

Library Board of Trustees

*The Louisville Public Library's mission is to inform, involve, and inspire
the communities we serve.*

Meeting Agenda

THURSDAY, January 12, 2017
Library Meeting Room, 1st Floor
951 Spruce Street
6:30 PM

- I. Call to Order
- II. Roll Call
- III. Introduction of New and Returning Trustees
- IV. Election of Officers
- V. Approval of Agenda
- VI. Approval of Minutes
- VII. Public Comments
- VIII. Trustee Informational Comments on Pertinent Items Not on the Agenda
- IX. New Business
 - A. Designate:
 - 1) 2017 Locations to Post Notices of Public Meetings
 - 2) 2017 Schedule of Board Meetings
 - B. Distribute:
 - 1) 2017 *Open Government & Ethics Pamphlet*
 - C. Strategic Plan review
 - D. Work Plan 2016
 - E. Library Horizon Plan for 2017
- X. Ongoing Business
 - A. Louisville City Council update (A. Stolzmann)
 - B. Superior Board of Trustees update (S. Hammerly)
 - C. Library Foundation liaison report (R. Gurganus)
 - D. User, Nonuser demographics

- E. Board projects for 2017
 - 1) Read, Baby, Read
- F. Term length for LBOT service, term limits
- G. Little Libraries
- XI. Director's Report
- XII. Agenda Items for Next Meeting
- XIII. Adjournment

Library Board of Trustees

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MEETING MINUTES—DRAFT

THURSDAY, NOVEMBER 10, 2016

Library Meeting Room, 1st Floor

951 Spruce Street

6:30 PM

I. Call to Order

Board president Lancton called the meeting to order at 6:36pm.

II. Roll Call

Board Members Present:

- Rita Dozal
- Renée Gurganus
- Sherri Lancton
- Helana Lechner
- Jeannie Schuman

Board Members Absent:

- Richard Chamberlin

City Staff Members Present:

- Beth Barrett
- Karen Freiter

Others Present:

- Daryl McCool, Superior resident
- Debra Williams, Louisville resident

Others Absent:

- Ashley Stolzmann, City Council Liaison

III. Approval of Agenda

The agenda was approved as written.

IV. Approval of Minutes

Minutes from the 08 September 2016 meeting were approved as written.

V. Public Comments

None.

VI. Trustee Informational Comments on Pertinent Items Not on the Agenda

R. Dozal noted that there are now three new members on the Superior Town Board of Trustees and that committee assignments are yet to be made.

VII. New Business

There were no topics slated for discussion.

VIII. Ongoing Business

A. Louisville City Council Update (A. Stolzmann)

No update due to absence of A. Stolzmann.

B. Superior Board of Trustees Update (R. Dozal)

R. Dozal noted that there was nothing to report beyond the recent election of three new Superior Town Trustees.

C. Library Foundation Liaison Report (S. Lancton)

Sherri noted that there had been no meeting of the Library Foundation since the Library Board's last meeting in September. The next Foundation meeting is scheduled for December 6th and Sherri will be unable to attend. R. Gurganus will attend in her place.

D. Farmers' Market Outreach Debriefing

Board members Lancton, Lechner, and Schuman noted that the Board participated at the Farmers' Market three times over the summer, focusing on crafts tied to the Library Makerspace. All agreed that projects need to be simple or packaged so people can work on them at home. This worked very well for the final project, which was put together by librarians Sarah Johnson and Erin Owen. In addition, Board members believe that handing out rack cards with Library information was helpful and sparked conversations with several attendees about the Makerspace and what's available there.

A few Makerspace-labeled craft packets were left over and were placed in a Little Library. The packets went quickly.

H. Lechner spoke with a Girl Scout leader who is interested in bringing a group to the Makerspace to work on a badge project.

Board members recommended that for 2017, the Board's schedule should begin sooner and conclude before kids go back to school.

E. Little Libraries

In October, J. Schuman and S. Lancton repainted the two Little Libraries in Louisville. Sherri noted that they may need to be replaced next year due to normal wear-and-tear; her husband has volunteered to build one.

D. McCool currently volunteers to stock the Little Library in Superior and has volunteered to repaint it. She also suggested that including more Library cross-promotional materials could be beneficial.

