenses. Anyone may provide comments during these hearings.

Public Records

Access to public records is an important aspect of citizen participation in government. Louisville follows the Colorado Open Records Act (CORA) and the additional public records provisions in the City Charter. In particular, the Charter promotes the liberal construction of public records law, so as to promote the prompt disclosure of City records to citizens at no cost or no greater cost than the actual costs to the City.

The City Clerk is the custodian of the City's public records, except for police records which are handled by the Police Department. The City maintains a public policy on access to public records, which includes a records request form, a statement of fees, and other guidelines. No fee is charged for the inspection of records or for locating or making records available for copying, except in cases of voluminous requests or dated records, or when the time spent in locating records exceeds two hours. No fees are charged for the first 25 copies requested or for electronic records.

Many records, particularly those related to agenda items for City Council and current Board and Commission meetings, are available directly on the City's website (www.LouisvilleCO.gov). In addition to posting agenda-related material, the City maintains a communication file (email) for the City Council which is available on the City's website (www.LouisvilleCO.gov).

CORA lists the categories of public records that are not generally open to public inspection. These include, for example, certain personnel records and information, financial and other information about users of City facilities, privileged information, medical records, letters of reference, and other items listed in detail in CORA. When public records are not made available, the custodian will specifically advise the requestor of the reason.

Citizens are encouraged to review the City's website (www.LouisvilleCo.gov) for information, and to contact the City with any questions regarding City records.

Public Involvement Policy

Public participation is an essential element of the City's representative form of government. To promote effective public participation City officials, advisory board members, staff and participants should all observe the following guiding principles, roles and responsibilities:

Guiding Principles for Public Involvement

Inclusive not Exclusive - Everyone's participation is welcome. Anyone with a known interest in the issue will be identified, invited and encouraged to be involved early in the process.

Voluntary Participation - The process will seek the support of those participants willing to invest the time necessary to make it work.

Purpose Driven - The process will be clearly linked to when and how decisions are made. These links will be communicated to participants.

Time, Financial and Legal Constraints - The process will operate within an appropriate time frame and budget and observe existing legal and regulatory requirements.

Communication - The process and its progress will be communicated to participants and the community at-large using appropriate methods and technologies.

Adaptability - The process will be adaptable so that the level of public involvement is reflective of the magnitude of the issue and the needs of the participants.

Access to Information - The process will provide participants with timely access to all relevant information in an understandable and user-friendly way. Education and training requirements will be considered.

Access to Decision Making - The process will give participants the opportunity to influence decision making.

Respect for Diverse Interests - The process will foster respect for the diverse values, interests and knowledge of those involved.

Accountability - The process will reflect that participants are accountable to both their constituents and to the success of the process.

Evaluation - The success and results of the process will be measured and evaluated.

Roles and Responsibilities - City Council

City Council is ultimately responsible to all the citizens of Louisville and must weigh each of its decisions accordingly. Councilors are responsible to their local constituents under the ward system; however they must carefully consider the concerns expressed by all parties. Council must ultimately meet the needs of the entire community—including current and future generations—and act in the best interests of the City as a whole.

During its review and decision-making process, Council has an obligation to recognize the efforts and activities that have preceded its deliberations. Council should have regard for the public involvement processes that have been completed in support or opposition of projects.

Roles and Responsibilities - City Staff and Advisory Boards

The City should be designed and run to meet the needs and priorities of its citizens. Staff and advisory boards must ensure the Guiding Principles direct their work. In addition to the Guiding Principles, staff and advisory boards are responsible for:

- ensuring that decisions and recommendations reflect the needs and desires of the community as a

whole;

- pursuing public involvement with a positive spirit because it helps clarify those needs and desires and also adds value to projects;
- fostering long-term relationships based on respect and trust in all public involvement activities;
- encouraging positive working partnerships;
- ensuring that no participant or group is marginalized or ignored;
- drawing out the silent majority, the voiceless and the disempowered; and being familiar with a variety of public involvement techniques and the strengths and weaknesses of various approaches.

All Participants

The public is also accountable for the public involvement process and for the results it produces. All parties (including Council, advisory boards, staff, proponents, opponents and the public) are responsible for:

- working within the process in a cooperative and civil manner;
- focusing on real issues and not on furthering personal agendas;
- balancing personal concerns with the needs of the community as a whole;
- having realistic expectations;
- participating openly, honestly and constructively, offering ideas, suggestions and alternatives;
- listening carefully and actively considering everyone's perspectives;
- identifying their concerns and issues early in the process;
- providing their names and contact information if they want direct feedback;
- remembering that no single voice is more important than all others, and that there are diverse opinions to be considered;
- making every effort to work within the project schedule and if this is not possible, discussing this with the proponent without delay;
- recognizing that process schedules may be constrained by external factors such as limited funding, broader project schedules or legislative requirements;
- accepting some responsibility for keeping themselves aware of current issues, making others aware of project activities and soliciting their involvement and input; and
- considering that the quality of the outcome and how that outcome is achieved are both important.

Updated December 2020

This pamphlet is prepared pursuant to the Home Rule Charter of the City of Louisville.

This is a compilation of Articles 4 and 5 of the Charter of the City of Louisville and is available at all times in the City Clerk's Office, 749 Main Street, Louisville, Colorado, and on the City's web site at www.LouisvilleCO.gov.

This pamphlet is also provided to every member of a public body (board or commission) at that body's first meeting each year.

Spread the Word: Introduce Library services and products to business owners and community members.

- Advocate and share information with City Council
 - City Council generally holds regular meetings the first and third Tuesdays of each month. Trustees are encouraged to attend meetings and advocate for the Library by sharing information about:
 - Summer Reading
 - Upcoming Community Events
 - New/Interesting programs or services
- Tell your friends and family about the Library
 - In an authentic way share about the Library; what programs/services the Library offers which you enjoy, which your friends and family might enjoy
 - Encourage friends and family to get a Library Card if they do not already have one.
- Volunteer and offer support
 - In addition to your role as a Trustee, the Library is often looking for volunteers and support when holding large events
- Follow and engage with the Library on Social Media
 - Engage with the Library’s Facebook page
 - Follow, Like, Share, Comment and Tag Friends on posts
 - The Library also utilizes YouTube for how-to videos and virtual programs
 - While the Library does not have an Instagram or Twitter account, you can still use these to share information about the Library or give the Library a Shout Out!
- Write a positive review – and encourage others to do so as well
 - Write a positive review about a Library program or service on platforms such as Yelp or Google Reviews
- Visit and Use the Library
 - Use the Library often so you have a sense of what is happening
 - Use the Library as a place to meet with family, friends, and business/community members
- Sign up for, and read, email communications, such as newsletters
 - Open, read and click on links in emails from the Library
 - Share and forward them to other community members that might be interested in information from the Library

1—12—21: At least one time each month this year, make it a point to **Spread the Word** about the Library in our community.



LBOT Accomplishments and Activities

The LBOT supports the Library staff as needed and participates in outreach activities to promote the Library. Many of these activities are recurring each year, including:

- Little Libraries – The LBOT coordinated the construction and installation of 3 Little Libraries and regularly supplies books and maintenance to them.
- Maker Space – The LBOT has also promoted the Maker Space by talking to people at the Farmers Market and handing out packets with activities (made by Library staff).
- Back to School Nights – If the staff needs assistance during Back to School nights, LBOT members attend and talk to parents and sign people up for library cards.
- Staff Luncheon – Every year the LBOT plans a pot luck lunch for the Library staff in appreciation for all their hard work.

Comparison of Municipal, County, and Library Districts

MUNICIPAL LIBRARY

- Least amount of autonomy. If the municipality is “home rule,” the municipal charter generally calls for an advisory library board.
- Funding comes most often from municipal general funds (sales tax) and can fluctuate year to year based on other needs of government.
- Funding comes from taxes raised by the municipality. Sales tax is often the principal source.
- Increases in the library budget allocation are determined by the municipal government.
- TABOR limits apply to the city who then decides how to apply it to departments. The library is usually a municipal department.
- Library board may request to be on the ballot for capital or other needs. Upon request, county must place question on ballot.

COUNTY LIBRARY

- Degree of autonomy is up to the county commissioners. Unless the county is “home rule,” Colorado statutes apply.
- County libraries sometimes have a voter approved mill levy separate from the rest of the county mill levies and sometimes not. If the ballot question specified a mill levy, that is the amount to be imposed by the county.
- Property tax is the principal source of funding.
- Library board recommends adoption and appropriation of the budget to the Commissioners (subject to ballot question language if there is one.) The library board controls how to spend it.
- TABOR limits apply directly to the library’s budget if the library’s mill levy is separate, and to the county if it is not separate (subject to ballot question language if there is one.)
- Library board may request to be on the ballot.

LIBRARY DISTRICT

- Highest degree of autonomy. Library district are political subdivisions of the state. Colorado statutes apply.
- Funding comes from a set mill levy passed by the voters. The mill levy fluctuates as property values rise and fall.

- Property tax is the principal source of funding; although, as a separate taxing entity, library districts are entitled to a portion of specific ownership taxes (CSOTs) collected by the county.
- The library board adopts and appropriates its own budget.
- The Colorado Court of Appeals has found that TABOR limits apply to the library district budget directly.
- Upon request, county must place a question on the ballot.

MUNICIPAL LIBRARY

- Library board responsibility and decision making authority is often unclear. Municipality appropriates funding. Library board has decision-making authority only in areas authorized by the municipality.
- Staff members are employees of the city. The city's wage, benefit, and personnel policies apply.
- Buildings and equipment are leased or owned by the municipality.
- Buildings and grounds are maintained and repaired by the municipality.
- The municipal attorney's office provides legal assistance to the library.
- Library and board insurance is covered by the municipality.

COUNTY LIBRARY

- The library Board's powers and duties are specified in the "Library Law" CRS 24-90-109. The county appropriates funding. In some cases, even if there is an agreement, board authority is still unclear.
- Library law provides that the library can employ staff and set compensation. Some libraries have an agreement with their counties to delegate some or all of personnel administration to the county.
- In some cases, libraries own or lease library buildings. In other cases, buildings belong to the county.
- Most county libraries must maintain their own buildings and grounds.
- The county attorney's office provides legal assistance.
- The county covers the insurance and charges the library or the library selects and pays for its own.
-

LIBRARY DISTRICT

- The library board's powers and duties are specified in the "Library Law" CRA 24-90-109. The library board appropriates its funding and has full governing and decision making authority for the library.
- Staff member are employees of the library district. The board sets policies and compensation. The board may secure staff benefits itself, or contract with the county or another entity for staff benefits.
- Library board typically leases or owns its building(s) and is responsible for the maintenance, repairs and insurance (sometimes leases.)
- Library district maintains and repairs building on its own or by contract.
- The library board contracts for legal assistance.
- The library board must obtain its own board and liability insurance.

Colorado Public Library Board & Trustee Handbook

Introduction

Colorado public libraries are central hubs in their communities. They provide **free and equal access to educational, informational, and recreational materials** and resources in a variety of formats. It is the responsibility of a public library trustee to ensure that the public library's policies support the mission and the community, and provide access and services to all community members. This pocket guide gives library board members a broad view of their duties and responsibilities and can be used as a basis for discussion by boards and library directors. For further information, consult your library director, the Colorado State Library, or the library associations (Colorado Association of Libraries and American Library Association—United for Libraries).

Types of Boards

In Colorado, there are two types of library boards of trustees: **governing** and **advisory**.

A **governing board** of trustees:

- Has fiscal and legal responsibility for the control and management of the library
- Has authority to make policy
- Hires/fires the library director
- Has all the powers enumerated in §24-90-109, C.R.S.

An **advisory board** generally makes recommendations on policy and/or budget to the local governmental entity and acts as a liaison between the library, local government, and the community.

Library boards have legal responsibilities granted by the Colorado Revised Statutes. Library boards are responsible for submitting use and fiscal statistics for the Public Library Annual Report to the State Library each January. Note that **written agreements** with local governing entities ensure that a library board continues to exercise its authority.

Duties of Trustees (See §24-90-109, C.R.S.)

1. Adopt library policies and bylaws for, and participation in all **board meetings**.
2. Cause management of library **property**.
3. **Employ a highly qualified library director**. Empower him/her to manage the day-to-day operation of the library. Evaluate the director's performance annually.
4. Secure **adequate funding** and practice responsible fiscal management of the public money.
5. Have authority to enter into **contracts**.
6. Maintain a current **map** of library service area (library districts only).
7. File annual **report** with the State Library (statistics).

8. **Plan** for the future of the library. Monitor and evaluate the overall effectiveness of the library.

9. Promote library services and **advocate** for the library in the community.

Local practices vary—consult your library director and your bylaws

Board Meetings

BYLAWS

Bylaws govern how the board governs itself. They include terms of office, election of officers, quorum attendance at meetings, voting, and the board's relationship to the director and staff, etc.

A packet of appropriate information and the agenda should be sent to all members in advance of the meeting and posted in accordance with the Colorado Open Meetings Law/Sunshine Law: §24-6-401 et seq., C.R.S.

GUIDELINES FOR BOARD MEETINGS

Guidelines need to be created and agreed upon by the board.

- Bring your full attention and participation.
- Stay concise and work within the agenda.
- Share the time with others.
- Stay productive.
- Speak only for yourself.
- Remember, the board acts as a body; individual board members do not have the power to act alone.

Adapted from Pat Wagner, Pattern Research.

See the Colorado Sunshine Law: §24-6-401 et seq., C.R.S.

Intellectual Freedom

Intellectual freedom is the right to have access to information and is a key reason why libraries exist. It is the right of every individual to decide what information he or she wants (and be able to obtain it).

The library board of trustees' duty is to protect and defend intellectual freedom. A public library in a democratic society ensures free and open access to information and materials as guaranteed by the First Amendment of the Constitution of the United States.

Every local public library should have a written collection development policy adopted

by the governing entity. This policy should include selection criteria for all types of library materials and a procedure for reconsideration of materials in the event of a challenge.

For more information about Intellectual Freedom in libraries, the board and director should review the ALA Library Bill of Rights and Freedom to Read statement, as well as its own policies.

In the event of a challenge to materials, or other Intellectual Freedom issues, assistance is available:

- Colorado State Library: 303-866-6900
- Colorado Association of Libraries (CAL) Intellectual Freedom Committee: 303-463-6400
- American Library Association (ALA) Office of Intellectual Freedom: 800-545-2433

The Trustee in the Community

Public library boards and trustees play an essential role in shaping the public image of the library. Trustees are among the library's most influential representatives in the community.

The effective trustee will:

- Understand and be able to articulate the library's mission.
- Be familiar with and support the library services and programs.
- Keep the lines of communication open between the trustees, the director, the community, and local government officials.
- Foster community involvement with the library.
- Maintain a positive relationship with the Friends of the Library and/or Library Foundation.
- Understand community needs, library capabilities, and the necessity to plan carefully for future library services.
- Never miss an opportunity/occasion to build goodwill for the library.
- Participate in local and statewide advocacy, stressing the importance of public libraries in today's information-rich society.
- Focus on policies and practices that permit a well-run library, not on running the library and staff.

Statewide peer support, advocacy help, and information about library boards and trustees is available at the Colorado Library Association (CAL) and the American Library Association (ALA)—United for Libraries.

View information on [board development](#) through the State Library.

Resources for Trustees

- [Colorado Library Law and Quick Guides](#)
- [Library Board Training Information](#)
- [Colorado Public Library Standards](#)
- [Colorado Department of Local Affairs](#)
- [Colorado Association of Libraries \(CAL\)](#)
- [American Library Association \(ALA\)—United for Libraries](#)
- [Strategic Planning Services at Colorado State Library](#)

Board members and trustees should consider membership and participation in the following organizations:

Colorado Association of Libraries (CAL): www.cal-webs.org

American Library Association—United for Libraries: www.ala.org

Golden Rules for Trustees

- **Leave the actual management of the library to the library director.**
- The **director's responsibility** is to employ and supervise the staff, select books and other materials, supervise day-to-day operations, apply policies, and oversee procedures.
- After a policy or rule is adopted by the majority vote of the library board, **do not criticize** or re-voice your opposition publicly.
- **Respect confidential information.** Until officially released, do not divulge information regarding future board actions or plans.
- **Observe communications** and information policies of the board and library. Speak as a member of the board, but refer questions about policies to the library director or appropriate library representative.
- Observe **ethical standards** with absolute truth, integrity, and honor, and disqualify yourself immediately whenever the appearance of a conflict of interest exists.

