

## ***Library Board of Trustees***

**Thursday, July 11, 2024  
Library Second Floor Board Room  
951 Spruce Street  
6:30 PM**

*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 + 1-719-359-4580, 877-853-5247 (Toll Free)
- Webinar ID #841 1584 2014
- You can log in via your computer. Please visit the City's website here to link to the meeting: [www.louisvilleco.gov/libraryboard](http://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](mailto:EOwen@LouisvilleCO.gov).*

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of May Minutes
5. LBOT Handbook: Vote for Adoption
6. Library Policy Updates Regarding Colorado State Bill, SB24-216: Vote for Adoption
7. September Joint Meeting (LBOT, LPLF, Library Staff): Discussion
8. Foundation Report
9. Director's Report
10. Public Comments on Items Not on the Agenda
11. Board Comments
12. Discussion Items for Next Meeting
13. Adjourn

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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](mailto: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.

## ***Library Board of Trustees***

### ***Meeting Minutes***

**May 9, 2024**

**Library Meeting Room**

**950 Spruce Street**

**6:30 PM**

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

**Roll Call** was taken and the following members were present:

Board Members Present: Helena Lechner, Laurel Cole, Carrie Cortigilano

Superior Board of Trustees Representative: Cheryl Achterberg

Board Members Absent: Jaime Dufresne, Weiyang Chen, Heather Wiegand

Staff Members Present: Sharon Nemecheck

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

**Approval of Meeting Minutes** – The minutes from the March 14, 2024 meeting were approved as written.

**Public Comments** - None

**Role of the Trustee: Discussion** – The Board discussed the Role of the Trustee page from the Handbook. Trustees shared what things come easily to them such as talking to others about the library, sharing about eBooks, stocking the little libraries and resharing library Facebook posts. The Board also discussed different ways they could share what is happening at the library and vowed to try something new before the next meeting.

**LBOT Handbook Update: Discussion** – Laurel and Carol updated the handbook per statutory requirement. The last update was five years ago and Laurel and Carol made sure everything was current. Erin is going to make it more user friendly with some formatting improvements.

**LBOT Bylaw Amendment: Discussion** – The LBOT Bylaws articulate how the Board is run. One item that Laurel would like to add to the bylaws will require a vote. Erin will get clarity from the city about how to amend bylaws as there are new guidelines coming out soon.

Some municipal libraries approve the library budget or weigh in more on library operations and administration. However, the role of the LBOT is more advisory. Laurel would like to add a statement that says the primary role of the LBOT is to advise the

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**City of Louisville**

*Cultural Services*    951 Spruce Street    Louisville CO 80027  
303.335.4815 (phone)    [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)

library administration on matters of policy and promote library programs, not to council on matters of operation or budget.

The Board would also like to make sure the Superior Town Board is clear about the role of the LBOT. The Superior Town Board selects who to be the Superior representative on the LBOT. With that being said, Cheryl may be coming to the end of her one year appointment.

**Little Free Library Update: Discussion** - Helana has been talking with two Eagle Scouts about the little libraries. One Eagle Scout will build the two new libraries and one will repair the existing ones. Helana needs to know if the town will provide the post. Sharon will contact the Parks Department.

The Board discussed installing a new little library near the updated Joe Carnival Playground by Harper Lake.

**Foundation Report** - Laurel and Carrie attended the most recent Foundation meetings. In April the Foundation had \$617,000 in endowment. They already fundraised \$19,000 this year. There is approximately \$46,000 in their active bank account. The Foundation members are reaching out to businesses to donate to summer reading and updated their spreadsheet with this information. They are discussing how to create a Friends of the Library to promote more donations.

**Director's Report** - Sharon reported that one of the last bills passed by the state legislature was about removing materials from library shelves. Each Board of Trustees must have a policy on collection, reconsideration, and can only remove an item that's been reviewed in accordance with the policy. The process needs to be made available to the public. Also, the bill protects employees from retaliation if they refuse to remove an item. Sharon will rewrite the policy so it aligns with the law and LBOT can vote on that.

The Summer Carnival is Wednesday, June 12th from 10:00-noon. Sharon requested that the Board provide pizza to all staff and volunteers. Carrie will order pizza and will let everyone know how much it cost.

**Public Comments on Items Not on the Agenda - none**

**Board Comments -**

-Cheryl requested to expand terminals in the Superior Community Center as people want to be able to see what's at the library, put books on hold, etc.

-Sharon met with the Superior Town Administrator who would like to put a library branch in the downtown area. Sharon is concerned about what it would cost to fund another branch.

**Discussion Items for Next Meeting -**

-Bylaws

-New legislation and policy update

-Volunteering for 100 anniversary party

-September joint meeting with the foundation

**Adjourn** - The meeting was adjourned at 7:30pm.

# Library Board of Trustees Handbook

Updated July, 2024

The purpose of this document is to provide background and reference information about the Louisville Public Library, a “municipal” library, and the Library Board of Trustees. We hope this compilation of information will be helpful to new and continuing trustees.

## Louisville Public Library

1. [History of My Library](#)
2. Mission: A welcoming place to connect, discover, and grow.
3. The Library provides services to both the City of Louisville and the Town of Superior.
  - a. Louisville /Superior Intergovernmental Agreement (Appendix 1)
4. Library Services
  - a. The Library provides a variety of services in addition to the traditional service of lending books. Over the years the range and scope of services has grown and continues to grow as technology and community needs change. To appreciate the services offered by the Library, please explore the [website](#).
5. [Library Policies](#)
6. [Library Strategic Plan](#)
7. Library Organization
  - a. City organization chart (Appendix 2)
  - b. Library organization chart (Appendix 3)
  - c. Short descriptions of library departments and lead job functions (Appendix 4)
8. [Library Programs](#)
  - a. Storytimes for babies, toddlers, preschool, and all-ages  
There are 8 weekly story times which are extremely popular and growing every year. The library also hosts biweekly Music and Movement classes for our youngest patrons.
  - b. In addition, all 3 divisions of Public Services have programming, based on community interest, available presenters and budget. Main programs include :
    - i. After school children’s programs (STEAM programs, change every week)
    - ii. Teen Afterschool programs weekly, rotating subjects
    - iii. Summer Reading Program for all ages
    - iv. Money Matters programs to promote financial literacy
    - v. Annual Author Events
9. Library Performance Measures (Appendix 6)