F. STEM Grant Update (R. Gurganus)

No updates.

G. Avista/Foundation Partnership for Newborns ('Born to Read'): Grant Opportunities

R. Gurganus noted that the grant awards from TEI Landmark Audio will be announced December 15th.

IX. Director's Report

Beth noted the following:

- The Flatirons Library Consortium (FLC) has now expanded to five with the most recent addition of Lafayette on September 26. The FLC has agreed to include Loveland as the sixth member, which will take place on February 20, 2017. At that time, the total holdings of the FLC member libraries will exceed one million items, ~90,000 of which are on Louisville's shelves. The FLC is also benefitting from decreasing costs to its members and is looking to establish a contingency fund for unexpected expenses.
- Along with an increase in member libraries and holdings, the number of items placed on hold is increasing from 15% in 2013 to 22% in 2016. Beth distributed a report and graphic prepared for City Council showing the rising level of holds over the past five years. She noted the increased staff time needed to process these items.
- November is National Novel Writing Month (NANOWRIMO), and the Library has several events planned including informal writing workshops and in-person and virtual author visits.
- The Historical Museum's theater curtain from the Rex Theater has been accepted as a nominee for this year's vote for "Colorado's Most Significant Artifacts." Ten winners will be picked from the nominations, chosen by popular vote. The Library and Museum websites include links to the site where nominees may be seen and votes cast.

X. Agenda Items for Next Meeting: January 12, 2017

- A. Meet the new Trustee
- B. Library Board term limits and term length
- C. TEI grant results
- D. Library Code of Conduct Policy review
- E. Managing the Library's Collection: Analytics on Demand and Above the Treeline

XI. Adjournment

The meeting was adjourned at 7:32pm.

Memorandum

City of Louisville Public Library

TO: Library Board of Trustees
FROM: Beth Barrett, Library Director
DATE: January 12, 2017
SUBJECT: Establishment of Public Notice Locations for 2015

State law requires that each year every municipal board or commission establish the location(s) at which the notice of their public meetings will be posted. It is also required that the location(s) be established at that body's first regular meeting of the year.

The City's Home Rule Charter, as amended by Ballot Initiative 200, requires that notice of City Council meetings be posted in four locations.

In keeping with the City's policy, Library staff is proposing that the Library Board of Trustees reestablish the following as the year 2015 official locations for posting Library Board of Trustees agendas:

- The Louisville City Hall lobby (749 Main Street)
 - The Louisville Public Library bulletin board (951 Spruce Street)
 - The Louisville Recreation & Senior Center (900 West Via Appia)
 - The Louisville Police Department & Municipal Court Building (992 Via Appia)
 - The City of Louisville Website: www.LouisvilleCO.gov
-

Open Government & Ethics Pamphlet

2017



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

Table of Contents

Citizen Participation.....	3
Open Meetings	4
Executive Sessions	5
Ethics	5
Other Laws on Citizen Participation.....	7
Public Involvement Policy	8

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 7:00 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 7:00 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 copies of the meeting broadcasts are available on DVD in the City Clerk's Office beginning the morning following the meeting;
- Regular meetings are broadcast live and archived for viewing on the City's website at www.LouisvilleCO.gov.
- Special meetings may be held occasionally on specific topics. Agendas are posted a minimum of 48 hours prior to the meeting.

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. Visit the City's website (www.LouisvilleCO.gov) and look for the eNotification link to register.

After they are approved by the City Council, 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).

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 utility bills mailed to City residents.

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. Emails sent to this address are available for public review.

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, first floor City Hall, 749 Main Street, or call 303.335.4571.

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
- Golf Course Advisory Board
- Historic Preservation Commission
- Historical Commission
- Housing Authority
- Library Board of Trustees

- Local Licensing Authority
- Open Space Advisory Board
- Parks & Public Landscaping Advisory Board
- Planning Commission
- 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 recommends, through a resolution, that the City Council accept or reject a proposal.

- 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 meet-

ings 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 body” 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.

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. A copy of the Code is available at the City’s website (www.LouisvilleCO.gov) and also from the Offices of the City Manager and City Clerk.