- All actions by the board must be approved by a **quorum** of the board at a regular meeting.
- Do not hold board meetings without the library director. Follow **Sunshine Laws**.
- **Complaints from the public and staff are the library director's responsibility.** Continued dissatisfaction and problems should be taken up at the board meeting only if a policy revision is necessary or legal ramifications are involved.
- **Assume your full responsibility as a board member.** If you are unable to attend meetings regularly and complete work delegated to you, resign so that an active member can be appointed.

Adapted from the Virginia Public Library Trustee Handbook

Colorado Library Laws

The full text of Colorado Library Law is found in the Colorado Revised Statutes. See §24-90-101 et seq., C.R.S.

§24-90-102, C.R.S. Legislative declaration. The general assembly hereby declares that it is the policy of this state, as a part of its provision for public education, **to promote the establishment and development of all types of publicly supported free library service throughout the state** to ensure equal access to information without regard to age, physical or mental health, place of residence, or economic status, to aid in the establishment and improvement of library programs, to improve and update the skills of persons employed in libraries through continuing education activities, and to promote and coordinate the sharing of resources among libraries in Colorado and the dissemination of information regarding the availability of library services.

COLORADO LIBRARY LAW HIGHLIGHTS

PART 1, Section 104 is about the **state library**. The commissioner of education is the ex officio state librarian. The commissioner, who has many other responsibilities, delegates the actual running of the state library to an assistant commissioner, currently called the director of the state library.

Although the state library is not an actual library in and of itself, it is charged with the development and improvement of libraries throughout the state. Its designated responsibilities include rules and regulations, institutional libraries, the library for the blind and physically handicapped, library development, resource sharing, state funding, coordination of the regional service systems, contracting for the Colorado resource center, promulgating service standards, and administering federal funds. The state library serves as the repository for Library District bylaws and the legal service area maps of all library districts within the state.

Sections 106 and 107 are about the **formation and establishment** of public libraries. In general, libraries can be formed by resolution or public petition, but in all cases, any new or increased tax must be approved by a vote of the people.

Section 106.3 says that a governmental entity with a common boundary may be **included** into a library district as long as any new tax is approved by a vote.

Section 106.5 says that a city seeking to form a city library within a library district service area may do so only if it doesn't affect the financial support previously established for the county library or library district, i.e., the library district and city contract for revenue sharing under 24-90-106.5.

Sections 108 and 109 are about the **board of trustees**. Section 108 details the appointment process and says that trustees cannot receive a salary and can be removed by a majority vote of the appointing legislative body or bodies, but only upon showing good cause as defined in, but not limited to, the board's bylaws. Section 109 lists the specific powers and duties of the board of trustees and calls for two reports at the end of each calendar year – one to the governmental body unit(s) and one to the state library.

Section 110.7 tells how any combination of cities, counties and library districts may form a separate governmental entity called a **regional library authority** to levy a voter-approved sales or property tax to provide library service on a regional basis.

Section 112 provides for **library tax** elections, collection and distribution.

Section 112.5 describes the requirements and responsibilities for library districts when **issuing bonds**.

Section 113.3 says that a city or county or school district may **contract with an existing library** in lieu of creating its own library.

Section 114 says that a public library (the complete entity, not just one building or branch) may be **abolished** only through a vote of the electors.

Section 115 sets up **regional library service systems** to provide cooperative services throughout the state. In 2004, due to lack of funds at the state level, seven regional systems were reduced to one, called the Colorado Library Consortium, of "CLiC". (Statewide courier is on the services coordinated through CLiC.)

Section 117 says **stealing**, destroying or not returning library materials is a class 3 misdemeanor.

Section 119 is known as the "**privacy law**." It says that a library may not disclose any record or other information that identifies a person as having requested or obtained specific materials or service, or as otherwise having used the library. The only exceptions to this are:

- When it is necessary for the reasonable operation of the library;
- Upon written consent of the user;
- Pursuant to subpoena, upon court order, or when required by law; or
- To a parent or guardian who has access to a minor's library card or card number for the purposes of accessing the minor's records on the computer.

PART 2, **STATE PUBLICATIONS**, describes the procedures for all state agencies to provide the printed and electronic materials for cataloging and distribution to designated libraries in the state.

PART 3, COLORADO COMPUTER INFORMATION NETWORK, creates the **Colorado Virtual Library** (CVL) to provide statewide access to the on-line catalogs of Colorado libraries, digitized collections, data base indexes and products, and an interlibrary loan system for resource sharing.

PART 4, LIBRARY GRANTS, authorizes **state funds** to be appropriated for education resources for school, public and academic libraries, lists qualifications for receiving these funds, and designates the state library as the administrator of the funds. Due to lack of state revenues, appropriations are longer being made.

PART 5, LIBRARY CAPITAL FACILITIES DISTRICTS, authorizes library districts to create a **capital facilities district** to generate revenue for buying land,

building a facility, or other capital improvements. The amount of the tax must be approved by the voters. The tax levy ends when the bonds are fully paid.

PART 6, INTERNET PROTECTION IN PUBLIC LIBRARIES, requires public libraries to adopt and implement a policy of **internet safety** for minors that includes a technology protection measure (filter0 on computers accessible to a minor, and provides for temporary disabling of the filter upon request of an adult. A library does not need to comply if not moneys exist in the budget, or if after a good faith effort, a filter cannot be found free of charge.

Eloise May
emay@ald.lib.co.us
303-798-2444 x1025
11/05

Jacqueline Murphy
jmurphy@svwpc.com
303-770-2700
Rev. 5/10

Colorado Library Law – The Quick Guide

CRS 24-90-101 et seq.

24-90-102. Legislative declaration	
The general assembly hereby declares that it is the policy of this state, as a part of its provision for public education, to promote the establishment and development of all types of publicly supported free library service throughout the state to ensure equal access to information without regard to age, physical or mental health, place of residence, or economic status, to aid in the establishment and improvement of library programs, to improve and update the skills of persons employed in libraries through continuing education activities, and to promote and coordinate the sharing of resources among libraries in Colorado and the dissemination of information regarding the availability of library services.	
Part 1: Formation and Duties	Rough, non-legal summary of statute: Colorado Library Law *
24-90-103 Definitions.	Defines major terms used throughout the Library Law.
24-90-103.5 Acts and elections conducted pursuant to provisions that refer to qualified electors or registered electors.	Any elections completed before July 1, 2003 are legal and valid.
24-90-104 State library created - administration.	Creates the State Library as a division of the Department of Education. Commissioner of Education appoints a deputy state librarian to carry out provisions of the law.
24-90-105 Powers and duties of state librarian.	Defines what the State Library and State Librarian can do to serve all libraries. The State Library serves as the repository of the bylaws and the legal service area maps of all library districts within the state.
24-90-105.5 Radio Reading Services.	A pass-through appropriation by the state legislature. [This program is not administered by the State Library, but annual plans and activity evaluations are necessary for funding].
24-90-106 Participation of existing libraries in the formation of new libraries	Describes how libraries may be formed to provide services to communities.
24-90-106.3 Inclusion of a governmental unit into an existing library district – procedure. **	Describes how a town or other governmental unit may become part of an existing library district
24-90-106.5 Establishment or removal of a municipal library in an existing county library or library district.	Explains how a municipality within another county or library district shall receive service. It may create its own library so long as it does not affect the finances of the library district, unless the library district agrees to revenue sharing.
24-90-107 Method of establishment. **	Lengthy description of the process for forming any of the four types of public libraries: city, county, district, or joint library.

Part 1: Formation and Duties	
24-90-108 Board of trustees of public libraries. **	Describes public board formation and requirements.
24-90-109 Powers and duties of board of trustees. **	Outlines Board powers and duties. A copy of all library district bylaws shall be filed with the legislative body of each participating governmental unit and the state library.
24-90-110.7 Regional library authorities. **	Lengthy description of a Regional Library Authority, how to create one, and its powers.
24-90-112 Tax support - elections.	Describes methods and procedures for tax-related elections and use of taxes raised for use by the library.
24-90-112.5 Issuance of bonds.	Lengthy description of Board responsibility and procedures for dealing with general obligation indebtedness.
24-90-113.3 Contract to receive library service.	A city or county legislative body or school district may contract for library in lieu of creating its own library.
24-90-114 Abolishment of libraries.	A library [meaning the complete entity, not just one building or branch] may dissolve itself on a vote of electors. Outlines necessary actions if this occurs.
24-90-115 Regional library service system - governing board.	Created the regional library service systems. [The seven regional systems were reconstituted into one in 2004 due to budget cuts].
24-90-116 Existing libraries to comply.	Any library formed before or after July 1, 1979 is legal.
24-90-117 Theft or mutilation of library property.	People who destroy or don't return materials may be charged with a class 3 misdemeanor. [See CRS 18-1.3-105]
24-90-118 Colorado libraries automated catalog project.	Provides the authority to create the Colorado Virtual Library (CVL).
24-90-119 Privacy of user records. [Also known as the Privacy Law] **	<p>(1) ...a publicly-supported library shall not disclose any record or other information that identifies a person as having requested or obtained specific materials or service or as otherwise having used the library.</p> <p>(2) Records may be disclosed in the following instances:</p> <p>(a) Pursuant to subpoena, upon court order, or where otherwise required by law;</p> <p>(b) Upon written consent of the user;</p> <p>(c) To a custodial parent or legal guardian who has access to a minor's library card or its authorization number for the purpose of accessing by electronic means library records of the minor; or</p> <p>(d) When necessary for the reasonable operation of the library;</p> <p>(3) Any library official, employee, or volunteer who discloses information in violation of this section commits a class 2 petty offense and, upon conviction thereof, shall be punished by a fine of not more than three hundred dollars.</p>

Part 2: State Publications	
24-90-201 through 208 State publications depository and distribution center.	Sections 201—208 Establishes the State Publications Library. Describes the need for, and procedures for all state agencies to provide printed or electronic materials for cataloging and distribution to designated depository libraries in the state.
Part 3: Colorado Computer Information Network (Colorado Virtual Library)	
24-90-302 Colorado Virtual Library - creation - components - access.	Creates the Colorado Virtual Library (CVL), a service used to: <ul style="list-style-type: none"> ▪ connect to the on-line catalogs of Colorado libraries; ▪ connect to locally produced databases; ▪ access to digitized collections of Colorado resources and Indexes of full text database products to serve the needs of the people of the state; ▪ operate an interlibrary loan system for resource sharing; and ▪ perform other services associated with providing computer-based library services.
Part 4: Library Grants	
24-90-401 through 408 Library Grants [Also known as State Aid for Libraries]	Provides authority for appropriation of \$2 million in state aid for school, public, and academic libraries. Outlines procedures for distribution, including need to meet filtering requirements on internet access. These funds have not been appropriated for libraries since 2002.
Part 5: Library Capital Facilities Districts	
24-90-501 through 519 Library Capital Facilities Districts **	Outlines the procedures for a library district to establish a capital facilities district to generate a tax-base or revenue for building improvements, or land, collection, or other needs. References various other sections of state law dealing with taxes, elections, expenditures, and bonds.
Part 6: Internet Protection in Public Libraries	
24-90-601 through 606	Outlines the expectations and responsibilities for policies on internet content in public libraries.

* Consult with your respective city, county, or district lawyers for legal advice on, and implications of, Colorado Library Law, or call the Colorado State Library for additional information.

** Indicates a Quick Guide for this section.

For further Public Library Information:

www.ColoradoStateLibrary.org/LibraryDevelopment/PublicLibraries/Index

Contact Jacqueline Murphy for additional information at 303-866-6891 or muphy_j@cde.state.co.us



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voice: 303-866-6900, fax: 303-866-6940

Colorado Library Law – The Quick Guide

Comparison of Library Districts and a Regional Library Authority

CRS 24-90-107,108,109,112,113.3, 114 CRS 24-90-110.7

Library District (LD) CRS 24-90-107,108,109, 112, 113.3, 114	Regional Library Authority (RLA) CRS 24-90-110.7	Both
<p>Definition:</p> <p>Library District is a governmental unit created by one or more cities or counties.</p> <p>Library District is a political subdivision of the state, like special districts, cities, towns, and counties.</p>	<p>Regional Library Authority is a governmental entity created by an agreement between two or more governmental units. These could be cities, counties, and/or library districts.</p> <p>Participants agree to finance, operate, and maintain publicly-supported library services for the agreed-upon regional area.</p>	
<p>Method of Establishment:</p> <p>Library Districts are formed by a resolution of ordinance from a city or a county OR by a petition.</p> <p>Specific requirements and procedures are found in CRS 24-90-107</p> <p>Any new or increased tax requires voter approval.</p>	<p>Regional Library Authority (RLA)</p> <ul style="list-style-type: none"> ▪ Can't be formed unless each governmental unit passes a resolution or ordinance AND has a contract with the other units. ▪ Resolution or ordinance must describe legal service area (LSA) of the authority, the governance, and state that the electors shall approve sales and/or use tax or any ad valorem tax before taxes can be levied. ▪ Boundary of the RLA may not be less than the entire area of any municipality and any other unit forming the RLA, except that it may be less than the entire area of a county. ▪ Any new or increased tax requires voter approval. 	<p>Both Library District and Regional Library Authority must hold at least one public hearing addressing the purposes, powers, rights, obligations, and responsibilities of each unit which is forming the district or library authority. The Legal Service Area (LSA) must be identified and specify the mill levy or other type and/or amount of funding.</p> <p>Any new or increased tax requires voter approval.</p>
<p>Contract or written agreement:</p> <p>CRS 24-90-109 (p) A contract or inter-governmental agreement (IGA) may be made after the establishment of the district and after appointment of trustees.</p> <p>Contract for library services is between each participating governmental unit and the library district board.</p>	<p>CRS 24-90-110.7 (2)</p> <ul style="list-style-type: none"> ▪ Contract must be signed before the establishment of the Regional Library Authority (RLA). ▪ Effected within 90 days. ▪ Between each participating governmental unit. ▪ Must describe boundaries of the RLA. ▪ Must address governance of RLA. 	

Library District (LD) CRS 24-90-107,108,109, 112, 113.3, 114	Regional Library Authority (RLA) CRS 24-90-110.7	Both
<p><i>Example: between the library district and a school board OR the library district and a municipality, OR the library district and the county that will pay for extending services to non-district residents.</i></p> <p>CRS 24-90-113.3 A governmental unit (municipality, county, school district) may contract to receive library services from an existing library. Contract must specify:</p> <ul style="list-style-type: none"> ▪ geographic area covered by contract ▪ amount of money paid to library ▪ length of contract ▪ any other necessary information. 	<ul style="list-style-type: none"> ▪ Must address financial obligations for each unit in the RLA. ▪ Must designate a financial officer. ▪ Electors must approve sales or use taxes, or ad valorem taxes. ▪ May modify Legal Service Area (LSA) boundaries after establishment. ▪ How property or assets will be disbursed; divided, or distributed. ▪ Terms for contract continuation or termination agreements; ▪ Contracts can't be terminated if there are financial obligations unless escrow payment arrangements are made. ▪ Expected sources of revenue and any other requirements. 	
<p>Board of Trustees:</p> <p>CRS 24-90-108 Board size must be 5-7. Must be chosen from residents in the Legal Service Area. (LSA)</p> <ul style="list-style-type: none"> ▪ initial board is appointed by establishing governmental unit(s) ▪ adopt bylaws, rules, and regulations for guidance ▪ vacancies to be filled as soon as possible ▪ bylaws must define 'good cause' for removal of trustee ▪ officer designations and how they're elected/appointed ▪ meeting conduct rules ▪ how to amend bylaws ▪ length and term numbers of board members ▪ file bylaws with legislative body of each governmental unit. 	<p>CRS 24-90-110.7 (2)(c) Board of Directors – no size specified. Contract with establishing governmental units must specify:</p> <ul style="list-style-type: none"> ▪ number of directors ▪ how appointed ▪ terms of office ▪ compensation (if any)* ▪ how to fill vacancies ▪ officers—how selected and duties ▪ voting requirements for board action ▪ a majority is a quorum, and is required for actions. <p><i>* board members cannot be paid to serve</i></p>	
<p>Powers and Duties:</p> <p>CRS 24-90-10</p> <ul style="list-style-type: none"> ▪ Have supervision and care for library property, rooms, and buildings. ▪ Employ a librarian, and other staff as recommended by librarian. ▪ Prescribe salary and duties. ▪ Submit budget, and certify the sums necessary to operate in the coming year. 	<p>CRS 24-90-110.7(3)</p> <ul style="list-style-type: none"> ▪ Acquire, construct, finance, operate, or maintain public library services located in the boundaries of the authority. ▪ Make and enter into contracts. ▪ Employ agents and employees. ▪ Acquire, hold, lease, sell, or dispose of real or personal property, commodity, or service. 	