## 10. Library Budget and Funding

- a. Library Budget Graphs (Appendix 5 )
- b. [City budget structure, process, & City-wide key performance indicators](#)
- c. City Funding
  - i. The Library is primarily funded by the City of Louisville, and through an IGA with the Town of Superior (Appendix 1). The [entire budget](#) can be found on the city website and items related to the Library are in the “Cultural Services” program.
- d. Louisville Public Library Foundation
  - i. Additional funding for resources and special programming comes from the [Louisville Public Library Foundation](#), a 501(c)(3) non-profit organization.
  - ii. Coordination with Foundation to support Library mission. One member of the LBOT is designated as the liaison to the Library Foundation and attends meetings to update the Foundation on LBOT activities and to communicate Foundation projects and operations to the LBOT.

## 11. Library Affiliations

- a. The Louisville Library is a member of the Marmot Library Network which enables us to share a catalog with the Boulder, Lafayette, Longmont, Loveland and Broomfield libraries, expanding the number of books and electronic resources available to our patrons. Being part of the Marmot Library Network also provides access to the Network’s tech support and expertise.
- b. FRDL (Front Range Downloadable Library) – Library members can download e-books and e-audiobooks for free from this library.

## LBOT Mission and Scope

1. Colorado Public Library Board and Trustees Pocket Handbook
2. Library Website Info on LBOT
3. [City of Louisville Municipal Code on LBOT appointment and duties](#)
4. [City of Louisville Open Government and Ethics](#)
  - a. Louisville adheres to Open Government rules which require that meetings (such as LBOT) be posted ahead of time so that members of the community may attend. In addition, there is a Code of Ethics which establishes rules and expectations for public officials including LBOT members. For more information see the city website on Open Government: LBOT members are required to attend Open Government training every 2 years during their service.
5. LBOT Accomplishments and Activities

- a. 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:
    - i. Advocacy – One the LBOT’s most important role is advocating for the Library and its programs to the residents of Louisville and Superior, and to the City Council and Town Board.
    - ii. Little Libraries – The LBOT coordinated the construction and installation of several Little Libraries and regularly supplies books and maintenance to them.
    - iii. First Fridays – The LBOT helps support library staff during First Friday events hosted by the library. The event in December is especially popular!
    - iv. Staff Luncheon – Every year the LBOT provides a lunch for staff and volunteers after the Summer Reading Kickoff Carnival in appreciation of all their hard work.
    - v. Holiday gifts - The LBOT provides small holiday gifts for staff.
6. [LBOT Bylaws](#)

## Maintenance of this Document

This handbook is intended to be reviewed at least annually by the LBOT to ensure all information is current, useful, and accurate. The library staff will review the handbook at least annually to update technical details and ensure all embedded links are current.

## **Appendix 1**

Intergovernmental Agreement with the Town of Superior Regarding Library Service



# 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**

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- 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**

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

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

**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 25<sup>th</sup> 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.

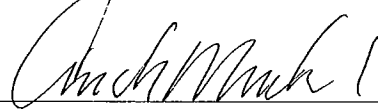
- iii. Superior shall be responsible for all costs of routine maintenance of the book drop. In the event of theft, vandalism, or other damage or loss to the book drop other than through normal wear and tear, funds for the costs of repair or replacement shall be provided through available insurance, if 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.

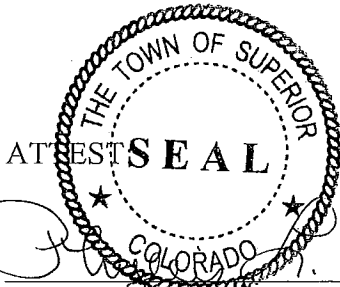
2. Paragraph 2 of the Agreement, entitled "Louisville's Duties" is hereby amended by the addition of a new Subparagraph 2.g to read as follows:


- 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.

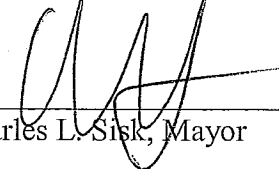
**TOWN OF SUPERIOR, COLORADO**

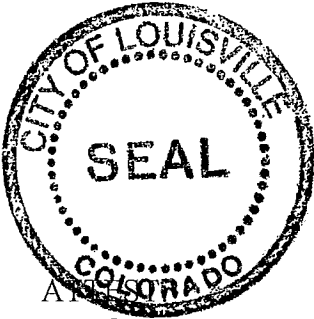
  
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Andrew Muckle, Mayor



  
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Phyllis L. Hardin, Town Clerk