Other Laws on Citizen Participation in Government

Preceding sections of this pamphlet describe Louisville's own practices intended to further citizen participation in government. Those practices are generally 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 financial, personnel, and police records which are handled, respectively, by the Finance, Human Resources, and Police Departments. The City maintains a public policy on access to public records, which include a records request form, a statement of fees, and other guidelines. No fee is charged for the inspection of records. No fee is charged 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 communication files for the City Council and Planning Commission. These are available for public inspection at the City Clerk's Office, 749 Main Street.

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 that the Guiding Principles direct their work. In addition to the responsibilities established by 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.

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.

Goal #1: Build Community

We seek to foster a sense of community among the residents we serve.

Objectives

1. Community Living Room

We create gathering opportunities for community members to interact and create relationships with each other and with local business people, artists, entertainers, and educators.

1.1 Work Plan Responses

A. Children's, Teen, and Adult

- Continue to evaluate building utilization to best accommodate the needs of library users, with expected layout changes in Children's and The Loft.

B. Movie Nights

- Six yearly family and teen movie nights provide entertainment opportunities for all ages.
- TED Talks offered quarterly

C. Live Entertainment

- Performing groups provide informal concerts and performances to coincide with First Friday Art Walks and other community events.

D. Community Events

- The Library holds a community celebration to mark the 10th anniversary of the building's opening, participates in 'One Action: Arts + Immigration,' and looks for opportunities to participate in City events.

Project Plans created for rearranging and refreshing all public areas. Funding 2017 and '18.

9 movie nights held.

Not done: insufficient staffing to develop.

6 concerts given, also monthly recitals by students of local music instructor.

10th anniv. event in Aug. 'One Action': family history, ceramic tiles, art display.

2. Shared Interests

Our programming brings people with common interests together.

2.1 Work Plan Responses

A. Survey Data

- We build programming based on input from program evaluation, online surveys, and informal feedback.

Ave. program ratings 3.5 on 4-point scale. Formal and informal patron suggestions guided program dev.

B. Summer Reading Program

- We create a forum for learning through large-scale programming effort. The 2016 SRP focuses on the outdoors and active lifestyles for children, teens and adults.

C. On the Same Page

- Adults in Louisville, Superior, and Lafayette are encouraged to read a selected title and attend related programming.
- We promote the title to area book groups to foster wider discussion.

2,019 participated. Survey and informal feedback were positive. 2017 changes respond to feedback.

Lvl copies checked out 461 times. All 3 LPL book groups participated. Mayor attended Superior's discussion. Rec Cntr senior book group now participating.

3. Outside Our Walls

We have a presence at community events to reinforce the integral role of the Library within the community.

3.1 Work Plan Responses**A. Partnering with Schools**

- Collection development in the Children's division is focused on the picture book collection.
- Staff attends school-related events, such as Parent/Teacher conferences, Battle of the Books, and Back-to-School nights to introduce parents to programs and resources of the public library.

B. Business Community

- Staff regularly participates in activities and meetings of the Downtown Business Association and Chamber of Commerce.

Collection update continued on picture books and Juv science materials.

Complete for middle- and elementary levels. Will partner in 2017 w/ BVSD summer reading program.

Regular Attendance at Lvl and Superior Chamber events, with resulting Summer Reading sponsorships.

Goal #2: Promote Literacy

We provide resources and programs for all ages to encourage the love of reading and to support literacy in the digital age.

Objectives

1. Literacy for Children

Our collections, programs, and services help ensure that children enter school ready to read, and empower parents and caregivers to build and support literacy skills in their children.

1.1 Work Plan Responses

A. Preschool literacy

- Librarians visit local pre-schools to support their pre-literacy activities.
- The Library contributes to the state-wide early literacy app for smart phones, to launch in April, and promotes it to users.

B. School-age support

- ‘Read To Rover’ continues weekly. Along with Reading Buddies pairs (beginning readers and teen mentors), these programs provide fun, supportive environments to practice reading for reluctant readers and those reading below grade level.
- Librarians visit school classrooms to “book talk,” introducing students to new titles and library services.
- This year we introduce a writing club for school-aged children.

C. Story Times and Other Programming for Young Children

- All programs consistently include early literacy practices drawn from the Public Library Association’s Every Child Ready to Read II.