Library District (LD) CRS 24-90-107,108,109, 112, 113.3, 114	Regional Library Authority (RLA) CRS 24-90-110.7	Both
<ul style="list-style-type: none"> ▪ Adopt a budget and make appropriations. ▪ Accept gifts, money, and property. ▪ Hold and acquire land by gift, lease, or purchase. ▪ Lease, purchase, or build as needed. ▪ Sell, assign, transfer, or convey library property no longer needed. ▪ Make a finding that the property is no longer necessary. If property is going to another governmental agency, a finding isn't needed. ▪ Borrow funds with a short-term loan – no longer than six months. ▪ Authorize bonding of financial persons. ▪ Conduct an annual audit. ▪ Authorize purchase of library materials end equipment. ▪ Hold title to property given to library ▪ Have authority to enter into contracts ▪ Send the Public Library Annual Report to the State Library. ▪ May allow nonresidents to use the library materials, equipment and services. ▪ Serve as a repository for school district collective bargaining agreements. 	<ul style="list-style-type: none"> ▪ Adopt, by resolution, rules respecting the exercise of its powers and the carrying out of its purposes. 	
<p>Funding</p> <p>CRS 24-90-107 (3) (a) (V) Mill levy or other type/amount of funding specified in the resolution or ordinance by the establishing bodies OR in the establishing petition.</p> <p>CRS 24-90-112 CRS 24-90-112.5 May raise mill levy or issue bonds if electors approve.</p>	<p>CRS 24-90-110.7(2)(f) and CRS 24-90-110.7(3) If the RLA levies taxes the contract must state:</p> <ul style="list-style-type: none"> ▪ that the RLA adopt a resolution about levying taxes or fees; ▪ be fair with, and not impose undue burden on anyone; ▪ the taxes will conform other CRS requirements ▪ a designated financial officer to coordinate collection ▪ this person shall identify businesses eligible to collect sales and use taxes. <p>Taxation powers:</p> <ul style="list-style-type: none"> ▪ Sales or use tax, or both ▪ Ad valorem tax* <p><i>*A percentage of value tax. Sales, income, and property taxes are three of the more popular ad valorem taxes</i></p>	<p>All funding levies must be approved by electors in the legal service area of the Library District or Regional Library Authority (RLA).</p>

Library District (LD) CRS 24-90-107,108,109, 112, 113.3, 114	Regional Library Authority (RLA) CRS 24-90-110.7	Both
<p>State Constitution - Article X (TABOR)</p> <p>Approval of any tax levy must conform to the Taxpayer Bill of Rights (TABOR) requirements.</p>	<p><i>devised by government.</i></p> <p>State Constitution - Article X (TABOR)</p> <p>Approval of any tax levy must conform to the Taxpayer Bill of Rights (TABOR) requirements.</p>	<p>State Constitution - Article X (TABOR)</p> <p>Approval of any tax levy must conform to the Taxpayer Bill of Rights (TABOR) requirements.</p>
<p>Abolishment</p> <p>CRS 24-90-114 Library District may be abolished only by a vote of the registered electors in the district. Board of Trustees will dispose of the materials and equipment.</p>	<p>CRS 24-90-110.7 (2)(e) The contract between the governmental units shall specify the length of the contract or method of termination of the Regional Library Authority.</p>	

Note: Further specific Regional Library Authority powers, restrictions, and requirements are found in the full CRS 24-90-110.7 text: <http://www.ColoradoStateLibrary.org/LibraryLaw/download/LibraryLawRev080509.pdf>

See also the Quick Guide for the Regional Library Authority at www.ColoradoStateLibrary.org/LibraryLaw/download/QuickGuideRLA.pdf

* This is a rough, non-legal summary of the statutes. Consult with your respective city, county, or district lawyers for legal advice on, and implications of, Colorado Library Law, or call the Colorado State Library for additional information.

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Colorado Library Law – The Quick Guide Internet Protection in Public Libraries CRS 24-90-600 *et seq.*

Internet Protection in Public Libraries PART 6 24-90-600 <i>et seq.</i>	Rough, non-legal summary of the statute: Internet Protection in Public Libraries *
<p>24-90-601. Legislative declaration. The general assembly hereby finds and declares that use of the internet in the public libraries of the state provides an extraordinary, unique, and unparalleled educational resource and source of knowledge and information. The general assembly further finds and declares that reasonable measures must be adopted and implemented to protect the children who use such internet services in public libraries from access to material that is harmful to their beneficial development as responsible adults and citizens. It is the intent of the general assembly by enacting this part 6 that public libraries be required to adopt and enforce reasonable policies of internet safety that are consistent with the federal "children's internet protection act", as amended, (P.L. No. 106-554), and that will protect children from access to harmful material without compromising responsible adult use of Internet services in such libraries.</p>	<ul style="list-style-type: none"> ▪ The legislature acknowledges the value of internet access, but wants libraries to have policies that ensure protection of minors without infringing on adult's rights to information.
<p>24-90-602. Definitions. As used in this part 6, unless the context otherwise requires:</p> <p>(1) "access to the internet" means, with reference to a particular computer, that the computer is equipped with a modem or is connected to a computer network that provides access to the internet.</p> <p>(2) "computer" includes any hardware, software, or other technology attached or connected to, installed in, or otherwise used in connection with a computer.</p> <p>(3) "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:</p> <p style="margin-left: 20px;">(a) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;</p> <p style="margin-left: 20px;">(b) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, an actual or simulated normal or perverted sexual act, or a lewd exhibition of the genitals; and</p> <p style="margin-left: 20px;">(c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.</p> <p>(4) "minor" means any person who has not attained the age of seventeen years.</p> <p>(5) "public library" shall have the same meaning as set forth in section 24-90-103 (13). For purposes of this part 6, a "public library" shall be the equivalent of the library system established and maintained by the governing body of a particular library district or otherwise connected group of libraries and shall not mean each separate or individual library facility established and maintained by such library district or connected group of libraries.</p>	<ul style="list-style-type: none"> ▪ Defines terms used, including: ▪ What a computer and internet access are. ▪ What is harmful to minors: <ul style="list-style-type: none"> - pictures appealing to prurient interests; - real or faux sex acts; - items lacking artistic or scientific value ▪ A minor is not yet 17. ▪ A public library is one with a recognized governing body, i.e. a district, county, or municipal library system but not the individual branch sites.

<p align="center">Internet Protection in Public Libraries PART 6 24-90-600 et seq.</p>	<p align="center">Rough, non-legal summary of the statute: Internet Protection in Public Libraries *</p>
<p>(6) "sexual act" or "sexual contact" shall have the same meaning as set forth in U.S.C. Sec. 2246 (2) and (3).</p> <p>(7) "technology protection measure" means a specific technology, including without limitation computer software, that blocks or filters internet access to visual depictions that are:</p> <ul style="list-style-type: none"> (a) obscene, as defined in section 18-7-101 (2), CRS (b) child pornography, as defined in 18 U.S.C. Sec. 2256 (8); or (c) harmful to minors; except that no technology protection measure may block scientific or medically accurate Information regarding sexual assault, sexual abuse, incest, sexually transmitted diseases, or reproductive health. 	<ul style="list-style-type: none"> ▪ A "technology protection measure" is something that blocks internet access to obscene items, as defined in federal law.
<p>24-90-603. Adoption and enforcement of policy of internet safety for minors including technology protection measures – public libraries.</p> <p>(1) no later than December 31, 2004, the governing body of each public library shall adopt and implement a policy of internet safety for minors that includes the operation of a technology protection measure for each computer operated by the public library that allows for access to the internet by a minor.</p> <p>(2) After the adoption and implementation of the policy of internet safety required by subsection (1) of this section, the governing body of each public library shall continue to enforce the policy and the operation of the technology protection measure for each computer operated by the public library that allows for access to the internet by a minor.</p>	<ul style="list-style-type: none"> ▪ Libraries must have an adopted policy for protection of minors using internet by December 31, 2004. ▪ The policy needs to be enforced after adoption.
<p>24-90-604. Temporary disabling of technology protection measure.</p> <p>(1) (a) subject to the requirements of paragraph (b) of this subsection (1), an administrator, supervisor, or any other person authorized by the public library to enforce the operation of the technology protection measure adopted and implemented in accordance with the requirements of section 24-90-603 may temporarily disable the technology protection measure entirely to enable access to the internet on a particular computer able to be accessed by a minor by:</p> <ul style="list-style-type: none"> (i) an adult upon request without significant delay by the public library in responding to the request; or (ii) a minor for bona fide research or other lawful purposes where the internet use in connection with the research or other lawful purpose is supervised by an administrator, supervisor, parent, guardian, or other person authorized by the public library to perform such function. <p>(b) where the public library has installed a technology protection measure that requires electronic verification of the age of the computer user, or where the parent or guardian of a minor has provided explicit prior approval for use of the computer by the minor, before the technology protection measure required by section 24-90-603 is disabled, no additional involvement by the staff of the public library shall be required.</p>	<ul style="list-style-type: none"> ▪ Unless the computer is in a children's area, any library authority may briefly disable the filter for adults, OR minors who make bona fide research requests. ▪ If disabled for minors, the research must be supervised by library staff or parent/guardian. ▪ Libraries using age-verification library cards for access or which have prior authorization from a parent don't need more staff involvement as long as the parent has approved the use of the card.

<p align="center">Internet Protection in Public Libraries PART 6 24-90-600 <i>et seq.</i></p>	<p align="center">Rough, non-legal summary of the statute: Internet Protection in Public Libraries *</p>
<p>(2) Notwithstanding any other provision of this section, the temporary disabling of the technology protection measure authorized by this section shall not be allowed in connection with a computer located in an area in a public library facility used primarily by minors.</p>	<ul style="list-style-type: none"> ▪ Filters in children's areas can't be disabled.
<p>24-90-605. No restrictions on blocking access to the internet of other material. Nothing in this part 6 shall be construed to prohibit a public library from limiting internet access or otherwise protecting against materials other than those that are obscene, child pornography, or harmful to minors.</p>	<ul style="list-style-type: none"> ▪ Libraries may have policies or filters to restrict access to things besides what's defined as obscene.
<p>24-90-606. No requirement of additional action for public libraries already in compliance - no additional action in special circumstances. (1) Nothing in this part 6 shall be construed to require any additional action on the part of any public library that is already in compliance with the requirements of this part 6 as of July 1, 2004. (2) Nothing in this part 6 shall be construed to require any additional action on the part of any public library in circumstances where: (a) No moneys exist in the budget for such library for the purchase of a technology protection measure that satisfies the requirements of this part 6; or (b) after a good faith effort, the library is unable to acquire a technology protection measure free of charge that satisfies requirements of this part 6.</p>	<ul style="list-style-type: none"> ▪ Libraries that comply with the law by July 1, 2004 don't need to do anything else. ▪ No action is required by the library if: <ul style="list-style-type: none"> - it has no money to budget for filtering software OR - it looks for, but can't find a suitable free filter that meets the requirements of the law. - Note that C.R.S. 24-90-109 (c) and (d) explicitly gives authority over the library's budget to the board.

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Colorado Library Law – The Quick Guide Privacy of User Records CRS 24-90-119

Privacy of User Records CRS 24-90-119	Rough, non-legal summary of statute: Privacy of user records.*
<p>(1) Except as set forth in subsection (2) of this section, a publicly supported library shall not disclose any record or other information that identifies a person as having requested or obtained specific materials or service or as otherwise having used the library.</p> <p>(2) Records may be disclosed in the following instances:</p> <p style="margin-left: 20px;">(a) When necessary for the reasonable operation of the library;</p> <p style="margin-left: 20px;">(b) Upon written consent of the user;</p> <p style="margin-left: 20px;">(c) Pursuant to subpoena, upon court order, or where otherwise required by law;</p> <p style="margin-left: 20px;">(d) To a custodial parent or legal guardian who has access to a minor's library card or its authorization number for the purpose of accessing by electronic means library records of the minor.</p> <p>(3) Any library official, employee, or volunteer who discloses information in violation of this section commits a class 2 petty offense and, upon conviction thereof, shall be punished by a fine of not more than three hundred dollars.</p>	<ul style="list-style-type: none"> ▪ A public library may not disclose patron records or information about library use unless: <ul style="list-style-type: none"> - needed for library operations; - the user consents; - required through subpoena or court order; - a custodial parent/guardian has access to a minor's library card or authorization number. ▪ Disclosure by a library official, employee or volunteer commits a class 2 petty offense, with up to \$300 fine if convicted.

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Colorado Library Law – The Quick Guide Regional Library Authorities CRS 24-90-110.7

CRS 24-90-110.7. Regional library authorities.	*Rough, non-legal summary of statute: Regional library authorities
<p>(1) (a) In order to support and provide for public library service on a regional basis, particularly in any region of the state lacking sufficient public library resources to adequately serve the needs of the public, any combination of two or more governmental units acting through their governing bodies, regardless of whether such unit currently maintains a public library, may, by contracting with or among each other, establish a separate governmental entity to be known as a regional library authority, referred to in this section as an "authority". Such authority may be used by such contracting member governmental units to effect the acquisition, construction, financing, operation, or maintenance of publicly-supported library services on a regional basis within the jurisdiction of the authority. For purposes of this section, a governmental unit may include a library district within the meaning of section 24-90-103 (6).</p> <p>(b) No such authority shall be formed pursuant to this section unless each of the contracting member governmental units forming such authority has passed a resolution or ordinance in accordance with the requirements of paragraph (d) of this subsection (1) and has entered into a contract pursuant to section 29-1-203, C.R.S., for the creation, operation, and administration of such authority.</p> <p>(c) (I) In connection with the establishment of an authority, at least one public hearing shall be conducted by each of the contracting member governmental units that intend to enter into a contract for the purpose of forming the authority. Any such hearing shall be preceded by adequate and timely notice of the time and place of the hearing. The notice shall specify the matters to be included in the resolution or ordinance and shall fix a date for the hearing that shall be held not less than thirty nor more than sixty days after the date of first publication of such notice.</p> <p>(II) Any public hearing conducted in accordance with the requirement of subparagraph (I) of this paragraph (c) shall address, without limitation, the purposes of the authority, and, where more than one governmental unit is involved in the formation of the authority, the powers, rights, obligations, and responsibilities, financial and otherwise, of each governmental unit that is forming the authority.</p> <p>(d) The resolution or ordinance to be adopted by each of the contracting member governmental units forming the authority in accordance with the requirements of paragraph (b) of this subsection (1) shall:</p> <p>(I) Describe the legal service area of the authority;</p> <p>(II) Describe the proposed governance of the authority; and</p> <p>(III) State that the registered electors residing within the territorial boundaries of such contracting member governmental units shall approve any amount of sales or use tax, or both, in accordance with the requirements of paragraph (f) of subsection (3) of this section or an ad</p>	<ul style="list-style-type: none"> ▪ Two governmental units (i.e. city, county, school district, library district etc) may contract with each other to create a Regional Library Authority (RLA). ▪ RLA can be used for acquisition, construction, financing, operating or maintaining a library. ▪ An RLA can't be formed unless each unit passes a resolution OR ordinance AND has a contract that conforms with CRS 29-1-203 to operate. ▪ Each unit must provide notice and hold at least one public hearing about the RLA. Must be held 30-60 days from notice. ▪ The hearing must address <ul style="list-style-type: none"> - the purpose of the RLA, plus - the rights, - obligations, responsibilities and - financial obligations for each unit in the RLA. ▪ Resolution or ordinance must: <ul style="list-style-type: none"> - describe the Legal Service Area (LSA), - RLA governance, - say that electors must approve sales or use taxes, or ad valorem taxes according to later sections (3f) and (3h) before taxes can be levied.