**CITY OF LOUISVILLE, COLORADO**

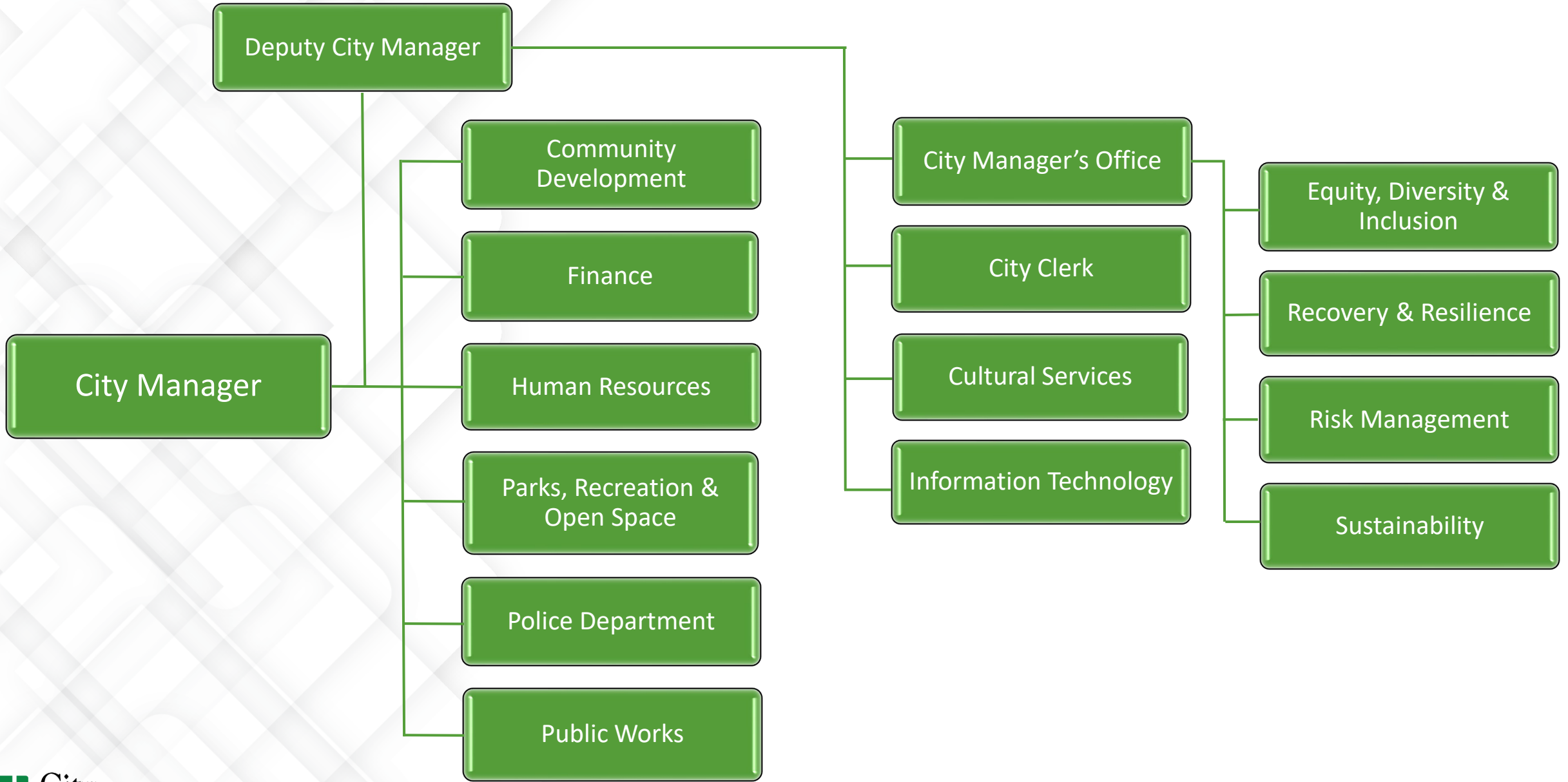
  
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Charles L. Sisk, Mayor



  
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Nancy Varra, City Clerk

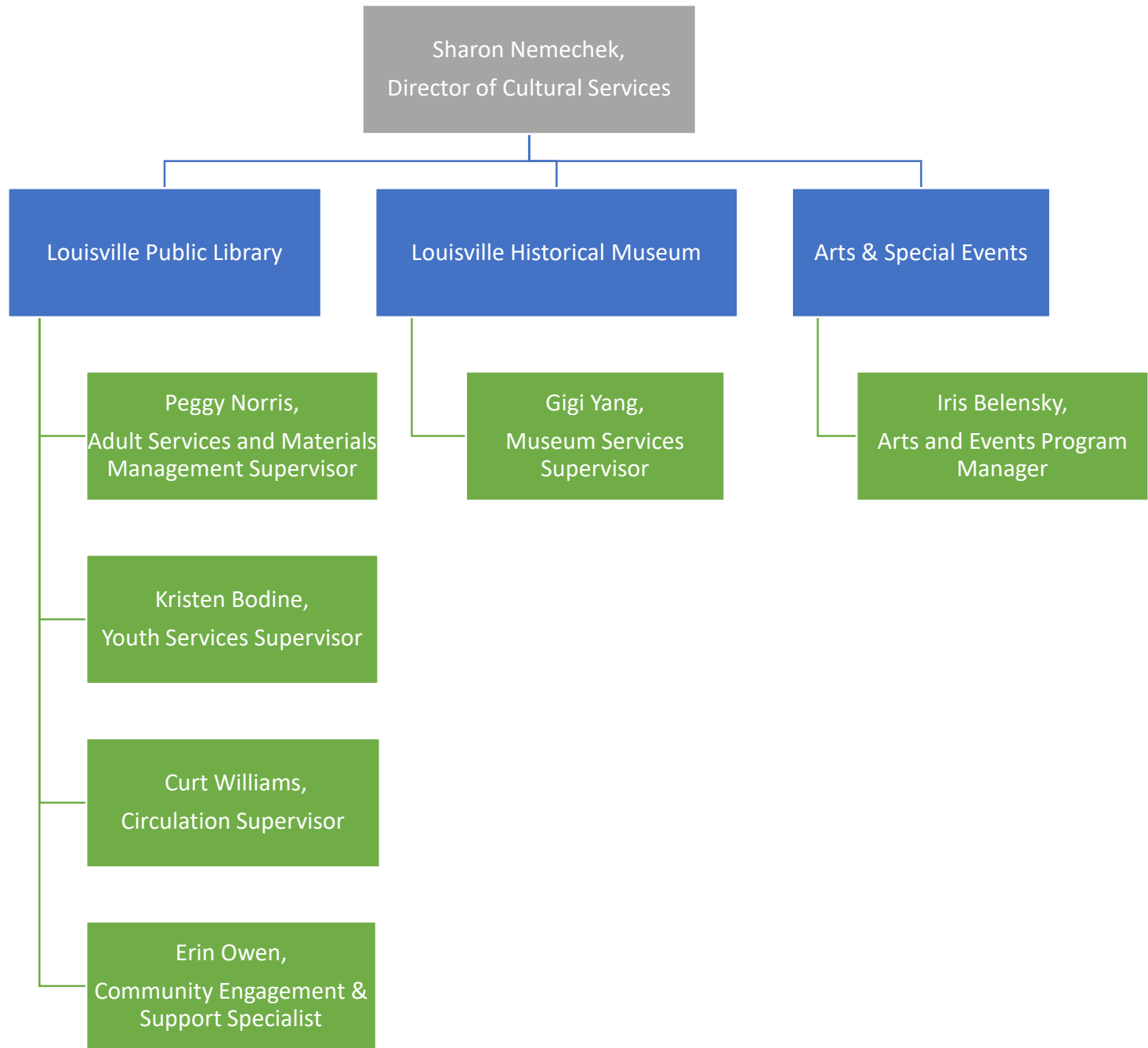
## Appendix 2

City of Louisville Organizational Chart



## Appendix 3

Cultural Services Organizational Chart



## Appendix 4

Library Job and Division Descriptions



## **Director of Cultural Services**

- Work with staff to set vision for success in the Department
- Ultimate responsibility for managing all aspects of the Cultural Services (Library, Museum, Cultural Arts & Special Events)
- 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, Museum Services Supervisor, and Arts and Special Events Program Manager
- Coordinate with Board of Trustees and Louisville Public Library Foundation Board