D. Interactive Learning and ‘Play’

- We purchase an additional playscape to encourage unstructured play, one of the Five Practices defined by ‘Every Child Ready to Read II’.

Limited. Done as staffing permits.

Colorado Play & Learn launched in April with age-appropriate activities.

Read to Rover continues weekly after transition from monthly. 30 Reading Buddies pairs.

Excellent outreach. Reduced due to inadequate staff. Discontinued due to low attendance.

Ave. attendance at 2 toddler Storytimes about 50. Will move them to large meeting room in 2017.

Child-height puppet theater purchased.

2. Teen and Adult Literacy

Pre-teens, teens, and adults have access to library and online resources to support their reading and literacy skills.

2.1 Work Plan responses

A. Ongoing Programs

- The Summer Reading Program and book clubs provide avenues for established readers to explore new titles.

B. E-books

- As part of the Front Range Downloadable Consortium, Louisville continues to substantially increase funding for the popular e-books.

C. Website Upgrades

- We take advantage of the redesigned website functionality to solicit input through surveys and to push messages to the community about library services and programming.
- Our updated catalog highlights new Adult and Children's titles to encourage electronic browsing of library materials.

D. FindIT Colorado

- The statewide FindIT Colorado app allows smart phone access to the Library's website and user accounts.

E. Library Databases

- Staff highlights online resources such as the RefUSA business modules and GaleCourses through our website, Facebook, and in-person visits.

Teen and adult participation met or exceeded previous totals

Foundation: \$8041
City: \$5632
Grant: \$2999

ALA's Project Outcome will provide surveying resources. Scrolling announcements run at bottom of pages.

Subject collections highlighted on catalog pages.

Available for iOS and Android phones.

Ongoing. Staff training by RefUSA in 3/2016.

3. Literacy-related Activities

Library programming and events encourage reading at all ages.

3.1 Work Plan responses

A. Passive Programming

- We offer drop-in crafts, word games, and puzzles throughout the library.

Weekly Make & Take (Makerspace), jigsaw puzzles (Adult Serv), crafts and coloring (Children's).

B. On The Same Page

- Readers of this year's One-Book title see other library material on themes and events in the book to stimulate their reading curiosity.

Displays, website and promotional rack cards linked to related materials.

4. Science, Technology, Engineering, Math (STEM) Literacy

We foster exploration of STEM subjects and promote STEM literacy.

4.1 Work Plan Responses

- A. We partner with CU Boulder and local businesses and organizations to provide expertise to encourage exploration of STEM skills at all ages.
- B. We offer makerspace open labs on weekday afternoons.
- C. We hold classes a minimum of twice a month to support STEM literacy for adults and teens.

A. CU Engineering students created solutions for storage issues. Mentors and artists volunteer.
B. Makerspace open all Library hours.
C. Centaurus student, app developer here biweekly.

5. Partners

We support and augment the resources of schools, preschools, and daycares, which are our natural literacy allies.

5.1 Work Plan Responses**A. ESL and Citizenship instruction**

- Intercambio and The Learning Center staff and volunteers provide individual tutoring and small group literacy instruction.

1-on-1 tutors from Intercambio. TLC here one semester only.

B. One Book 4 Colorado

- Louisville and Superior 4-year-olds receive a free copy of *Giraffes Don't Dance* provided by the State Library and distributed through the Library and Library Trustees to individuals, daycares, and preschools.

500 books distributed to four-year-olds.

C. Youth and Senior Agencies

- We provide program support for a variety of community groups such as Balfour, the Senior Center, and the BVSD Adult Transition program.
- Through programming and volunteers, we initiate Music and Memory programming for dementia patients at Cherrywood Village and Juniper Village.

Ongoing.

Still a goal. Stymied by staffing limitations and lack of volunteers.

6. Diverse Collections

Our collections reflect the diversity of our community and our world.

6.1 Work Plan Responses

A. Multicultural Resources

- Storytimes and displays reflect the rich diversity of our world.

B. Non-traditional Resources

- We will add circulating telescopes to the art, e-readers, dolls, energy use meters, and other unconventional materials available for checkout at the library.
- A variety of Maker Kits are available for in-house checkout.

Storytimes included elements from other cultures.

Added Go-Pro camera kits, telescope, SLR camera, Arduino kits.