<p align="center">CRS 24-90-110.7. Regional library authorities.</p>	<p align="center">*Rough, non-legal summary of statute: Regional library authorities</p>
<p>valorem tax¹ in accordance with the requirements of paragraph (h) of subsection (3) of this section not previously approved by the electors before the authority shall levy such taxes.</p>	
<p>(2) Upon establishment of an authority satisfying the requirements of this section, a contract between the legislative bodies of the contracting member governmental units, shall be effected within ninety days. Any contract establishing such authority shall, without limitation, specify:</p> <p>(a) The name and purpose of such authority and the functions or services to be provided by such authority;</p> <p>(b) The boundaries of the authority, which boundaries may include less than the entire area of any separate county, but shall not be less than the entire area of any municipality and any other governmental unit forming the authority, and may be modified after the establishment of the authority as provided in the contract;</p> <p>(c) The establishment and organization of a governing body of the authority, which shall be a board of directors, referred to in this section as the "board of the authority", in which all legislative power of the authority is vested, including:</p> <p>(I) The number of directors, their manner of appointment, their terms of office, their compensation, if any, and the procedure for filling vacancies on the board of the authority;</p> <p>(II) The officers of the authority, the manner of their selection, and their duties;</p> <p>(III) The voting requirements for action by the board of the authority; except that, unless specifically provided otherwise, a majority of directors shall constitute a quorum, and a majority of the quorum shall be necessary for any action taken by the board of the authority; and</p> <p>(IV) The duties of the board of the authority, which shall include the obligation to comply with the provisions of parts 1, 5, and 6 of article 1 of title 29, C.R.S.;</p> <p>(d) Provisions for the disposition, division, or distribution of any property or assets of the authority;</p> <p>(e) The term of the contract, which may be continued for a definite term or until rescinded or terminated, and the method, if any, by which it may be rescinded or terminated; except that such contract may not be rescinded or terminated so long as the authority has bonds, notes, or other obligations outstanding, unless provision for full payment of such obligations, by escrow or otherwise, has been made pursuant to the terms of such obligations; and</p>	<ul style="list-style-type: none"> ▪ The governmental units have 90 days to create a contract between all units involved. ▪ The contract must: <ul style="list-style-type: none"> - name the RLA, - state the purpose and function of services provided AND - establish boundaries. ▪ Boundary size must be equal to or greater than the municipal boundaries. They can be changed according to the contract. ▪ The contract must specify the governing body (board of directors) and include: <ul style="list-style-type: none"> - number of directors; - how appointed; - terms of office; - compensation (if any)*; - how to fill vacancies; - officers – how selected and their duties; - voting requirements for board action; - a majority is a quorum, and is required for actions. <p><i>* board members cannot be paid to serve</i></p> <ul style="list-style-type: none"> ▪ The contract must state <ul style="list-style-type: none"> - that board duties conform with Title 29, art. 1, parts 1, 5, and 6. - how property or assets will be disbursed; - the terms for contract continuation or termination agreements; - contracts can't be terminated if there are financial obligations unless escrow payment arrangements are made.

<p align="center">CRS 24-90-110.7. Regional library authorities.</p>	<p align="center">*Rough, non-legal summary of statute: Regional library authorities</p>
<p>(f) The expected sources of revenue of the authority and any requirements that contracting member governmental units consent to the levying of any taxes within the jurisdiction of such member. If the authority levies any taxes, the contract shall further include requirements that:</p> <p>(I) Prior to and as a condition of levying any such taxes or fees, the board of the authority shall adopt a resolution determining that the levying of the taxes or fees will fairly distribute the costs of the authority's activities among the persons or communities benefited thereby and will not impose an undue burden on any particular group of persons or communities;</p> <p>(II) Each such tax shall conform with any requirements specified in subsection (3) of this section; and</p> <p>(III) The authority shall designate a financial officer who shall coordinate with the department of revenue regarding the collection of a sales and use tax authorized pursuant to paragraph (f) of subsection (3) of this section. This coordination shall include but not be limited to the financial officer identifying those businesses eligible to collect the sales and use tax and any other administrative details identified by the department.</p>	<ul style="list-style-type: none"> ▪ The contract must state: <ul style="list-style-type: none"> - expected revenue sources; - any requirements the units consent to in levying taxes within the given jurisdictions. ▪ If the RLA levies taxes the contract must state: <ul style="list-style-type: none"> - that the RLA adopt a resolution about levying taxes or fees; - be fair with, and not impose undue burden on anyone; - the taxes will conform with section (3); - a designated financial officer to coordinate collection according to (3f). This person shall identify businesses eligible to collect sales and use taxes.
<p>(3) The general powers of such authority shall include the following powers:</p> <p>(a) To acquire, construct, finance, operate, or maintain public library services located within the territorial boundaries of the authority;</p> <p>(b) To make and enter into contracts with any person, including, without limitation, contracts with state or federal agencies, private enterprises, and nonprofit organizations also involved in providing such public library services or the financing for the services, irrespective of whether the agencies are parties to the contract establishing the authority;</p> <p>(c) To employ agents and employees;</p> <p>(d) To cooperate with state and federal governments in all respects concerning the financing of such library services;</p> <p>(e) To acquire, hold, lease, as lessor or lessee, sell, or otherwise dispose of any real or personal property, commodity, or service;</p> <p>(f) (I) Subject to the provisions of subsection (9) of this section, to levy, in all of the area described in subparagraph (II) of this paragraph (f) within the boundaries of the authority, a sales or use tax, or both, at a rate not to exceed one percent, upon every transaction or other incident with respect to which a sales or use tax is levied by the state pursuant to the provisions of article 26 of title 39, C.R.S. The tax imposed pursuant to this paragraph (f) is in addition to any other sales or use tax imposed pursuant to law and is exempt from the limitation imposed by section 29-2-108, C.R.S. The executive director of the department of revenue shall collect, administer, and enforce the sales or use tax, to the extent feasible, in the manner provided in section 29-2-106, C.R.S. However, the executive director shall not begin the collection, administration, and</p>	<ul style="list-style-type: none"> ▪ The RLA powers include: <ul style="list-style-type: none"> - acquisition, construction, financing, operation, or maintenance of library services in the boundaries; - entering into contracts for service; - employing people and agents; - cooperating with state/federal government when financing; - acquire, lease, hold, sell or dispose of property or service ▪ Related to section (9) provisions, the RLA power includes levying a sales or use tax or both. ▪ Can't exceed 1% on transactions to which sales/use taxes are levied according to title 39 article 26. ▪ The tax imposed is in addition to any others. It is exempt from limitations in 29-2-108. ▪ The Department of Revenue Exec Dir. collects and administers tax collection according to 29-2-106.

<p align="center">CRS 24-90-110.7. Regional library authorities.</p>	<p align="center">*Rough, non-legal summary of statute: Regional library authorities</p>
<p>enforcement of a sales and use tax until such time as the financial officer of the authority and the executive director have agreed on all necessary matters pursuant to subparagraph (III) of paragraph (f) of subsection (2) of this section. The executive director shall begin the collection, administration, and enforcement of a sales and use tax on a date mutually agreeable to the department of revenue and the authority.</p> <p>(II) The area in which the sales or use tax authorized by this paragraph (f) is levied shall not include less than the entire area of any municipality located within the area in which the tax will be levied. The area may also include portions of unincorporated areas located within a county.</p> <p>(III) The executive director of the department of revenue shall make monthly distributions of the tax collections to the authority, which shall apply the proceeds solely to the acquisition, construction, financing, operation, or maintenance of public library services within the jurisdiction of the authority.</p> <p>(IV) The Department of Revenue shall retain an amount not to exceed the cost of the collection, administration, and enforcement and shall transmit the amount retained to the state treasurer, who shall credit the same amount to the regional library authority sales tax fund, which fund is hereby created in the state treasury. The amounts so retained are hereby appropriated annually from the fund to the department to the extent necessary for the department's collection, administration, and enforcement of the provisions of this section. Any moneys remaining in the fund attributable to taxes collected in the prior fiscal year shall be transmitted to the authority; except that prior to the transmission to the authority of such moneys, any moneys appropriated from the general fund to the department for the collection, administration, and enforcement of the tax for the prior fiscal year shall be repaid.</p> <p>(g) Notwithstanding any other provision of law, any sales tax authorized pursuant to subparagraph (I) of paragraph (f) of this subsection (3) shall not be levied on:</p> <p>(I) The sale of tangible personal property delivered by a retailer or a retailer's agent or delivered to a common carrier for delivery to a destination outside the boundaries of the authority; and</p> <p>(II) The sale of tangible personal property on which a specific ownership tax has been paid or is payable when such sale meets the following conditions:</p> <p>(A) The purchaser does not reside within the boundaries of the authority or the purchaser's principal place of business is outside the boundaries of the authority; and</p> <p>(B) The personal property is registered or required to be registered outside the boundaries of the authority under the laws of this state.</p> <p>(h) Subject to the provisions of subsection (9) of this section, to levy, in all of the area within the boundaries of the authority, an ad valorem tax in accordance with the requirements of this section. The tax imposed pursuant to this paragraph (h) shall be in addition to any other <i>ad valorem</i> tax imposed pursuant to law. In accordance with the schedule prescribed by section 39-5-128, C.R.S., the board of the authority shall</p>	<ul style="list-style-type: none"> ▪ The RLA financial officer must reach agreement with the Exec Dir. about collection according to III(f)(2) of this section before collection begins. ▪ Sales/use tax collection area shall be the entire boundary area of any municipality. It may include unincorporated areas. ▪ The Department of Revenue Exec. Dir. makes monthly distributions of tax collections to RLA for library services. ▪ The Department of Revenue retains a specified amount of the taxes collected and transmits it to the state treasurer. ▪ Anything remaining from prior fiscal years is transmitted to the RLA, but any moneys appropriated from the general fund to the dept for collection costs must be repaid. ▪ Sales tax authorized in section (3)(f)(I) won't be levied on: <ul style="list-style-type: none"> - personal property delivered outside the RLA boundaries; - property on which ownership tax has been paid—or is payable if the buyer lives outside the boundaries and the property is registered. ▪ Powers of the RLA also include levying an ad valorem tax according to the section requirements. ▪ Such tax will be in addition to any others imposed. ▪ Following the schedule of CRS 39-5-128, the RLA board shall certify to

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<p>certify to the board of county commissioners of each county within the authority, or having a portion of its territory within the district, the levy of ad valorem property taxes in order that, at the time and in the manner required by law for the levying of taxes, such board of county commissioners shall levy such tax upon the valuation for assessment of all taxable property within the designated portion of the area within the boundaries of the authority. It is the duty of the body having authority to levy taxes within each county to levy the taxes provided by this subsection (3). It is the duty of all officials charged with the duty of collecting taxes to collect the taxes at the time and in the form and manner and with like interest and penalties as other taxes are collected and when collected to pay the same to the authority ordering the levy and collection. The payment of such collections shall be made monthly to the authority or paid into the depository thereof to the credit of the authority. All taxes levied under this paragraph (h), together with interest thereon and penalties for default in payment thereof, and all costs of collecting the same shall constitute, until paid, a perpetual lien on and against the property taxed, and the lien shall be on a parity with the tax lien of other general taxes.</p> <p>(i) To incur debts, liabilities, or obligations;</p> <p>(j) To sue and be sued in its own name;</p> <p>(k) To have and use a corporate seal;</p> <p>(l) To fix, maintain, and revise fees, rents, security deposits, and charges for functions, services, or facilities provided by the authority;</p> <p>(m) To adopt, by resolution, rules respecting the exercise of its powers and the carrying out of its purposes;</p> <p>(n) To exercise any other powers that are essential to the provision of functions, services, or facilities by the authority and that are specified in the contract; and</p> <p>(o) To do and perform any acts and things authorized by this section under, through, or by means of an agent or by contracts with any person, firm, or corporation.</p>	<p>the county commissioners of each county involved so the commissioners can levy tax on the taxable valuation.</p> <ul style="list-style-type: none"> ▪ The RLA has the authority to levy taxes; the officials have the duty of collecting and paying the RLA. ▪ Monthly tax payments are made to the RLA, or paid to a depository. Taxes and interest become a lien against the taxed property, on parity with other general taxes. <p><i>See footnote for definition of ad valorem</i></p> <ul style="list-style-type: none"> ▪ Other powers of the RLA: <ul style="list-style-type: none"> - incur debts, liabilities, or obligations; - sue and be sued; - charge by various means for RLA services or facilities; - by resolution, adopt rules to carry out duties; - exercise other powers specified in the contract; - do anything else necessary through agents or contracts with anyone or anything.
<p>(4) The authority established by such contracting member governmental units shall be a political subdivision and a public corporation of the state, separate from the parties to the contract, and shall be a validly created and existing political subdivision and public corporation of the state, irrespective of whether a contracting member governmental unit withdraws, whether voluntarily, by operation of law, or otherwise, from the authority subsequent to its creation under circumstances not resulting in the rescission or termination of the contract establishing such authority pursuant to its terms. It shall have the duties, privileges, immunities, rights, liabilities, and disabilities of a public body politic and corporate. The authority may deposit and invest its moneys in the manner provided in section 43-4-616, C.R.S.</p>	<ul style="list-style-type: none"> ▪ The RLA :shall be a political subdivision and public corporation of the state; <ul style="list-style-type: none"> - is separate from the contracting parties, even if one of the contracting units withdraws subsequent to its creation; - has duties, privileges, immunities, rights, liabilities, and disabilities of a public body politic and corporate; - may deposit and invest according to 43-4-616