- Collaborate and communicate with other Library Directors via Front Range Library Directors meetings
- Communicate with Colorado State Library Director

## **Community Engagement & Support Specialist**

- Administrative support
- Preparation of statistical reports for state library, including PLDS and LRS
- Preparation of Board packets
- Marketing and promotions for Library programs, services and resources
- Budget for FFE, marketing expenses, operating supplies
- Webmaster, Library 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 Marmot Library Network 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
- Shelf returned items
- Pull items to fill holds
- Handle items going to and coming from Marmot Library Network libraries and Prospector
- Collect overdue fees

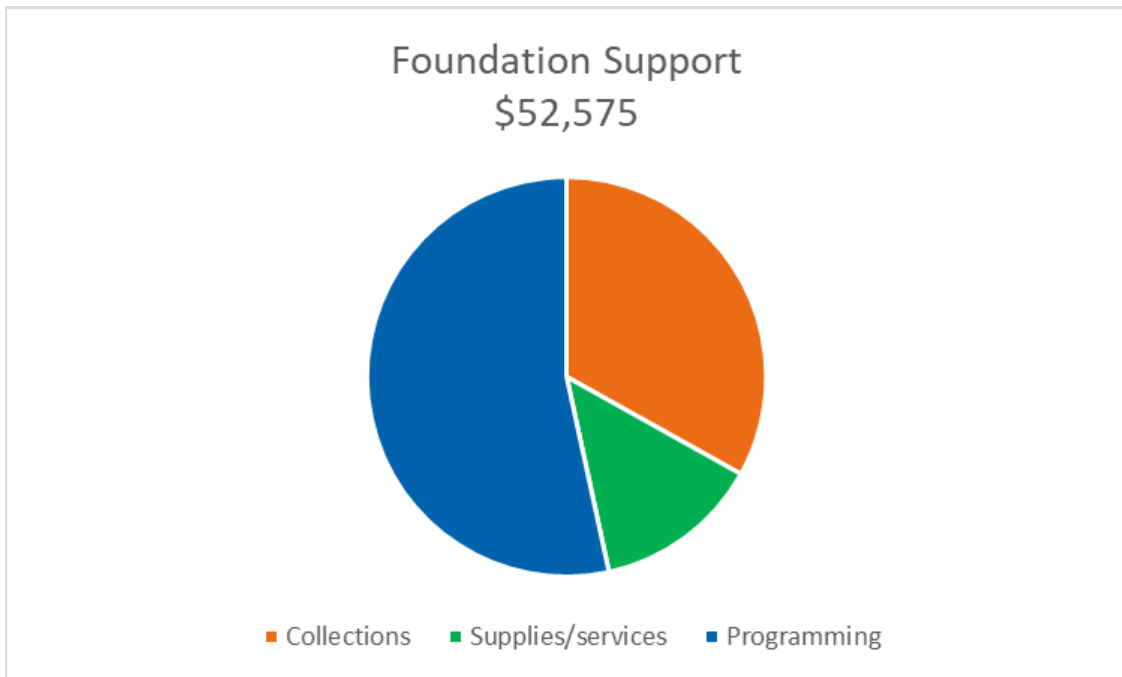
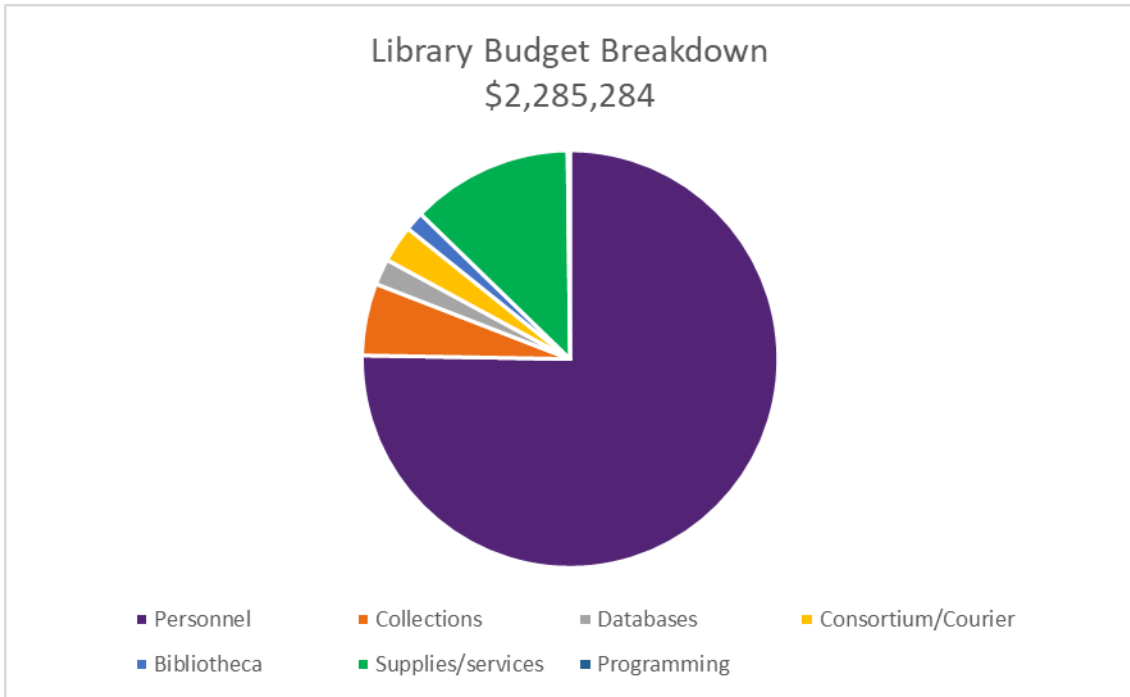
### **Materials Management**