SparkFun, Cricut, Wonder Loom, Cuttlebug, more.

Goal #3: Spark Imagination and Learning

We provide the space, resources, and programs to help people of all ages find inspiration and become lifelong learners.

Objectives

1. Bring Resources to Life

We create programs that encourage creativity, deliver hands-on education, promote personal growth, and highlight the resources available through the Library.

1.1 Work Plan Responses

A. Children's

- We offer both STEM and art classes on a monthly basis to school-aged children.
- We offer a monthly art event for toddlers.

B. Teen

- Regularly scheduled Teen Creations programs offer teens opportunities to explore crafts and tech.

C. Adult

- Programs such as Yarn Bombing and Create Your Own App give adults a chance to be creative using their own tools and materials in a collaborative environment.

Consistent attendance; very popular.

'Messy Art!'

Consistent, regular attendance, regardless of topic.

Yarn bombing done for National Library Week. App creation ongoing via 1-on-1 appointments.

2. Provide Exposure for Experts and Artists

We collaborate with local artists, educators, and specialists to share their expertise, providing exceptional learning and entertainment opportunities to our patrons.

2.1 Work Plan Responses

A. Art Shows

- Students, amateurs, and professional artists show their work through gallery displays and exhibits. Partners include the Louisville Art Association, the Louisville Cultural Council, Parks and Recreation, and area schools.

LAA art shows 6/yr. Artists in Residence during summer. Two large exhibits for student art. pARTiculars artists' display.

B. Demonstrations and Performances

- We provide venues for local artists and musicians to showcase their talents and skills, through concerts, demonstrations, and collaborative art.

C. Maker in Residence

- We explore opportunities to offer multi-session art and technology instruction.
- We engage artists to provide instruction in their areas of expertise.

Collaborative art created through Artist in Residence. Ongoing concerts.

Ongoing.

Ongoing.

3. Encourage Lifelong Learning and Personal Growth

We help community members learn new skills by enabling them to locate the information they seek.

3.1 Work Plan Responses**A. Expand the Flatirons Library Consortium**

- Lafayette and Longmont Public Libraries join an enlarged FLC, making the collections of four area municipal libraries readily available to Louisville and Superior residents.

Both Lafayette and Longmont joined. Now >1m items viewable through shared catalog.

B. Website

- Library users can access the catalog, electronic resources and their own accounts via the statewide FindIT Colorado app.

Available and ongoing.

C. Integrated Library System (ILS)

- Users enjoy improved service through the migration to the new Integrated Library System, Sierra.

Migration complete. New discovery layer makes searching easier.

D. Programs

- Aspiring authors attend ongoing writers' groups.

2 ongoing groups. NANOWRIMO group met in November.

E. Outreach

- Staff provides instruction for local businesspeople and the public on powerful subscription databases, such as RefUSA and Gale Courses.
- We help those who struggle with print to sign up for and use the Colorado Talking Books Program.

Ongoing. Staff regularly updates Chamber on business materials and services.
Ongoing.

Goal #4: Foster Technological Proficiency

We strive to keep pace with the advancing technological needs of both patrons and staff in order to best execute our mission to inform, involve, and inspire.

Objectives

1. Technology Education

The Louisville Public Library helps patrons learn to use available technologies through classes, outreach, and one-on-one instruction.

1.1 Work Plan Responses

A. Tech Outreach

- Regularly scheduled Tech advice sessions and individual appointments help adults to better use their electronic devices.

B. Tech for Kids and Teens

- Staff uses tech tools such as Arduino kits and BB8 to introduce children and teens to circuitry and computer science.

Weekly one-on-one sessions available.

Multiple programs held.

2. Expanding Device Availability

Library staff explores ways to enhance the sharing of information and entertainment through varied lendable electronic devices and hardware.

2.1 Work Plan Responses

A. Portables and iMacs

- Staff considers ways iPads, tablets and laptops may be used by staff and Library visitors, particularly in the Makerspace.

iPads, Chromebooks added to Makerspace. Children's uses for Music and Movement programs.

3. Efficient Internal Operation

We take advantage of new products and training to streamline and improve staff workflows.

3.1 Work Plan Responses

A. Study Room Scheduling

- The Library offers patrons online scheduling of its heavily used study rooms.