CRS 24-90-110.7. Regional library authorities.	*Rough, non-legal summary of statute: Regional library authorities
(5) The bonds, notes, and other obligations of such authority shall not be the debts, liabilities, or obligations of the contracting member governmental units.	<ul style="list-style-type: none"> ▪ The RLA's bonds, notes, and obligations are not those of the contracting units.
(6) The contracting member governmental units may provide in the contract for payment to the authority of funds from proprietary revenues for services rendered or facilities provided by the authority, from proprietary revenues or other public funds as contributions to defray the cost of any purpose set forth in the contract, and from proprietary revenues or other public funds as advances for any purpose subject to repayment by the authority.	<ul style="list-style-type: none"> ▪ The contracting units may specify in the contract that RLA payments from proprietary revenues or other public funds are contributions to defray the cost of contractually stated purposes, subject to repayment by the RLA.
(7) The authority may issue revenue or general obligation bonds, as the term "bond" is defined in section 43-4-602 (3), C.R.S., and may pledge its revenues and revenue-raising powers for the payment of the bonds. The bonds shall be issued on the terms and subject to the conditions set forth in section 43-4-609, C.R.S.	<ul style="list-style-type: none"> ▪ The RLA may issue revenue or general obligation bonds as defined by 43-4-602(3), and issued according to 43-4-609.
(8) The income or other revenues of the authority, all properties at any time owned by an authority, any bonds issued by an authority, and the transfer of and the income from any bonds issued by the authority are exempt from all taxation and assessments in the state.	<ul style="list-style-type: none"> ▪ The RLA's income, revenues, property owned, bonds issued or income transferred from bonds are exempt from state taxation and assessment.
<p>(9) (a) No action by an authority to establish or increase any tax authorized by this section shall take effect unless first submitted to a vote of the registered electors residing within the boundaries of the authority in which the tax is proposed to be collected.</p> <p>(b) No action by an authority creating a multiple-fiscal year debt or other financial obligation that is subject to section 20 (4) (b) of article X of the state constitution shall take effect unless first submitted to a vote of the registered electors residing within the boundaries of the authority.</p> <p>(c) The questions proposed to the registered electors under paragraphs (a) and (b) of this subsection (9) shall be submitted at a general election or any election to be held on the first Tuesday in November of an odd- numbered year. The action shall not take effect unless a majority of the registered electors voting thereon at the election vote in favor thereof. The election shall be conducted in substantially the same manner as county elections and the county clerk and recorder of each county in which the election is conducted shall assist the authority in conducting the election. The cost of the election shall be incurred by the contracting member governmental units that have formed the authority in proportion to the percentage of the population of the governmental units within the territorial boundaries of the authority. No moneys of the authority may be used to urge or oppose passage of an election required under this section.</p>	<ul style="list-style-type: none"> ▪ Tax increases have to be approved by voters in the RLA's boundaries. ▪ RLA area voters have to approve any multiple-year fiscal debts subject to 20(4)(b) of article X. [TABOR] ▪ An election for items in (a) and (b) go to voters in the general election held on the first Tuesday in November in odd-numbered years. A majority is needed to pass. ▪ The election is conducted like any other county election, and the county clerk and recorder of each county involved shall assist the RLA. ▪ Election costs shall be incurred proportionally, by population, by the contracting units involved. ▪ RLA funds can't be used to sway the election either way.
(10) (a) For the purpose of determining any authority's fiscal year spending limit under section 20 (7) (b) of article X of the state constitution,	<ul style="list-style-type: none"> ▪ To determine the RLA's spending limit under [TABOR], the initial

<p align="center">CRS 24-90-110.7. Regional library authorities.</p>	<p align="center">*Rough, non-legal summary of statute: Regional library authorities</p>
<p>the initial spending base of the authority shall be the amount of revenues collected by the authority from sources not excluded from fiscal year spending pursuant to section 20 (2) (e) of article X of the state constitution during the first full fiscal year for which the authority collected revenues.</p> <p>(b) For purposes of this subsection (10), "fiscal year" means any year-long period used by an authority for fiscal accounting purposes.</p>	<p>spending base is the revenue amount collected from sources not excluded under (20)(2)(e) of article X during the first full year the RLA collects revenues.</p> <ul style="list-style-type: none"> ▪ Here, a fiscal year means any year-long period used by the RLA.
<p>(11) An authority established by contracting member governmental units shall, if the contract so provides, be the successor to any nonprofit corporation, agency, or other entity theretofore organized by the contracting member governmental units to provide the same function, service, or facility, and the authority shall be entitled to all the rights and privileges and shall assume all the obligations and liabilities of such other entity under existing contracts to which such other entity is a party.</p>	<ul style="list-style-type: none"> ▪ If the contract provides, the RLA shall be the successor to any non-profit corporation, agency, etc. that previously provided the same services for the contracting units. The RLA assumes all previous liabilities and obligations that existed.
<p>(12) (a) The authority granted pursuant to this section shall in no manner limit the powers of any governmental unit to cooperate on an intergovernmental basis, to enter into any contract with another governmental entity, or to establish a separate legal entity pursuant to the provisions of section 29-1-203, C.R.S., or any other applicable law, or otherwise to carry out their individual powers under applicable statutory or charter provisions, nor shall such authority limit the powers reserved to cities and towns pursuant to the state constitution.</p> <p>(b) Notwithstanding any other provision of law, any governmental unit that has entered into a contract for the purpose of forming an authority may form such authority in accordance with the requirements of this section without any effect on the ability of the unit to own its own property, maintain a separate governing body or board of trustees, levy its own taxes for library purposes, or retain its own identity.</p> <p>(c) Notwithstanding any other provision of law, nothing in this section shall be construed to authorize any one or more library districts to:</p> <p>(I) Form an authority without entering into a contract with one or more governmental units to form such authority in accordance with the requirements of this section; or</p> <p>(II) Exercise any of the powers of said authority, including, without limitation, the power to levy a sales or use tax, in the absence of entering into a contract with one or more governmental units for the purpose of forming such authority in accordance with the requirements of this section.</p>	<ul style="list-style-type: none"> ▪ The creation of the RLA doesn't limit any other unit's ability to <ul style="list-style-type: none"> - enter into intergovernmental agreements, or establish a separate legal entity according to CRS 29-1-203 or other laws. - carry out duties according to applicable statutory provisions described in the state constitution. - maintain its own identity and powers. ▪ This section shouldn't be construed to authorize one or more library districts to: <ul style="list-style-type: none"> - form an RLA without entering into contract with one or more governmental units to do so; exercise RLA powers, including levying sales/use tax, without entering into contract with one or more governmental units.

¹ *ad valorem tax*: A tax that is specified as a percentage of value. Sales, income, and property taxes are three of the more popular *ad valorem* taxes devised by government. The total *ad valorem* tax paid increases with the value of what's being taxed.

* Consult with your respective city, county, or district lawyers for legal advice on, and implications of, Colorado Library Law, or call the Colorado State Library for additional information.

The following sections, not part of the Regional Library Authority (RLA) but mentioned in it, are among those referenced in the RLA law. Interpretations are left to the reader.

CRS 29-1-203. Government may cooperate or contract - contents.

- (1) Governments may cooperate or contract with one another to provide any function, service, or facility lawfully authorized to each of the cooperating or contracting units, including the sharing of costs, the imposition of taxes, or the incurring of debt, only if such cooperation or contracts are authorized by each party thereto with the approval of its legislative body or other authority having the power to so approve.
- (2) Any such contract shall set forth fully the purposes, powers, rights, obligations, and the responsibilities, financial and otherwise, of the contracting parties.
- (3) Where other provisions of law provide requirements for special types of intergovernmental contracting or cooperation, those special provisions shall control.
- (4) Any such contract may provide for the joint exercise of the function, service, or facility, including the establishment of a separate legal entity to do so.
- (5) Any separate legal entity formed pursuant to the provisions of this part 2 may make loans to any government which enters into any contract pursuant to the provisions of this section, which loans may be secured by loan and security agreements, leases, or any other instruments upon such terms and conditions, including, without limitation, the terms and conditions authorized by section 31-35-402 (1) (h), C.R.S., as the board of directors of such intergovernmental entity shall determine.
- (6) The provisions of articles 10.5 and 47 of title 11, C.R.S., shall apply to moneys of such separate legal entities.

CRS 29-2-108. Limitation on amount.

- (1) In no case shall the total sales tax or total use tax imposed by the state of Colorado, any county, and any city or town in any locality in the state of Colorado exceed six and ninety one-hundredths percent; except that this limitation shall not preclude a county sales tax or use tax at a rate not to exceed one percent.
- (2) Repealed.
- (3) Any tax imposed pursuant to section 24-90-110.7 (3) (f), 29-1-204.5 (3) (f.1), 29-2-103.7, 30-11-107.5, or 30-11-107.7, C.R.S., and the additional tax authorized by section 30-20-604.5, C.R.S., if imposed, shall be exempt from the six and ninety one-hundredths percent limitation imposed by subsection (1) of this section.
- (4) Any additional increment of sales tax or total use tax which may be imposed by any county pursuant to the provisions of section 29-2-103.5 shall be exempt from the six and ninety one-hundredths percent limitation imposed by subsection (1) of this section.
- (5) Any additional increment of sales tax or use tax imposed by any category IV or category V county, as defined in section 30-2-102, C.R.S., for the specific purpose of funding the operations of any health service district created within such county pursuant to the "Special District Act", article 1 of title 32, C.R.S., shall be exempt from the six and ninety one-hundredths percent limitation imposed by subsection (1) of this section. In no case shall such additional increment of sales tax or use tax exceed a rate of one percent. Any tax imposed pursuant to this subsection (5) may be terminated by the board of county commissioners of any such county after notice to the health service district and a public hearing thereon. If any such tax is terminated, the effective date of such termination shall be not less than six months after the decision thereon by the board of county commissioners.
- (6) When calculating the total sales tax or total use tax for purposes of this section, any extension of an expiring tax shall be deemed to be in effect from the date of the first imposition of such tax, if the eligible electors of the state, county, city, town, or locality, as applicable, have approved the extension of such tax prior to the expiration of such tax. Nothing in this subsection (6) shall be construed to allow the extension of an expiring tax without the approval of eligible electors in the state, county, city, town, or locality as applicable.

(7) Any petition measure, to the extent authorized by law, including a measure to extend an expiring tax, that changes the distribution of tax revenue among local governments as provided in a preexisting revenue-sharing ballot measure shall be deemed to be a new tax in effect from the date of the change in the distribution of the tax revenues and shall be subject to any other validly adopted sales or use tax proposal.

CRS 43-4-609. Bonds.

(1) The authority may, from time to time, issue bonds for any of its corporate purposes. The authority shall issue the bonds pursuant to resolution of the board, and the bonds shall be payable solely out of all or a specified portion of the revenues as designated by the board.

(2) As provided in the resolution of the board under which the bonds are authorized to be issued or as provided in a trust indenture between the authority and any commercial bank or trust company having full trust powers, the bonds may:

- (a) Be executed and delivered by the authority at such times;
- (b) Be in such form and denominations and include such terms and maturities;
- (c) Be subject to optional or mandatory redemption prior to maturity with or without a premium;
- (d) Be in fully registered form or bearer form registrable as to principal or interest or both;
- (e) Bear such conversion privileges;
- (f) Be payable in such installments and at such times not exceeding forty years from the date thereof;
- (g) Be payable at such place or places whether within or without the state;
- (h) Bear interest at such rate or rates per annum, which may be fixed or vary according to index, procedure, or formula or as determined by the authority or its agents, without regard to any interest rate limitation appearing in any other law of the state;
- (i) Be subject to purchase at the option of the holder or the authority and be evidenced in such manner;
- (j) Be executed by the officers of the authority, including the use of one or more facsimile signatures so long as at least one manual signature appears on the bonds, which signatures may be either of an officer of the authority or of an agent authenticating the same;
- (k) Be in the form of coupon bonds that have attached interest coupons bearing a manual or facsimile signature of an officer of the authority; and
- (l) Contain such provisions not inconsistent with this part 6.

(3) The bonds may be sold at public or private sale at such price or prices, in such manner, and at such times as determined by the board, and the board may pay all fees, expenses, and commissions that it deems necessary or advantageous in connection with the sale of the bonds. The power to fix the date of sale of the bonds, to receive bids or proposals, to award and sell bonds, to fix interest rates, and to take all other action necessary to sell and deliver the bonds may be delegated to an officer or agent of the authority. Any outstanding bonds may be refunded by the authority pursuant to article 56 of title 11, C.R.S. All bonds and any interest coupons applicable thereto are declared to be negotiable instruments.

(4) The resolution or trust indenture authorizing the issuance of the bonds may pledge all or a portion of the revenues of the authority, may contain such provisions for protecting and enforcing the rights and remedies of holders of any of the bonds as the authority deems appropriate, may set forth the rights and remedies of the holders of any of the bonds, and may contain provisions that the authority deems appropriate for the security of the holders of the bonds, including, but not limited to, provisions for letters of credit, insurance, standby credit agreements, or other forms of credit ensuring timely payment of the bonds, including the redemption price or the purchase price.

(5) Any pledge of revenues or property made by the authority or by any person or governmental unit with which the authority contracts shall be valid and binding from the time the pledge is made. The revenues or property so pledged shall immediately be subject to the lien of the pledge without any physical delivery or further act, and the lien of the pledge shall be valid and binding against all parties having claims of any kind in tort, contract, or otherwise against the pledging party, irrespective of whether such claiming party has notice of such lien. The instrument by which the pledge is created need not be recorded or filed.

(6) Neither the directors of the board, employees of the authority, or any person executing the bonds shall be liable personally on the bonds or subject to any personal liability or accountability by reason of the issuance thereof.

(7) The authority may purchase its bonds out of any available funds and may hold, pledge, cancel, or resell the bonds subject to and in accordance with agreements with the holders thereof.

CRS 43-4-616. Investments.

An authority may invest or deposit any funds in the manner provided by part 6 of article 75 of title 24, C.R.S. In addition, an authority may direct a corporate trustee that holds funds of the authority to invest or deposit the funds in investments or deposits other than those specified by said part 6 if the board determines, by resolution, that the investment or deposit meets the standard established in section 15-1-304, C.R.S., the income is at least comparable to income available on investments or deposits specified by said part 6, and the investment will assist the authority in the financing, construction, operation, or maintenance of rural transportation systems.

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INTRODUCTION

The standards serve as an important tool in measuring a library's success in fulfilling its stated mission and role in the community. This document is intended to spark debate, discussion, evaluation, planning, and action in all public libraries. The following principles guided the development:

1. Consider the public library's role in sustaining a civilized society.
2. Value the public library's role as a community learning institution.
3. Understand the public library's role as a reflection of cultural heritage.
4. Recognize the diversity and uniqueness of libraries across the state.
5. Understand the needs of the communities that libraries serve.
6. Value intellectual freedom and access for all to information.
7. Acknowledge the skills, talents, and contributions of library staff.

Goals

The goals of the standards are to:

1. Promote quality library service to all Coloradans.
2. Inform community users about what they can expect from their library.
3. Assist library staff in connecting with the communities they serve.
4. Provide an authoritative document to which library administrators and supporters may refer when justifying requests for funds.
5. Assist library leaders in planning, administration, and professional development.

The Colorado public library standards serve as models for services, resources, and information that are available in libraries across the state. They are not meant to stand by themselves; rather, they are intended to enhance local planning efforts crafted to identify service goals that will allow the library to respond to the unique interests and opportunities in its community while achieving a consistent standard of library offerings across the state.

The Standards and Colorado Library Law

Public libraries are established and maintained according to the provisions of [the Colorado Library Law¹](#) (§24-90-101 et seq) which provides a basic definition of a public library. This definition is used to determine eligibility for state funding for library materials, or when libraries receive funding or other services from the State Library. It is also used to determine which libraries are required to provide statistical data in compliance with state and federal requirements.

¹ <http://www.cde.state.co.us/cdelib/LibraryLaw/Index.htm>

What are Standards?

The Standards represent a snapshot in time. Library planning and operations are inherently fluid in responding to what is sometimes a rapidly changing social, fiscal, and technological environment.

This document can inform but does not replace a library's strategic plan. While the standards attempt to identify current key issues, services, and best practices in Colorado public librarianship, they are not intended to be a detailed road map to each library's future.

Each standard has a short introductory section followed by a checklist of 'basic' elements that library leaders should consider when planning and guiding operations. Aspirational 'future-focused' guidelines are also included.

How to Use these Standards

As an aid in planning, the checklists provide the means by which library stakeholders can discuss and determine how a library addresses or should address each standard category.

These checklists are not intended to be a one-size-fits-all set of elements that all libraries must meet. Some libraries now plan and carry out activities that exceed many or all of those listed, while others may be constrained by resources or circumstances in ways that make achieving many of the basic ones difficult. Every community is different. What is important is that the director, staff, board, and community constantly review where you are, where you want to be, and what it will take to get there. These checklists are intended to provide guidance for that journey.

Supplemental information in the appendix offers resources for addressing some sections. When pertinent, tables are referenced and available on the State Library Standards website with state and national statistical data. Local libraries will need to decide how best to meet or exceed them for the benefit of their communities. The State Library offers consulting support and resources for meeting standards.