- 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

# Appendix 5

## Library Budget

# LIBRARY BUDGET 2024



## Appendix 6

Library Key Performance Indicators

## 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.*

INDICATOR		UNIT	2022 ACTUAL	2023 ACTUAL	2024 PROJECTED	2025 PROJECTED
<b>Workload</b>						
Total Circulation (Number of Checkouts and Renewals)		#	544045*	576234	585000	590000
Circulation per Registered Borrower		#/Borrower	21.44	22	22	22
Library Visits per Capita		#/Capita	4.5**	5.8	6	6.1
Percentage Change in Number of Sessions on Public Computers		%	182%	20%	0	0
<b>Effectiveness</b>						
Average Number of Attendees per Program	Target =35	#	30	33	30	35
Community Survey Question: Rating of Overall Performance of Louisville Public Library***	Target =98	% Excellent or Good	97	97	98	98
<small>*Now includes both physical and digital circulation.  **Population reduced due to homes lost in fire. 32,000 in service area in 2022. 33,000 in 2023, 34,000 in 2024 and 2025  ***Last Community Survey conducted in 2020. New data available in 2024</small>						

## ***Library Board of Trustees***

### **LBOT Policies**

#### **Discussion:**

The primary role of the LBOT is to advise library administration on matters of policy and to promote community engagement.

Library staff have reviewed the Library's policies to incorporate language regarding to the newly passed Colorado State Bill, SB24-216, Standards for Decisions Regarding Library Resources.

#### **Bill Summary:**

The board of trustees of a public library (board) is required to establish written policies for the acquisition, retention, display, and use of library resources and for the use of a public library facility. If a public library reconsiders library resources, the board is also required to establish a written policy for the reconsideration of a library resource. The board is required to comply with specified standards in establishing a policy for the acquisition, retention, display, use, and reconsideration of library resources and for the use of public library facilities.

A public library may remove a library resource from its permanent collection only if the library resource has been reviewed in accordance with an established policy for the reconsideration of library resources that complies with the standards established in the act. These requirements do not apply to routine collection maintenance and deaccession in accordance with a public library's established collection development and maintenance policy. The board is required to make its policy for the reconsideration of library materials available to the public. Once a final determination has been made for a library resource that is the subject of a request for reconsideration, the board is required to make the determination available to the public.

A request for reconsideration of a library resource is not a library user record and instead is an open record under the "Colorado Open Records Act".

A librarian, media specialist, other employee, contractor, or volunteer (employee) at a public library is not subject to termination, demotion, discipline, or retaliation

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#### ***City of Louisville***

*Cultural Services*    951 Spruce Street    Louisville CO 80027  
303.335.4815 (phone)    [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)



for refusing to remove a library resource before it has been reviewed in accordance with the public library's policy for the reconsideration of library resources or for making displays, acquisitions, or programming decisions that the employee believes, in good faith, are in accordance with the standards established in the act.

**Action:**

Review policies and vote on adoption of the updated policies.

# **Louisville Public Library**

## **Mission Statement**

Revised and re-adopted by the Louisville Public Library Board of Trustees, July 11, 2024.

### **Library Mission Statement**

A welcoming place to connect, discover, and grow.

# **Louisville Public Library**

## **Code of Service**

Revised and re-adopted by the Louisville Public Library Board of Trustees, July 11, 2024.

The Louisville Public Library is a welcoming place to connect, discover, and grow. The Library serves as a center for voluntary inquiry and the dissemination of information and ideas, in an inclusive space, with staff who celebrate the diversity of our community. Every Library user may expect to be treated with authentic kindness, acceptance, and professionalism. In addition, Library users may expect:

- A welcoming environment that is clean, safe, engaging, and comfortable
- Helpful and respectful service from friendly, knowledgeable staff
- Accessible library services, materials, and resources that are current, relevant, inclusive, and diverse
- Library resources will reflect diverse viewpoints and will not be excluded based on the ethnic origin, background, gender identity of the creators, or the topics and opinions they present.
- Virtual access to electronic resources, Library information, and account status
- Curated resources, technology, and programs to inspire lifelong learning
- Genuine consideration for patron's needs as individuals regardless of background and abilities and appropriate assistance to use library resources
- Protection of the confidentiality of individual's library account information and borrowing history, as provided by the Colorado Library Law (CRS, 24-90-119)
- Expertise of library staff in the selection of materials appropriate for various ages
- No restrictions on the circulation or procurement of library resources due to partisan or doctrinal disapproval, and a commitment to challenge censorship in fulfilling the responsibility to provide information and enlightenment.

# **Louisville Public Library**

## **Code of Conduct**

Revised and re-adopted by the Louisville Public Library Board of Trustees, July 11, 2024.