B. Streamline ordering process

- We establish standing order programs for adult fiction, popular non-fiction, and travel titles.

Product selected;
available 1st qtr. 2017.

Fiction, travel, some
non-fic established. Fine-
tuning needed to ensure
efficiency.

Goal #5: Preserve and Promote Our Community's Past

We share documents related to Louisville's past through electronic access, programming, and displays.

Objectives

1. Education

Citizens readily find electronic photographs and documents related to Louisville's past. The Library's website, programs, and displays about local history help people connect to the community's past.

1.1 Work Plan Responses

A. Access

- Historic images and documents continue to be added to the website through the PastPerfect interface.
- The recently acquired archive of *The Louisville Times* is inventoried and prepared for addition to the collection by a library science graduate student.

B. Programs

- Evening programs about Louisville's history, given by Historical Museum staff, are expanded to six per year.

C. Genealogical research

- Individualized help is available weekly through the library's Genealogy Guide.

Ongoing.

Inventory nearing completion.

Complete.

Ongoing; weekly by appointment.

2. Partners

In conjunction with the Louisville Historical Museum, the Library pursues partnerships to enhance resource sharing and funding opportunities so that access to unique historical materials is increased.

2.1 Work Plan Responses

A. Grants

- Library and Museum staff survey grant-making institutions and foundations that may support electronic scanning projects for historic photos and documents.

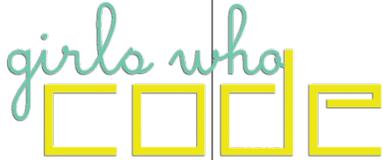
Possible grants identified to be pursued in 2017.

Current Terms for City Boards and Commissions

Board or Commission	Term (in years)
Board of Adjustment	3
Board of Appeals	3
Cultural Council	3
Golf Advisory	3
Historic Preservation	3
Historical Commission	4
Library Board of Trustees	5
Licensing Authority	4
Open Space Advisory	3
Parks	3
	2, 2-year 2, 4-year 3, 6-year
Planning Commission	
Revitalization	5
Sustainability	4

Any changes to board and commission terms requires a change to City Ordinance and must be approved by City Council.

January 2017

SUN 1-5PM	MON 10AM-8PM	TUES 10AM-8PM	WED 10AM-8PM	THURS 10AM-8PM	FRI 10AM-6PM	SAT 10AM-6PM
<u>1</u> CLOSED New Year's Day	<u>2</u>	<u>3</u> Snark Attack Tuesday 4-5:30pm	<u>4</u> Build It! (grades 1-6) 4-5pm	<u>5</u> MAKER PROGRAM (ages 11 & up) Snow Globes 4-5:30	<u>6</u> Story Time en Français All ages ■ 10:30	<u>7</u> GIRLS WHO CODE 10am-12pm
<u>8</u>	<u>9</u>	<u>10</u> * Messy Art (ages 2-5) 2-3pm Teen Advisory Group 6-7pm	<u>11</u> The Science of Sound (grades 1-6) 4-5pm Money Matters Series 6:30-7:30	<u>12</u> Ready, Set, READ! (grades K-1) 4-5pm	<u>13</u> Music & Movement (ages 2-5) 10:30-11	<u>14</u> GIRLS WHO CODE 10am-12pm Teen Gaming Afternoon 3-5pm
	MAKER PROGRAMS Coloring & Conversation ■ 6-7:30 (for adults) GarageBand Workshop ■ 4-6pm (ages 11 and up)					
<u>15</u>	<u>16</u> CLOSED MLK, Jr. Day	<u>17</u> Teen Anime 4-6pm	<u>18</u> * Learn to Sew (grades 1-6) 4-5pm The Wonder of Winter <i>by BoCo Parks & Open Space</i> 7-8:30	<u>19</u> Ready, Set, READ! (grades K-1) 4-5pm Communicate with Confidence 6:30-7:30	<u>20</u> Storybook Yoga (ages 2-5) 10-11am	<u>21</u> GIRLS WHO CODE 10am-12pm Discovery Yoga (ages 6-12) 1:30-2:30
					* MAKER PROGRAM (ages 8-12) Robauto ■ 1-3pm	
<u>22</u>	<u>23</u> Baby Playdate (birth-24mos) 10:30-11:30 Construction Club (ages 5-10) 6-7pm	<u>24</u>	<u>25</u> After School Abstract Art (grades 1-6) 4-5pm Climate Change and the Paris Agreement 6:30-8:30	<u>26</u>	<u>27</u> Music & Movement (ages 2-5) 10:30-11	<u>28</u> GIRLS WHO CODE 10am-12pm
<u>29</u>	<u>30</u>	<u>31</u> Teen Creations No-Sew Fleece Blankets 4-5:30pm Interview Like a Pro 6-7:30	READ TO ROVER (all ages) TUES ■ 4-5pm Drop-in Meet & Write Group Mondays 10am-12pm	STORY TIME WED & THUR Baby ■ 10:00 Toddler ■ 10:30 Preschool ■ 11:30 SAT All ages ■ 11:00 * = pre-register	Louisville Public Library 951 Spruce Street www.louisville-library.org Main: 303-335-4849 Adults: 303-335-4820 Children: 303-335-4821 Circulation: 303-335-4822 Teens: 303-335-4845	
					Makerspace Open During All Library Hours	