This document is intended for use by librarians, boards, staff, governing officials, members of funding agencies, and community support groups involved in planning at the local level, and within the context of regional and state library services. For example, library directors may choose to review each standard by bringing them one by one to their board meetings throughout the year. Staff, community members, and other stakeholders are encouraged to attend these discussions about how the standards apply to their library.

The standards and resources plus brief introductory videos about the standards are available under the State Library's public library [link](#)².

Action Items and Next Steps

Ultimately, how library stakeholders view and adopt these standards will determine the actionable next steps important to planning and growing a library's services and ideas on which to act. For instance, a list of small administrative to-dos, key policies, adjustments, or the need for a more thorough review of existing practices, etc. might turn up. A few major initiatives may float to the top of the planning priority list, such as outcomes that are more specific and metrics to measure progress. Examples may include the creation of a comprehensive risk management strategy that identifies a host of business assets and procedures for assuring their survival.

² <http://www.colibrarystandards.org/>

DEFINITION OF A PUBLIC LIBRARY IN COLORADO

The legislative declaration in the Library Law, CRS §24-90-102, states that it is the policy in Colorado to ensure equal access to information and materials. Section 105 of the Library Law directs the State Librarian to develop service standards to guide library development. Any entity wishing to be defined as a public library in Colorado must meet or exceed the following criteria:

Legal Responsibilities

1. Be legally established under Colorado Library Law (CRS §24-90-101 et seq.)
2. Comply with Colorado Library Law rules and regulations, and any other local, Colorado, or federal laws that affect library operations.
3. Have dedicated space that meets the criteria of the Americans with Disabilities Act (ADA) applicable to libraries.
4. Have a “Library Governing Authority³” or “Governing Authority” submit statistical data for the Public Library Annual Report in a timely manner.

Library Administration and Management

5. Provide free access to basic services as defined by written policies regarding lending, borrowing, and circulation services as approved by the library's Governing Authority.
6. Have paid staff present during all hours of service. Pay of staff must be based on cost of living standards within the community.
7. Prepare and utilize a long-range strategic plan for continuing improvement.

Access and Services

8. Have an ongoing collections budget from local tax funds and a collection management plan for the purchase of materials and electronic access.
9. Provide at least one device with public access to the Internet, a printer, an email address, a website, an online information catalog, and databases.
10. Be open to the public a minimum of 20 hours each week. These hours will include morning, afternoon, evening, and/or weekend hours based on users' and potential users' disposable time. All service outlets of libraries providing multiple access points must be open to the public for no fewer than 20 hours a week.

³ e.g., board of county commissioners, city council, town board, or library board of trustees, as the context requires.

DEFINITION OF A PUBLIC LIBRARY IN COLORADO (CONT'D)

Resource Sharing

11. Be a member of and fully participate in the Colorado Libraries Collaborate (CLC) program, extending privileges and services to state residents according to the CLC [agreement](#)⁴.
12. Comply with the [Interlibrary Loan Code for the United States](#)⁵ and adopt the [Colorado Interlibrary Loan Best Practices](#)⁶ lending and borrowing materials through the statewide interlibrary loan network according to that code.
13. Be a member of the [Colorado Library Consortium \(CLiC\)](#)⁷ and use its services as appropriate.

⁴ <http://www.cde.state.co.us/cdelib/clc/users>.

⁵ http://www.ala.org/Template.cfm?Section=InterLibrary_Loan&template=/ContentManagement/ContentDisplay.cfm&ContentID=31579

⁶ <http://www.coloradovirtuallibrary.org/wp-content/uploads/2016/02/colorado-interlibrary-loan-best-practice-revised.pdf>

⁷ <http://www.clicweb.org>

COLLECTIONS

Outcome

The community will consistently have relevant, accurate, and current information to inform decision-making about areas important to their well-being and quality of life.

Overview

A public library assembles, organizes, presents, and makes easily and readily available a variety of print, non-print, and electronic materials and information. Collections need to be current, representative of all perspectives, dynamic, and data-driven. Efforts are made to effectively present or “merchandise” the collection.

The quality of a library's collection is measured by a variety of factors, including use, currency and interest to the community.

The collection must be continually updated to meet the changing needs and interests of the community. Materials are selected in anticipation of, as well as in response to, requests from library users. Purchasing decisions are based on budget, use, and turnover.

Participation in regional and/or statewide resource sharing is encouraged. The library is a member of CLiC, in order to participate in courier service and benefit from discounts on library materials.

The quality of a library's collection is measured by a variety of factors indicating use, currency, and interest to various community members. Tables are provided in the Collections section on the State Library's [standards website](#)⁸. The data provides information on what other libraries in Colorado, as well as other libraries nationally, are reporting in terms of: (1) materials expenditures per capita, (2) circulation per capita, and (3) collection turnover.

These tables will assist libraries in determining the quantity of materials held per capita; however, it is also important to consider “quality” vs. “quantity” when making decisions about the collection. Thus, the data are meant to inform and be descriptive, not prescriptive.

⁸ <http://www.colibrarystandards.org/>

COLLECTIONS CHECKLIST - BASIC

1. Policies and procedures to effectively manage the collection are in place and reflect the library's strategic plan and community needs. The Collection Management Plan includes policies and procedures for:
 - Selection and deselection
 - Conservation/preservation
 - Procedures for handling requests for reconsideration of materials
 - Procedures for handling gifts and donations
 - Procedures for non-circulating items
2. Review the collection management plan within each three-year period.
3. Collect materials and provide access to information representing a wide variety of interests and viewpoints.
4. Provide online media in various current formats, including physical and downloadable materials, as well as other non-print materials, to meet the needs of the community.
5. Provide materials in formats appropriate to the needs of special population groups.
6. Evaluate items in the collection regularly for retention, replacement, or withdrawal according to the library's collection management plan.
7. Place orders at regular intervals throughout the year to ensure a steady flow of new materials for the public.
8. Organize and display the collection to facilitate online and in-library browsing and retrieval.
9. Ensure that library records comply with current cataloging standards to facilitate public access and resource sharing.
10. Ensure all users have access to all materials, unless limited by library policy or other legal restriction, such as age.

COLLECTIONS CHECKLIST – FUTURE-FOCUSED

1. Provide a process for community members to participate in the selection of materials, including when they lend expertise to collection topics.
2. Allocate funds for purchasing materials and expend them based on the Collection Management Plan and other plans directing library activities. To measure this, determine materials expenditures per capita (see [tables](#)⁹).
3. Ensure that the collection reflects the ethnic, cultural, and language diversity of the community.
4. Track and report statistics on various formats for currency and relevancy based on statistics and data that reflect collections and circulation statistics per capita and turnover rates (see [tables](#) on State Library website) as well as what is needed for annual reporting and planning.
5. Maintain an appropriate collection size based on the library's legal service area population (LSAP).
6. Include unique items that, when loaned through the library, make it economically feasible for community members to "try before they buy," allowing sharing of resources at a community level. Some Colorado examples include maker spaces with equipment for idea exploration, creation, and experimentation; non-book/non-media, recreational material (e.g., bicycles, musical instruments, fishing poles, cake pans); educational equipment (telescopes, robots, microscopes); home tools (electricity use monitors, seeds, garden tools), and locally created content (e-books, music, audio stories, art).
7. Remove fines and fees on children's material to encourage the dynamic use of collections by children. State Library research indicates that fines and fees are a barrier to low-income families' use of the public library. See the [whitepaper](#)¹⁰ for further information.
8. Follow the best practices of the Society of American [Archivists](#)¹¹, if the library houses local history/archive collections.

⁹ <http://www.colibrarystandards.org/collections/>

¹⁰ <http://spellproject.weebly.com/uploads/1/5/3/3/15331602/spellwhitepaperfinal.pdf>

¹¹ <http://www2.archivists.org>

A GUIDE TO TURNOVER RATE

Turnover Rate measures the activity of a library's collection, indicating the number of times each unit of library material would have circulated during the year if circulation was spread evenly throughout the collection. The turnover rate is determined by dividing the number of circulations by the number of items in a particular section of the collection. For example, if you have a section of the collection that contains 1000 items and these items have circulated 1,200 times in the previous year, the annual turnover rate is 1.2. The average item in this section circulated 1.2 times within the last year. If you have another section that contains 2,000 items and these items have circulated 1,500 times, the circulation rate is 0.75. If a section has a relatively high turnover rate, it is one indication that more items may be needed to meet demand.¹²

To determine the Turnover Rate:

Formula: Annual Circulation ÷ Item Holdings = Turnover Rate

Example: A library with a LSAP¹³ of 90,000 holds 500,000 items (books, videos, audio, etc.) and annual circulation is 1,500,000, the Turnover Rate = $1,500,000 \div 500,000 = 3$.

¹² Source: [LILI, Idaho Commission for Libraries](#)

¹³ LSAP: Legal Service Area Population

COMMUNITY ENGAGEMENT

Outcome

The community is strengthened through the active facilitation and/or participation by the library in efforts to gather input, engage in meaningful discussions, and act in partnership to support community-wide growth and transformation. Library affiliates (friends and/or foundation organizations) are aligned to strengthen the connections between the library and the community.

Overview

The community is integral to any decision made concerning library operations. Libraries and communities have an interdependent relationship. Communities provide funding, opportunities to collaborate and advocate for the library's work and role in meeting community needs. Libraries contribute to the economic health of the community, collect the memories of the community, and provide a place where people can explore, learn, access resources, share ideas, and be transformed. The library is also an asset that can be of great value when addressing community-wide issues and opportunities.

*Libraries and communities
have an interdependent
relationship.*

The Library Governing Authority and staff search for opportunities to cooperate with other community organizations, including other libraries, governmental agencies, nonprofit organizations, and the private sector in order to embed librarians and library services in the community and ensure healthy communities that understand the value of libraries.

Library staff uses many means to reach out and partner with the community in order to stay knowledgeable and engaged. In addition, opportunities for community involvement within the library are available to volunteers. Cooperation may include sharing of resources, staff expertise, training opportunities, or other joint activities. Staff representation in other community organizations is essential in complying with this standard.

The library has a friends group and/or a foundation that assists the library with fundraising, advocacy and outreach in the community. Resources from these organizations supplement rather than replace the library's operating budget.

COMMUNITY ENGAGEMENT CHECKLIST - BASIC

1. Embrace the importance of community-wide connections by meeting with and supporting local groups.
2. Establish cooperative agreements between the library and other agencies for shared programs and services.
3. Participate as an active member and leader (and host) of community groups.
4. Recruit community volunteers for support as defined in the library's written volunteer policy.
5. Ensure that a staff person is responsible for volunteer coordination and training.

COMMUNITY ENGAGEMENT CHECKLIST – BASIC (CONT'D)

6. Maintain a formal friends group or foundation that meets on a regular basis with a library staff liaison present, and follow the [national guidelines](#)¹⁴ for the role of each.
7. Involve library staff, friends, and the community in the library's long-range plan and fundraising activities.
8. Make clear distinctions about the responsibilities of the friends group or foundation, and keep funds raised by these groups separate; do not mix with library operating expenses.
9. Collect statistics and conduct research, such as customer surveys, community studies, citizen surveys, and other means appropriate to evaluate library services and resources.
10. Use statistics and other data collection to communicate impact and relevance of library services to the community.
11. Build "social capital" through civic engagement.

COMMUNITY ENGAGEMENT CHECKLIST – FUTURE-FOCUSED

1. Convene community meetings involving multiple stakeholders to address community aspirations and issues.
2. Encourage community members to participate in conversations about issues that are important to them, including those beyond library services. Invite partners to work together on plans that address community needs from multiple perspectives.
3. Collect, organize, and provide information about community groups and issues.
4. Participate in (or convene) cooperative planning and programming with community groups. Share associated costs when feasible.
5. Embed library staff in community commissions, boards, neighborhood groups, organizations, and chambers.
6. Invite community groups and/or businesses to participate in volunteer activities.
7. Recruit mentors to assist in programs, labs, STEAM/STEM, art, and other community-focused activities.

¹⁴ <http://www.ala.org/united/sites/ala.org.united/files/content/friends/orgtools/role.pdf>

FACILITIES

Outcome

Library spaces offer the community a compelling invitation to explore, gather, learn and engage, and ensure equitable access to resources through infrastructure and up-to-date technology.

Overview

Libraries serve as a platform for learning, inspiration, and innovation in their communities. Library facilities are designed to address these community needs. Carefully planned design allows for a wide range of purposes, including reading, studying, meeting, and playing that strengthen community identity and social bonds. The library is also a virtual space where e-content is readily available anytime and anywhere. Facility management is driven by policies that address usage, maintenance, and improvement. Meeting room policies are perhaps the most litigious and should be carefully composed for clarity.

Library staff, leadership, and governing authority need to be aware of and accommodate changing technologies and community needs.

Library facilities are an anchor for economic development and neighborhood vitalization, strengthening community identity. Library staff assesses community priorities via an analysis or survey.

Library facilities should be safe, secure, comfortable, engaging, efficient, and inviting to allow for flexibility of service, growth, and changes in community priorities. Facilities should be designed to support the library's long-range plan. Building size and spaces will vary by community size, community demand, and budget. Facilities should include space for quiet reading and reflection, and for small and large group meetings, with areas to create and innovate. Partnerships with other entities to accommodate these needs should be considered. It is important to think of sustainability when managing libraries or planning for additions or new buildings.

Libraries should provide safe and easy access to library services. A convenient method to return materials throughout the service area is important. Sufficient lighting, signage, and space to serve the public are essential. All safety and fire codes should be followed, along with proper ADA access.

Library staff, leadership, and governing authorities need to be aware of and accommodate changing technologies and community needs. Technology-refresh programs should be part of a facilities plan, along with proper connectivity and telecommunications infrastructure. A dedicated Internet connection with adequate bandwidth to meet the community's size should be provided.

FACILITIES CHECKLIST - BASIC

General

1. Meet current local safety and fire codes.
2. Ensure accessibility to all members of the community, conforming to [ADA standards](#)¹⁵.
3. Seek the professional expertise of a library planner and/or library architect for any new construction or major remodeling.
4. Dedicate expenditures for capital improvements and facility maintenance.
5. Develop policies relating to effective public use of facilities, including a meeting room policy.

Exterior

6. Install signs in the community that direct people to the library.
7. Provide a well-lit exterior with signage that clearly identifies the building from the street.
8. Prominently post hours of operation outside the library.
9. Maintain sufficient, well-lit parking located near or adjacent to the facility.
10. Provide a convenient, safe book return location(s) during the hours the library is closed.

Interior

11. Provide a well-designed interior that encourages self-directed use of the library.
12. Offer adequate programming and space to fulfill the library's stated mission and goals. Examples of space include:
 - a) Storytime
 - b) Study
 - c) Quiet
 - d) Public meeting
 - e) Programming
 - f) Accessing and utilizing materials
 - g) Public computing
 - h) Space to create individual content and projects
13. Maintain separate areas for staff workspace(s) and breaks.
14. Provide storage space.
15. Allow easy access to electrical and cabling outlets to support current technology.

¹⁵ <https://www.ada.gov/2010ADAstandardsindex.htm>

FACILITIES CHECKLIST – FUTURE-FOCUSED

1. Maintain usage statistics and compare them to space allocation standards to ensure library facilities meet community demands.
2. Prepare long-range facility plans that address projected growth. Review facility plans annually and revise at least every five years. Maintain written policies and guidelines necessary for maintaining and improving facilities.

FINANCE

Outcome

The community is well served by a library that is appropriately funded and transparently administered to best meet community needs.

Overview

Colorado public libraries are supported primarily by local tax revenues. The Library Governing Authority seeks and secures funding from public and private sources and monitors and expends these funds with integrity and to support the goals in the library's strategic plan.

Libraries earn the public trust by being accountable and transparent about the use of public money.

Many libraries have a separate Friends organization and/or Foundation with a 501(C) (3) status to manage donations for library projects, programs, or services. All fund-raising, grants, and donations shall be considered supplemental to local tax revenue.