The Louisville Public Library is an inclusive space that serves as our community living room. Any unlawful or disruptive behavior that significantly interferes with the safe or reasonable use of the Library by other persons is prohibited. In order to foster an environment where all feel safe and welcome, every Library user is expected to:

### **Act legally and ethically**

Examples of prohibited behavior include:

- Abuse, vandalism, or theft of Library facilities, materials, or equipment
- Possessing a firearm on Library premises, in accordance with Louisville City code
- Exhibitionism, flashing, voyeurism, or peeping
- Physical, sexual, or verbal abuse, bullying, or harassment of library users or staff
- Visible drug or alcohol intoxication
- Smoking/Vaping
- Animals except for service dogs

### **Use Library space, materials, and resources as they are intended**

Examples of prohibited behavior include:

- Bathing/washing clothes
- Soliciting
- Running, Skating, including use of skates, skateboards, and scooters

### **Be considerate and respectful**

Examples of prohibited behavior include:

- Excessive body odor/perfume/cologne which causes discomfort to other library users
- Disciplining children in a manner that disrupts the use of the library by others
- Excessive public displays of affection
- Absence of shoes or shirt
- Refusal to leave at closing
- Excessive noise that disrupts other library users
- Obscene language
- Unattended or oversized personal items

### **Accompany vulnerable library patrons**

### **Comply with other policies and direction from Library Staff**

- Patrons who do not comply may be asked to leave the Library and may lose Library privileges

# **Louisville Public Library**

## **Collection Policy**

Revised and re-adopted by the Louisville Public Library Board of Trustees, July 11, 2024.

The Louisville Public Library is a welcoming place to connect, discover, and grow. The Library serves as a center for voluntary inquiry and the dissemination of information and ideas, in an inclusive space, with staff who celebrate the diversity of our community. The purpose of the Louisville Public Library is to provide library and information services that meet the informational, educational, and recreational needs of the diverse interests of our community.

### **Responsibility for Selection**

The authority and responsibility for the selection of library materials are delegated to the Library Director and professional staff. Purchase suggestions from the general public and staff are encouraged and are given serious consideration within the framework of policies determined by the Louisville Public Library Board of Trustees.

The library will not restrict or ban the circulation or acquisition of materials based on partisan or doctrinal objections. It is the library's duty to oppose censorship in order to provide information and enlightenment.

The Library Board and the State of Colorado recognizes the extensive knowledge and training of our library staff. Their expertise is invaluable in selecting age-appropriate materials that cater to the diverse needs of our community.

### **Criteria for Selection**

Each library resource is offered to serve the community's interest, information, and enlightenment, and should reflect diverse perspectives. The Library shall not exclude resources based on the ethnic origin, background, or gender identity of the creators, nor based on the topics or opinions expressed in the resources.

The Library provides a wide variety of materials, including books, periodicals, DVDs, musical CDs, books on CD, downloadable audio books and e-books, and electronic databases. Selection of all library materials shall be made in consideration of the following:

- Contemporary significance or permanent value
- Popular demand
- Representation of important viewpoint, trend, or cultural movement
- Author's reputation, skill, and significance
- Authority of the publisher
- Listing in professionally recognized selection aids
- Favorable reviews in professional, literary, or general periodicals
- Suitability of physical form for library use (size, paper, print, binding)
- Size and extent of the current materials budget
- Relationship to the existing collection
- Holdings of other libraries within the region
- Materials of regional interest
- Present and potential needs of the community

# **Louisville Public Library**

## **Collection Policy**

### **Donated Materials**

Donated materials added to the collection must meet the same selection criteria as purchased materials. These items become the property of the Louisville Public Library and the Library retains unconditional ownership.

### **Withdrawal of Library Materials**

Just as care and thought are put into the selection of library materials, equal consideration is given to withdrawing those materials when they:

- Become worn or are in poor condition;
- Are outdated or contain obsolete information;
- Are no longer in demand and are no longer being checked out; or
- Are one of multiple copies of a title that is no longer in demand

Librarians continually review materials to maintain an up-to-date and useful collection. Withdrawn materials will be placed with the Louisville Public Library Foundation for sale, donation, or recycle. Materials are not removed from the collection for the purpose of selling them, nor are they removed due to controversial content without successful completion of a Challenged Materials review.

### **Challenged Materials**

The Louisville Public Library and its Board of Trustees support and adhere to the American Library Association's guidelines for public access to information as described in:

- The Library Bill of Rights
- The Freedom to Read statement
- The Freedom to View statement

### **Request for Reconsideration of Library Materials**

The choice of library materials by patrons is an individual matter. While anyone is free to personally reject the viewpoints expressed in books and other materials, they may not restrict the free choice of others. Shall a registered patron and a resident of Louisville or Superior object to an item in the Library's collection they are encouraged to speak to a Supervisor.

- A request for reconsideration shall be addressed by the Library Director by completing and submitting a Request for Reconsideration of Library Materials form.
- Requests for reconsideration can only be made by individuals residing in the library's legal service area.
- A library resource cannot be reconsidered more than once every two years unless the library's policy specifies a longer period.
- Final determinations on reconsideration requests must be made public by the Board of Trustees.
- Library resources cannot be removed, discontinued, or restricted due to a reconsideration request until the final determination is public.

# **Louisville Public Library**

## **Collection Policy**

- Written requests for reconsideration are open records under the Colorado Open Records Act and not considered library user records.

Employees, contractors, or volunteers at a public library shall not face termination, demotion, discipline, or retaliation for refusing to remove a resource before it has been reviewed according to the library's reconsideration policy or for making displays, acquisitions, or programming decisions in good faith according to library standards.

### **Local Author's Gifts**

Colorado authors are invited to donate a copy of their published titles for the Library to consider adding to the collection. Books must meet the criteria required in the Library Collection Policy, above. The Library reserves the right for staff to evaluate the items, then place in the collection, and remove from the collection based on criteria listed in the policy. The Library will accept fiction published within the last 5 years, and non-fiction published within the last 2 years.