Library districts follow fiscal procedures consistent with state law in preparing, presenting, and administering the budget. Unless exempted by state law, an annual audit of the library's financial records is required. All libraries should have a financial plan.

Libraries earn the public trust by being accountable and transparent about the use of public money. Libraries are proactive in these responsibilities and demonstrate transparency by distributing and making information available on a consistent, reliable basis.

FINANCE CHECKLIST - BASIC

1. Develop an annual financial plan/budget based on the library's goals and objectives for approval by the Library Governing Authority.
2. Develop a long-term finance plan (minimum five years) in conjunction with the library's strategic plan to identify resources that are available to address future needs of the community. The plan should include categories and amounts.
3. Prepare and review monthly financial statements that include comparison to budgeted amounts and make financial information available to the public to ensure responsible and transparent use of funds.
4. Commission and accept an independent annual audit as required by law for library districts. Other library types participate in audits with the Library Governing Authority.
5. Library Governing Authority reviews and approves the budget (in the case of governing boards) or reviews the budget (in the case of advisory boards).
6. Follow financial management guidelines that include, at a minimum, policies on budgeting, audits, capital assets, investments, purchasing, contract approval and borrowing, and follow fiscal procedures consistent with federal and state law and local government requirements.
7. Explore local, state, and national fund-raising opportunities, sponsorships, partnerships, grants, donations, and gifts for special projects or as a supplement to local funding.
8. Use group purchases and collective bargaining opportunities as a way to expend funds effectively and efficiently.

FINANCE CHECKLIST – FUTURE-FOCUSED

1. Develop fund balance policies to ensure appropriate levels of fund balances at all times; develop policies to address situations when targeted fund balances are not achieved.
2. Encourage community financial contributions through friends, foundations, philanthropists, and other organizations.

GOVERNANCE

Outcome

The library is an efficiently managed community resource that provides high-value services through the effective stewardship of public funds.

Overview

Public libraries in Colorado are established by a municipal or county government or as a library district under Colorado Library Law. The Library Governing Authority adopts and provides oversight of budgets, supervises the library director, adopts policy, and sets strategic direction. The Library Governing Authority can be the library district governing board, city council, town manager, or other civic leadership.

Library governing and advisory boards have the responsibility to advocate for the library, to identify community priorities, to follow state and national laws applicable to libraries, and to plan for the future of the library.

Colorado recognizes two types of library boards, governing (in library districts) or advisory (in most city, county, municipal, and joint jurisdictions). The responsibilities of a library governing board are clearly defined in the Colorado Library Law. Conversely, a library advisory board gets direction from the Library Governing Authority and represents the community by advising the library director.

The library advisory board's responsibilities will vary from city to city and county to county; however, both library governing and advisory boards have the responsibility to advocate for the library, to identify community priorities, to follow state and national laws applicable to libraries, and to plan for the future of the library. In order to stay current and informed, both the library director and the library governing or advisory Board participate in activities sponsored by state and national library organizations.

The library director and staff apply practical and acceptable management practices and standards to the daily operations of the library. These practices are clearly defined in a set of policies adopted by the Library Governing Authority, which are made available to the public. Hiring and evaluating a library director is one of the Library Governing Authority's **most important duties**.¹⁶ To prevent all-too-common conflicts resulting from the confusion between governing and managing, a library governing board needs a policy stating that human resource administration—including hiring, supervision, evaluation, and termination of all library staff—is delegated to the library director. The library director provides a regular report as a part of the board meetings to the city, county, or district, which is the legal employer, acting by and through the Library Governing Authority.

The library director is responsible for creating and updating a procedures manual to carry out all policies. The library director manages the library on a daily basis by planning, organizing, and directing services for all people in the community. The library director measures and evaluates the effectiveness of library services in relation to the changing needs of the community. The Library Governing Authority and director seek to serve library users and improve library services through continuous communication with their communities.

¹⁶ <http://www.ColoradoStateLibrary.org/LibraryDevelopment/PublicLibraries/index.htm>

GOVERNANCE CHECKLIST - BASIC

Library Governing Authority:

1. Hires and supervises the library director, according to a written job description, to manage library operations and staff. The Governing Authority, such as a library board, is not involved in the day-to-day operation of the library.
2. Develops performance expectations for the library director for use in annual performance reviews.
3. Enacts policies to ensure that all residents of the library service area have access to tax-supported public library services.
4. Makes board appointments, processes, and terms in compliance with the library's bylaws.
5. Complies with bylaws that outline the board's purpose and operational procedures. Reviews bylaws at least every three years.
6. Convenes regular, open board meetings in compliance with the Colorado Open Meetings ("Sunshine") law, [CRS 24-6-401-402](#). The library director is present at all board meetings. Written minutes are available to the public.
7. Sets goals for the board's continuing education and performance, and annually reviews the board's performance.
8. Approves and reviews policies regularly. When needed, new policies are written, approved, implemented, and made available to the public.

Director:

1. Hires and supervises all library staff.
2. Upholds (with the help of staff) written policies to govern library personnel, operations, fiscal matters, and services (See [checklist of library policies](#)¹⁷ and [policy bank of samples](#).¹⁸)
3. Maintains written emergency procedures and risk management plans.
4. Writes procedures that are regularly reviewed, revised (when appropriate), and made available to staff.
5. Communicates Library Governing Authority priorities to staff and gathers significant staff concerns that may inform governing decisions.
6. Prepares and presents regular reports to the Library Governing Authority.
7. Is a member of Colorado Association of Libraries (CAL), the state's professional organization.

¹⁷http://www.cde.state.co.us/sites/default/files/documents/cdelib/librarydevelopment/publiclibraries/download/pdf/policieschecklist_2012.pdf

¹⁸ <http://www.ColoradoStateLibrary.org/LibraryDevelopment/PublicLibraries/index.htm>

GOVERNANCE CHECKLIST – BASIC (CONT'D)

Board and Director:

1. Orient new library board members.

Orientation can include a tour of the library, review of the trustee manual, bylaws, library policies, library law, public library standards, and pertinent minutes and information on issues currently under consideration.

2. Actively recruit qualified candidates for library board openings with attention to identifying representatives that reflect the demographics of the population served by the library.
3. Meet with elected officials, community leaders, and other stakeholders to inform them about library services and needs.
4. Administer the library in accordance with state and local codes and ordinances, and Colorado Library Law [CRS 24-90-105](#).
5. Comply with federal and state laws that affect library operations, including the American with Disabilities Act, the Fair Labor Standards Act, and the Privacy Law ([CRS 24-90-119](#)).
6. Maintain responsibility and accountability for the library budget, facilities, and strategic plan. The Library Governing Authority assumes ultimate responsibility for library financial accountability.
7. Maintain insurance covering property and liability, including volunteer liability covering errors and omissions.
8. Stay current with library-related issues by way of the State Library, CLiC, the Colorado Association of Libraries (CAL), and the American Library Association (ALA), including United for Libraries. Participate in professional development offered by these organizations.

GOVERNANCE CHECKLIST – FUTURE-FOCUSED

1. (Board and director): Track effectiveness of library services and collections through administration and analysis of surveys and other feedback tools and measures.
2. (Board and director): Actively participate when critical legislative issues arise that affect the future of libraries.
3. (Director and staff) Host advisory groups or special interest groups, such as teen advisory groups, to gain input on collections, spaces, programs, and services for their unique needs.

HUMAN RESOURCES

Outcome

Library leaders will be able to mitigate risk and consistently foster a healthy and effective work environment, ultimately better serving their communities and ensuring a positive patron experience.

Overview

The human resources standard for public libraries includes three elements: general policies needed to handle employment for the library, guidelines concerning staffing, and plans for professional development.

The Library Governing Authority is responsible for policy oversight. The library director is responsible for policy implementation, paying attention to legal issues, professionalism, and employee well-being. A director with a Master's of Library and Information Science (MLIS) degree has completed a program that teaches the skills needed to manage library operations. The board should consider this degree and experience when hiring a director.

As institutions of learning, libraries create a 'culture of learning,' not only for their community, but also for the library staff and trustees.

As institutions of learning, libraries create a "culture of learning," not only for their community but also for the library staff and trustees. Creating a learning culture for all staff and trustees is an ongoing effort. Professional development opportunities for staff are a key part of maintaining this learning culture.

HUMAN RESOURCES CHECKLIST - BASIC

General

1. Follow state and federal laws in recruiting, hiring, and terminating employees.
2. Maintain current staff compensation policies and provide wages and benefits that reflect community and market standards.
3. Use written job descriptions to hire, develop goals, and conduct performance evaluations.

Staffing

1. Employ a library director who, minimally, has a college degree, and preferably a Master's Degree in Library and Information Science or the equivalent.
2. Ensure enough staff to provide quality community and customer (or patron) service.
3. Recruit and select staff to represent community demographics, especially focusing on cultural and multilingual diversity while avoiding discrimination.
4. Schedule paid staff to offer library services to all library patrons during open hours.
5. Create human resource policies or an Employee Handbook for employee orientations. Review for updates at least every two years.
6. Adopt a staffing plan that addresses job descriptions, competencies, organizational development, and succession planning.

Professional Development

1. Ensure all library employees are proficient in carrying out the library's values, philosophy, management, and operational practices.
2. Reimburse staff and board members who attend professional development offerings.
3. Allocate funding for staff development.

HUMAN RESOURCES CHECKLIST – FUTURE-FOCUSED

1. Provide in-house and continuing education activities for staff, trustees, and volunteers.
2. Provide funding and time for staff to participate in ongoing development opportunities during the year, with participation tied to annual plans and review.

MARKETING, COMMUNICATIONS, AND ADVOCACY

Outcome

Community members are aware of the library's activities. They value, actively support, and engage in library initiatives.

Overview

The library board, library director, and library staff communicate, advocate for, and promote the library and its services, utilizing traditional communications methods, as well as the most current and effective ways of reaching target audiences. The library follows a well-planned and executed marketing, communications, and public relations strategy to promote library services, resources, and value regularly to the public.

The overall goal of the marketing, communications, and public relations plan is to inform the public about ways the library meets the fundamental needs of the community.

The mission and vision of the library, as defined in the library's strategic plan, are communicated to stakeholders in ways that illustrate how the library is an essential community service.

The overall goal of the marketing, communications, and public relations plan is to inform the public about ways the library meets the fundamental needs of the community. To this end, the plan includes a strong public image, as well as how library staff will identify, reach, and meet the needs of community members.

Board members and directors play a vital role in lobbying for legislative issues that affect libraries. Knowledge of laws affecting libraries, including limits to lobbying is addressed in the [Fair Campaign Practices Act](#).¹⁹

¹⁹ <http://www.cde.state.co.us/cdelib/fcpalibraries>

MARKETING AND ADVOCACY CHECKLIST - BASIC

1. Be transparent about the library's specific funding sources, including tax revenue, donations and fines, and services that the library provides to foster a better understanding of how public funds benefit the community. Publishing an annual report, monthly updates, and other regular reports can build this public awareness.
2. Develop and implement procedures to receive and promptly respond to comments, suggestions, and feedback from the community in order to increase customer satisfaction and protect and improve the library's image. When possible, refine and improve services based on patron feedback.
3. Communicate a positive image of the library and its services while remaining receptive to diverse opinions and suggestions.
4. Communicate the library's brand, value, and impact in the community in print, the media, and online to actively position the library as an essential service.
5. Maintain a current website with promotional messages, program and resource news, and easy access to the library's print and digital collections.
6. Use social media to promote programs, library resources, and services to increase community engagement with the library.
7. Create a communications procedures and protocols manual to respond to community crises or disasters, including plans with emergency agencies to leverage the library as a communications hub during and immediately after a disaster.

MARKETING AND ADVOCACY CHECKLIST – FUTURE-FOCUSED

1. Develop, adopt, and implement a comprehensive communications, marketing, and public relations plan that addresses and reflects community interests, opportunities, and needs.
2. Allocate funds to support the communications, marketing, and public relations plan. This may include a dedicated budget for advertising (print and digital), promotional materials, support, and staffing for community events, marketing supplies, and, when possible, a communications staff member.
3. Participate in statewide or national campaigns that seek to increase public awareness of libraries.
4. Work with local businesses and organizations to cross-promote services and community benefits.

PLANNING

Outcome

Develop effective and sustainable library operations and tangible community benefits from well-planned library services, technologies and facilities.

Overview

Library planning is a process of imagining the future of the community and the library, and setting a direction for getting there. A formal strategic plan ensures that the library will provide efficient, cohesive, and effective operational results that meet community needs while maintaining fiscal responsibility.

Planning is a continuous process...requiring surveys and analysis of library and societal trends, to determine community needs and current services.

Planning is a continuous process. It requires surveys and analysis of library and societal trends, determining community needs and current services, with qualitative and quantitative measures to conclude if the work is successful. Appropriate time and necessary funds are allocated in the library's budget to implement the planning process.

Input is gathered from all external library stakeholders and the Library Governing Authority, and all levels of staff. This feedback serves as the basis for the vision, mission, and values of the library that guide the development of goals, objectives, and strategies that need to be accomplished. Ultimately, the final plan is communicated to the community and the budget is aligned with the plan. Procedures for measuring the success of the plan are locally determined and executed by staff documentation, community feedback, and governing oversight.

There are many methods to consider in undertaking a strategic plan. Preliminary research is critical to understand what will work best. (See [planning resources](#).²⁰)

²⁰ <http://www.ColoradoStateLibrary.org/LibraryDevelopment/PublicLibraries/index.htm>

PLANNING CHECKLIST - BASIC

1. Use these standards as a guide in the planning process.
2. Establish a vision, mission, and values that are based on a review and assessment of community needs and the unique role of the library in the community served.
3. Review and update the library's strategic plan regularly to determine progress in meeting goals.
4. Implement an ongoing, integrated process of community and library analysis, planning, evaluation, and community impact that covers two to five years, and involves the library board, staff, and community members.
5. Review the library's goals and measurable outcomes regularly to gauge progress, effectiveness, and success.

PLANNING CHECKLIST – FUTURE-FOCUSED

1. Review local, state, and national public library statistics at least annually to evaluate input, output, and outcome measures and to determine the library's success in supporting broad community goals.

RESOURCE SHARING

Outcome

Community members will benefit from greater access to resources through sharing with other libraries and are aware of what the library offers beyond the traditional print collection.

Overview

Colorado has a long and rich history of resource sharing because all libraries are stronger when they work together. Colorado libraries are collaborative in many ways, not just within the public library sphere, but also with school, academic and special libraries, and community organizations.

As libraries encourage patrons to be independent in their library transactions, it is important to consider how to empower them in that process. Libraries that work cooperatively and participate with others in statewide, regional, and consortial programming, share resources locally and strengthen the availability of services for all Coloradans. Besides borrowing materials from others through the state's Interlibrary Loan (ILL) services, it is important to make the library's own materials discoverable to join others as a lender as well.

Libraries that work cooperatively and participate with others in statewide, regional and consortial programming, share resources locally and strengthen the availability of services for all Coloradans.

RESOURCE SHARING CHECKLIST - BASIC

Statewide Resource Sharing

1. Participate in statewide resource sharing programs and services, and actively promote these programs to library users.
2. Contribute resources and/or staff to support statewide resource-sharing programs.
3. Participate in and promote the [Colorado Libraries Collaborate](#).²¹ program, offering reciprocal borrowing to cardholders of other Colorado libraries.
4. Participate in the statewide courier service.
5. Adopt and implement the [Colorado Interlibrary Loan Best Practices](#).²²
6. Use an Interlibrary Loan delivery system for requesting and/or supplying ILL materials.
7. Provide access to databases or electronic collections in compliance with licensing agreements.

RESOURCE SHARING CHECKLIST – FUTURE-FOCUSED

1. Offer patrons the opportunity to initiate ILL requests online.
2. Participate in a shared bibliographic database, when appropriate, regardless of the automation system used.