We are not always able to notify authors when their materials are or are not added to our collection. If an item is selected, it will appear in our catalog within two months. Authors are encouraged to have friends and neighbors check out their work!

# **Louisville Public Library**

## **Computer Use Policy**

Revised and re-adopted by the Louisville Public Library Board of Trustees, July 11, 2024.

### **Foundations of the Computer Use Policy**

The Library is committed to the principles of intellectual freedom and the freedom to access information from a variety of sources. The library serves as a center for voluntary inquiry and the dissemination of information and ideas; the public has the right to access a range of social, political, aesthetic, moral, and other ideas and experiences through a public library.

The Internet is an information resource that allows public library users access to a wide variety of information. Library staff cannot control the content of the constantly changing Internet. Some information may be outdated, incorrect, or biased. Users may find some content is personally offensive.

### **Use of the Internet by Children and Teens**

Parents and designated caregivers are responsible for their minor children's behavior while using computers at the Library. All Children's and Teen computers are filtered. Filtering software is not perfect, however, and it may not block everything that might be considered objectionable. For more information, see the Children's Services Division Policy: Computer & Internet Use.

### **Copyright**

U.S. Copyright law (Title 17, U.S.C.) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by principles of fair use. Users may not copy or distribute electronic materials (including music, electronic mail, text, images, programs, or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the users; the Louisville Public Library expressly disclaims any liability or responsibility resulting from such use.

### **Disclaimer**

Users access the Library computer hardware, software and documentation at their own risk. The Louisville Public Library is not responsible for equipment malfunction, loss of data, any damages to the user's drives, data etc., or electronic transactions of any type which are related to the public use of Library computer resources.

### **Unacceptable Use of the Library's Computers**

- Disruptive behavior in the vicinity of workstations
- Destruction of, or damage to, equipment, software, or data belonging to the Library or other users
- Interference with or disruption of network users, services, or equipment
- Unauthorized monitoring of electronic communications
- Violation of computer system security or integrity
- Using the networks to make unauthorized entry to any other machine accessible via the Library's networks
- Propagation of computer worms or viruses
  
- Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others



# **Louisville Public Library**

## **Computer Use Policy**

- Violation of software license agreements
- Violation of copyright laws
- Violation of network usage policies and regulations
- Falsification of one's age to gain access to Internet sites
- Distribution of unsolicited advertising
- Violation of another user's privacy
- Viewing sexually explicit material
- Violation of federal, state, or local laws

### **Consequences of Violating the Computer Use Policy**

Violators may lose their library privileges. They may also be subject to criminal prosecution or other legal action.

# **Louisville Public Library**

## **Displays Policy**

Adopted by the Louisville Public Library Board of Trustees, July 11, 2024.

Promotional displays of library materials at the Louisville Public Library are designed to support the library's mission of being a welcoming place for the community to connect, discover, and grow. The library serves as a center for voluntary inquiry and the dissemination of information and ideas; the public has the right to access a range of social, political, aesthetic, moral, and other ideas and experiences through a public library. Displays are a creation of library staff on a variety of topics using materials in the library collection and can include books, digital materials, and signage. To create displays, library staff use the following criteria:

- Introduce visitors to the Library and community resources
- Support of the Library's mission and strategic plan
- Community needs and interests
- Historical, educational, or artistic significance
- Connection to other community or national programs, exhibitions, or events
- Promotion of diversity and inclusivity in our community and the perspectives of marginalized groups

In addition, the Library draws upon other community resources in developing displays, and may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays. The Library will strive to include a wide spectrum of opinions and viewpoints in Library-initiated displays, as well as offer displays that appeal to a range of ages, interests, and information needs. The Library does not accept responsibility for ensuring that all points of view are represented in any single display.

Library displays will not exclude topics, books, media, and other resources solely because they may be considered controversial. A display in the Library does not constitute an endorsement by the Library or City of Louisville of the content of the display, or of the views expressed in materials on display.

Employees, contractors, or volunteers at a public library shall not face termination, demotion, discipline, or retaliation for refusing to remove a resource before it has been reviewed according to the library's reconsideration policy or for making displays, acquisitions, or programming decisions in good faith according to library standards.

# **Louisville Public Library**

## **Gallery and Exhibits Policy**

Re-adopted by the Louisville Public Library Board of Trustees, July 11, 2024.

The Louisville Public Library is a welcoming place to connect, discover, and grow. The Library serves as a center for voluntary inquiry and the dissemination of information and ideas, in an inclusive space, with staff who celebrate the diversity of our community. The Library seeks to display work created by artists from diverse backgrounds as well as artwork in a variety of mediums and formats. In alignment with its role as a community gathering place, the Library makes its exhibit and display space available to organizations engaged in educational, recreational, cultural, civic or charitable activities as scheduling permits. Artists seeking to display artwork at the library must submit a complete application to Library staff to be reviewed by a selection committee. Preference will be given to exhibits and displays created by Louisville and Superior residents, non-profit organizations, and students attending Louisville and Superior schools.

Commercial goods and services of interest to the local community may be displayed or posted at the discretion of the Library Director or designated staff member, contingent upon available space and the demonstrated needs of the community.

The Library does not endorse the beliefs or viewpoints of topics that may be the subject of exhibits. The Library Director reviews proposals for exhibits and displays if questions arise concerning acceptance criteria. The Library reserves the right to refuse any exhibit or display proposal.

Employees, contractors, or volunteers at a public library shall not face termination, demotion, discipline, or retaliation for refusing to remove a resource before it has been reviewed according to the library's reconsideration policy or for making displays, acquisitions, or programming decisions in good faith according to library standards.

# **Louisville Public Library**

## **Programming Policy**

Adopted by the Louisville Public Library Board of Trustees, July 11, 2024.