²¹ <http://www.cde.state.co.us/cdelib/clc/users>

²² <http://www.coloradovirtuallibrary.org/wp-content/uploads/2016/02/colorado-interlibrary-loan-best-practice-revised.pdf>

SERVICES AND PROGRAMMING

Outcome

The community is enriched by programs and services that offer formal, informal, and self-directed learning opportunities for all ages and abilities.

Overview

Library directors have the responsibility to hire well-qualified staff that will provide meaningful services and programs to all members of the community.

Services and programs are offered free of charge to everyone in the library's service area and are accessible by all.

Continuous evaluation is essential to assure that programs and services are effective and accessible, and meet the diverse needs and interests of everyone in the community.

Libraries serve as lifelong learning centers with education as essential part of their mission.

Libraries serve as lifelong learning centers with education an essential part of their mission. In this role, the library actively commits time and resources to coordinate literacy activities at all levels. Family literacy programs, for example, are essential to maintaining or improving student reading skills. Providing resources and services to assist with employment skills, digital inclusion, and economic development is increasingly important. Early literacy, including programs and services for babies, toddlers, and their caregivers, is a unique and vital library offering to the community.

Keeping the library current and relevant to those who use it involves creating platforms for social experiences, offering opportunities for community members to create their own projects, content, and learning experiences. These are all vital aspects of the library's services and programming.

SERVICES AND PROGRAMMING CHECKLIST - BASIC

General

1. Adopt relevant policies that emphasize welcoming and effective services and programs for all segments of the community.
2. Provide basic services free of charge to everyone in the service population as defined by written policies governing lending, borrowing, and circulation.
3. Adopt written policies on the use of public meeting spaces.
4. Assist with or serve as a custodian of local history or community memory.

Services

1. Offer services that meet the needs of the demographics of the community, including special populations, some of which may not use the library.
2. Offer services that include a circulating collection, public technology, programming for all ages, and a community meeting space.
3. Train and develop staff members to offer effective services to the public during all hours the library is open, and in other locations, using competencies developed by library associations and agencies.
4. Offer assistance to the public during all hours the library is open in the use of technology, circulation, and access to materials.
5. Provide reference, reader's advisory, and technology services to all ages.
6. Offer developmentally appropriate collections, programs, and services for babies, toddlers, preschoolers, school-aged children, and teens. Specific guidance and competencies are available [online](#).²³
7. Provide current information to patrons about children's, adult, and/or family literacy programs offered by the library.
8. Provide current information on agencies and organizations with programs of interest to patrons.

Programs

1. Provide interactive, age-appropriate programs for all. Typical programs include:
 - a) Reading programs for all ages, including early literacy and summer learning programs.
 - b) Outreach that integrates the library as a vital part of the community.

²³ <http://www.clel.org>, <http://www.ala.org/alsc>, and <http://www.ala.org/yalsa>

SERVICES AND PROGRAMMING CHECKLIST – BASIC (CONT'D)

- c) Lifelong learning for all community members.
 - d) Literacy programming and/or space or referrals for other agencies to teach literacy classes.
 - e) Resources and services to help with job skills and economic development.
2. Actively involve community leaders in program planning.
 3. Provide inclusive programs and services for community members of all ages, abilities, genders, ethnicities, income levels, etc.
 4. Provide programs at times and locations convenient for the intended audience.
 5. Actively involve community leaders in program planning.
 6. Provide inclusive programs and services for community members of all ages, abilities, genders, ethnicities, income levels, etc.
 7. Provide programs at times and locations convenient for the intended audience.

SERVICES AND PROGRAMMING CHECKLIST – FUTURE-FOCUSED

1. Evaluate all services and programs at regular intervals based on input, output, and outcome measures.
2. Provide library outreach to various populations in locations where they are.
3. Provide a variety of spaces for formal, informal, group, and individual study.
4. Leverage local community members and partners in planning and implementing programs.
5. Offer programs and literature in languages spoken in the community.

TECHNOLOGY

Outcome

Libraries utilize technology to support the missions, visions, and goals of their organizations, resulting in well-informed decisions and efficient, effective library operations and services.

Overview

Technology is an institutional asset, as important to the delivery of patron services as the library building. It serves as a basic part of the infrastructure and is integrated at all levels of the library organization. Technology is a key asset delivering on the library's promise to serve as a community hub, information access point, and cultural center.

Technology is a key asset delivering on the library's promise to serve as community hub, information access point, and cultural center.

Technology is a tool, not a goal. Technologies and systems implemented in libraries should be designed, selected, or implemented to serve the needs of patrons and staff in constructive, effective, innovative, and sustainable ways.

Technology decisions are based on sound research and thoughtful planning. Technology requires investment in qualified staff to support the infrastructure. Technology integrates with and supports all other standards featured in this document, including collections, facilities, finance, planning, resource sharing, and services.

It is important to think of investing in technologies in the same way that a library invests in its physical structures, staff, and collections. A library that fails to sustain a dependable technology infrastructure or does not adapt to evolving technologies will find itself ill-equipped to effectively serve the community or to fulfill the standards identified in this document. Because technology is a necessary part of library operations and is a service to the public, this section is longer and more detailed than previous sections.

TECHNOLOGY CHECKLIST - BASIC

Making Information Readily Available to Public

1. Invest in an integrated library system (ILS) or similar system to support the management and development of the library's collection and allow the public to search the collection.
2. Maintain a website under the control of the library and updated and maintained by library staff, providing access to library and community information, databases, and the online library catalog.
3. Ensure accessibility to a website and technology for the disabled that is consistent with the [Web Accessibility Guidelines](#)²⁴ or for computers used by patrons with visual or other [challenges](#)²⁵.
4. Assess community technology needs annually by gathering feedback from patrons and other community members.
5. Possess up-to-date technology skills and awareness of new technologies that help the library serve its mission.
6. Write a technology plan compatible with achieving the library's mission and goals.
7. Use a reliable authentication or proxy system for public access to subscription materials.
8. Curate links to free online resources to ensure public access to working links of high-quality information.
9. Develop a social networking strategy for internal and external use, and a content strategy for online resources.

Content Creation and Digital Literacy

1. Offer opportunities for the creation of digital content on public access computers by providing equipment such as photocopiers and scanners, productivity, audio/video editing, graphics and development software, and the ability for patrons to save their work.
2. Ensure that library staff is sufficiently trained in the use of the library's technology to do their work efficiently and to assist patrons in use of the machines and programs available to them. (See the Recommended Technology Proficiencies in Appendix A.)
3. Provide regularly scheduled digital literacy training and individual assistance through classes on topics such as basic computer skills, office productivity software, Internet searching, privacy and security, social media, and multimedia.
4. Support use of public technology for workforce development, entrepreneurship, eGovernment⁵, legal purposes, educational opportunities, and health and wellness purposes.

²⁴ <https://www.w3.org/WAI/intro/wcag>

²⁵ <https://www.w3.org/standards/webdesign/accessibility> See also: <https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-section-508-standards/section-508-standards> and <http://www.ala.org/ascla/asclaissues/libraryservices>

TECHNOLOGY CHECKLIST – BASIC (CONT'D)

Connectivity & Security

1. Provide access to current and emerging technology tools and applications, including dedicated wired and wireless Internet connections that support simultaneous use by all computer workstations while running intensive broadband applications; maintain sufficient devices and bandwidth to accommodate user demand. (See Appendix B for a way to estimate bandwidth available per device.)
2. Implement ongoing, adaptive, and overlapping security practices at the device, server, and network levels to ensure the system as well as data storage, transmission, and retrieval are secure. Security practices include a combination of firewalls, access-control lists, intrusion prevention, regular system security updates, and commercial antivirus/anti-malware software packages.
3. Provide, sustain, and refresh technology infrastructure to support library operations and services, with planning to incorporate new technologies in new or remodeled facilities, and ongoing network infrastructure assessments.
4. Develop and enforce technology policies that support library governance policies, operations and services, human resources practices, etc.
5. Ensure that vital data is backed up with adequate frequency, based on the amount and type of data. Backups should be stored on removable media or cloud-based storage, and tested regularly to ensure they function properly for recovery or restoration.
6. Provide the opportunity for all people to participate in digital technology through BYOD (bring your own device) practices.

Future Planning / Evaluation

1. Maintain flexibility in responding to ever-evolving patron technology needs, being aware that as equipment lifecycles shrink it is unwise to overinvest in any single patron technology beyond a three-year lifecycle.
2. Develop a future-minded technology plan that looks forward two years, with feedback from the community about the public's technology needs, and annual reviews.
3. Ensure the plan addresses how technology integrates with and supports library operations, services, programs, collections facilities, and staff. The plan aligns with the library's overall strategic goals and mission.
4. Prepare a disaster-recovery plan associated with technology resources and infrastructure, including functions such as data archiving, recovery testing, and restoration of assets and services.
5. Determine product lifecycles when purchasing new products and budget for repairs and spare parts if the library is able to support any technology beyond its warranty period.

TECHNOLOGY CHECKLIST – FUTURE-FOCUSED

1. Provide accurate and current information to patrons regarding technology services.
2. Provide, sustain, and refresh public-use technologies as detailed in technology plans and annual budgets. This refresh may include, but is not limited to, Internet access stations, photocopiers, audiovisual/media technologies, gaming spaces, electronic classrooms, computer labs, information/learning/knowledge commons spaces, mobile devices (tablets, smartphones), etc.

APPENDIX A

RECOMMENDED TECHNOLOGY PROFICIENCIES

Basic Computer Skills

1. Turn on and shut down the computer
2. Turn the monitor on and off
3. Know basic parts of the computer: monitor, CPU, mouse, keyboard, CD drive, USB port, printer
4. Use the mouse: left-click, right-click, drag and drop
5. Use the keyboard

Operating System

1. Start a program from the Start menu
2. Manage computer settings from the Control Panel
3. Exit a program
4. Save files
5. Change file name or location using Save As
6. Minimize and maximize a window
7. Scroll within a document
8. Manage multiple windows using the taskbar
9. Use menus and toolbars
10. Use the Help feature in programs
11. Find and open files by browsing from within a program
12. Find file icons and open files
13. Drag files to a new location
14. Copy files and paste them into a new location
15. Understand the difference between files and folders
16. Make a new folder
17. Delete a file or a folder

18. Empty the recycle bin and restore files from the recycle bin
19. Use Ctrl-Alt-Delete and the Task Manager to end non-responsive programs
20. Tab between fields
21. Respond to dialog boxes

Troubleshooting

1. Check the various connections in the back of the computer
2. Reboot the computer
3. Use Ctrl-Alt-Delete and the Task Manager to end non-responsive programs

Printers and Printing

1. Turn the printer on and off
2. Load paper
3. Clear a paper jam
4. Replace toner
5. Use print preview
6. Switch between portrait and landscape layouts
7. Print specific pages or selections
8. Print multiple copies

External Storage Devices

1. Know the difference between floppy discs, CDs, and flash drives
2. Insert floppy discs, CDs/DVDs, and flash drives and access the files they contain
3. Copy files to external storage devices
4. "Burn" or copy to a CD or DVE

File Management

1. Understand the differences between files and folders
2. Copy and paste, drag and drop within files and whole files/folders
3. Navigate in the file structure to open, save, or delete files or folders
4. Empty and/or recover files from recycle bin
5. Understand file extensions (.docx, .xls, .pptx)
6. Create files and folders
7. Move files between folders or drives
8. Copy files between folders, to flash drive or other external storage device
9. Delete files and folders
10. Back up files – to a website, a USB device, to CD/DVD, to a network drive
11. Open and save a file
12. Rename a file or folder
13. Create a shortcut to a file, a folder, or a program

Word Processing

1. Insert, edit text
2. Change font and font size
3. Align text: left, right, center
4. Bold, italic, underlined text
5. Change line spacing
6. Change margins
7. Cut, copy, and paste
8. Use spell-check
9. Copy text from the Web into Word and clean it up
10. Use print preview and print selection
11. Understand different word processing file types (i.e. .doc, .docx, .pdf)

Web Browsers

1. Understand what a web browser does
2. Understand what a URL or web address is
3. Understand the difference between a search box and the address bar
4. Find and open Internet Explorer and Firefox
5. Type in a web address
6. Navigate using links
7. Use Back, Forward, Home buttons
8. Fill out an online form
9. View the browsing history
10. Delete history and temporary files
11. Add, delete, and organize bookmarks or favorites
12. Use a search engine
13. Print all or part of a web page
14. Use the Find command
15. Change the text size
16. Download a file from the Internet

Email

1. Access email by typing in web address
2. Log into account
3. Read, archive, and delete messages
4. Send messages to one recipient or to multiple recipients
5. Reply to and forward messages
6. Print messages
7. Open and download attachments
8. Send attachments
9. Understand basic email etiquette

Electronic Reading Devices

1. Download e-book content
2. Connect device and transfer content
3. Understand e-book file types and compatible devices

Cameras and Images

1. Take digital pictures
2. Connect camera and transfer photos to computer
3. Upload photos to email, photo-sharing websites, Facebook, etc.
4. Manage and organize photos on computer
5. Edit photos in photo-editing software (i.e. Picasa, Microsoft Picture Manager)

Social Networking

1. Be familiar with social networking tools (i.e. Facebook, Twitter, YouTube, Pinterest, Instagram, etc.)

2. Understand privacy issues
3. Edit options and settings
4. Upload content such as photos and videos

Digital Music

1. Download music
2. Understand file types (wma, mp3)
3. Manage and organize music
4. Understand file sharing and copyright infringement issues

APPENDIX B

ESTIMATING BANDWIDTH AVAILABLE PER DEVICE

Bandwidth is part of the essential infrastructure of the Library. The minimum recommended bandwidth per Internet device is 1.5 Mbps.

To calculate the minimum bandwidth you will need, use the formula as follows:

$$(\# \text{ of devices} \times 1.3) \times 1.5 \text{ Mbps} = \text{Minimum Bandwidth Needed}$$

To find “# of devices” for the formula, count the total number of computers, laptops, tablets and other internet capable devices provided by the library.

In the formula, the number of devices is multiplied by 1.3 to take into account the one personal device using wireless user per three public computer users.

# of patron Internet computers	# of patron wireless devices	Total # of patron devices	Broadband speed for patron network	Patron broadband speed divided by Total # of patron devices
# of staff computers		Total # of staff devices	Broadband speed for staff network	Staff broadband speed divided by Total # of staff devices

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Jacqueline Murphy

Senior Consultant for Public Libraries and Community Development, Colorado State Library

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Library Board of Trustees

Little Free Library Locations

- **Louisville Community Park**
- **Via Appia (across from Cottonwood Park)**
- **Heritage Park**
- **Dutch Creek Park**
- **Memory Square Park**
- **Founders Park (Superior)**
- **Williams Field (Superior)**

Library Board of Trustees

LBOT Work Plan

The Louisville Public Library Board of Trustees' primary role is advisory. The Board is advisory to Library staff in areas of strategy and policy. The Library Board also serves as an advisory body to the City Council on all issues pertaining to the operation of the Library.

In addition to this role, the Library Board of Trustees' 2024 Work Plan will include the following priorities:

Equity, Diversity and Inclusion

- In line with City Council's work plan item 2m "Equity, Diversity and Inclusion" and the Library's strategic goal to create a welcoming space by practicing active inclusivity and accessibility:
- The LBoT will receive training in EDI principles and practices in order to meaningfully support this initiative.
- The Library Board of Trustees will work with Library staff to do continuous and ongoing review of policies and practices to identify those that no longer align with EDI ideals.
- The members of the LBoT will attend, volunteer at, or assist with Library programming that supports the aims of the City's EDI initiatives.
- The LBoT will advocate for the removal of all Library fines as a way to close an equity gap. (Critical Success Factor – Quality Programs and Amenities.)
- The members of the Library Board of Trustees will work to attract a more diverse pool of candidates for selection by Council to serve on the Board.

Economic Vitality

- The Library Trustees will support welcoming spaces and promoting engaging programming that will bring community members into the Historic Downtown area, supporting the City's vision of creating a great small-town feel.

Administrative

- Update bylaws and handbook.