Programming at the Louisville Public Library is designed to support the library's mission of being a welcoming place for the community to connect, discover, and grow. Library staff who plan programs are guided by the library's mission and strategic plan and supported by Colorado SB24-216, Standards for Decisions Regarding Library Resources. Programs at the Louisville Public Library serve many functions in the community:

- Introduce patrons and non-users to Library and community resources
- Provide opportunities for learning and entertainment
- Expand the visibility of the Library within the community
- Support the City of Louisville's commitment to equity, diversity, and inclusion
- Highlight collections

### **Program Selection**

Programs are selected and planned by designated Library staff, using the following criteria:

- Support of the Library and the City's mission and strategic plan
- Community needs and interests
- Historical, educational, or artistic significance
- Relation to Library collections, resources, and exhibits
- Connection to other community or national programs, exhibitions, or events
- Promotion of diversity and inclusivity in our community
- Representation of traditionally marginalized voices
- Presentation quality
- Presenter background/qualifications in content area
- Availability elsewhere
- Cost and budget considerations

The choice to attend a Library program is an individual matter. All patrons may choose to not attend programs that they disagree with, but they may not restrict the free choice of others to attend programs. Library programs will not exclude topics solely because they may be considered controversial. Programs in the Library do not constitute an endorsement of the views expressed by the Library or City of Louisville. The library serves as a center for voluntary inquiry and the dissemination of information and ideas; the public has the right to access a range of social, political, aesthetic, moral, and other ideas and experiences through a public library.

Unsolicited offers from individuals or organizations to present programs will be evaluated by the same standards used by Library staff when planning Library programming.

# **Louisville Public Library**

## **Programming Policy**

Employees, contractors, or volunteers at a public library shall not face termination, demotion, discipline, or retaliation for refusing to remove a resource before it has been reviewed according to the library's reconsideration policy or for making displays, acquisitions, or programming decisions in good faith according to library standards.

# Louisville Public Library

## Youth Services Division

Revised and re-adopted by the Louisville Public Library Board of Trustees, July 11, 2024.

Youth Services staff strives to create a welcoming, inclusive, and accepting environment for youth and families regardless of background or abilities. If there's anything we could do to improve our environment for you and your family (including possible accommodations, programming suggestions, or book purchase suggestions), please reach out to a youth services staff member to share your feedback.

### **Use of the Children's Area and Teen Loft**

The Children's area (grades 6 and younger) and The Teen Loft (grades 6-12) are specifically designed to foster an environment where Children, Teens, and Families feel safe and welcome. The computers in the Children's area are intended for the use of children or the caregiver accompanying them. The computers and seating in the Teen Loft are intended for the use of teens. Adults without youth in their charge may be asked to use other areas of the Library. All patrons are subject to the Louisville Public Library Code of Conduct.

### **Collection Access**

The entire collection is open to all patrons. Library staff is not responsible for an individual's selection of materials. Parents or legal guardians have the right and responsibility to restrict access to Library resources for their children only. They should inform their children of their expectations and visit the Library with them if they are concerned about choices.

The library will not restrict or ban the circulation or acquisition of materials based on partisan or doctrinal objections. It is the library's duty to oppose censorship in order to provide information and enlightenment.

Each library resource is offered to serve the community's interest, information, and enlightenment, and should reflect diverse perspectives. The library will not exclude resources based on the ethnic origin, background, or gender identity of the creators, nor based on the topics or opinions expressed in the resources.

### **Confidentiality of Library Records**

**State law mandates that libraries cannot reveal information concerning a patron's record or use to anyone except the Library card owner.** This means that a parent, guardian, or caregiver cannot access information about a child's records unless the child is physically present or the parent/guardian/caregiver has the child's Library card or account number. The owner of a Library card may designate another person to pick up items they have placed on hold. A parent can also name an alternative person to pick up holds if they do so in the child's presence.

### **Keeping Children Safe**

The Children's Services Division is committed to serving children; however, staff members cannot supervise children. Parents and caregivers are reminded that the Library is a public building, and standard safety practices should be followed. In order to provide for the general welfare of children and the benefit of all people using the Library, children under the age of nine must be accompanied by a responsible caregiver.

# **Louisville Public Library**

## **Youth Services Division**

Parents are responsible for the behavior of their children while using the Library. Children nine and older using the Library independently should not be left for long periods and should know how to reach a caregiver.

If a child is unattended at closing, staff will attempt to contact their parents by telephone. If a caregiver cannot be reached within 20 minutes, staff will contact the Louisville Police Department. Two staff members will wait with the child until an officer arrives.

### **Class or Group Visits**

Class visits with teachers or supervising adults are welcome. Please get in touch with Children's Services at 303-335-4821 to make arrangements.

## Summer Reading Update

Challenge Name	Readers Count
2024 Summer Reading Scavenger Hunt	1800
2024 Children's Summer Reading Challenge	1497
2024 Adult Summer Reading Challenge	888
2024 Teen Summer Reading Challenge	549

## 100<sup>th</sup> Birthday!

2024 marks the 100<sup>th</sup> birthday of the Louisville Public Library. Watch for articles, programs and walking tours by Museum staff on the history of the Library's last 100 years starting in May.

The Library will have displays and programs from June through September, culminating in a big birthday party on Sunday, September 15th. Please join us!

Get your t-shirt now at [Bonfire](#).

## Library Facility Update

The Library has rocked the same carpet and paint since it was first built in 2006. Eighteen years is a long time! This fall we will update carpet and paint, bringing a slightly different look, but keeping the relaxed and accessible "living room" feel that our patrons love. Once we have final mood boards they will be available in Sharon's office if you'd like to take a look.

## The Depot

The room in the Children's area that was built for storytime and other youth programs is being repurposed and getting a facelift. The new space will have a door that closes, resilient flooring, and improved lighting. Groups like Scouts or home school pods will be able to book the space for meetings or group activities. This is a great addition to our bookable meeting space.

## Volunteer/Engagement Opportunities

Cheers to 100 Years! | 9/15/2024 | 1pm | Contact Kristen Bodine  
First Friday | 10/4/2024 | 6pm | Contact Erin Owen