February 2017

SUN 1-5PM	MON 10AM-8PM	TUES 10AM-8PM	WED 10AM-8PM	THURS 10AM-8PM	FRI 10AM-6PM	SAT 10AM-6PM
Louisville Public Library 951 Spruce Street www.louisville-library.org Main: 303-335-4849 Adults: 303-335-4820 Children: 303-335-4821 Circulation: 303-335-4822 Teens: 303-335-4845		MAKER PROGRAM Girls Who Code (grades 6-12) Saturdays 10am-12pm	<u>1</u> Build It! (grades 1-6) 4-5pm	<u>2</u> First Friday Art Walk @ the Museum ■ 6-8pm <i>Joining the Club: A Look at Louisville's Historic Social Club and Service Organizations</i>	<u>3</u> Story Time en Français All ages ■ 10:30	<u>4</u> * MAKER PROGRAM (ages 16 & up) Byzantine Chainmail: Earrings with C Dimond 1-3pm
<u>5</u>	<u>6</u> Block Party (ages 2-4) 10:30-11:30 <hr/> Play Like Presidents of the Past (grades 1-6) 4-5pm	<u>7</u> Career & Resumé Coaching 11am-1pm <hr/> * Messy Art (ages 2-5) 2-3pm <hr/> Snark Attack Tuesday 4-5:30	<u>8</u> * Circuit Science (grades 1-6) 4-5pm <hr/> * GARAGEBAND WORKSHOP (ages 13 & up) 4-6pm <hr/> MONEY MATTERS SERIES Starting a Home Business 6:30-7:30	<u>9</u>	<u>10</u> Music & Movement (ages 2-5) 10:30-11 <hr/> Stuffed Animal Sleepover (all ages) 5-5:45	<u>11</u> Teen Gaming Afternoon 3-5pm
<u>12</u>	<u>13</u> * Circle Time (ages 2-4) 10:30-11	<u>14</u> * LITTLE CODERS (ages 3-5) 10:30-11:30 <hr/> Teen Advisory Group 6-7pm	<u>15</u> * Origami for Kids (grades 1-6) 4-5pm	<u>16</u> Career & Resumé Coaching 5:30-7:30	<u>17</u> Storybook Yoga (ages 2-5) 10-11am	<u>18</u> Discovery Yoga (ages 6-12) 1:30-2:30 <hr/> SEWABLE CIRCUITS (all ages; under 12 needs adult) 1-3:30
<u>19</u>	<u>20</u> CLOSED City-wide Staff Development Day	<u>21</u> Teen Anime 4-5:30pm <hr/> Isolation vs. Intimacy: How to Form Satisfying Adult Relationships 6-7:30	<u>22</u> Postage Stamp Art (grades 1-6) 4-5pm	<u>23</u> BUSINESS PROGRAM Mastering the Art of Being an Influential Speaker 6:30-7:30	<u>24</u> Music & Movement (ages 2-5) 10:30-11	<u>25</u>
<u>26</u>	<u>27</u> * KIDS CODE CAFÉ (ages 8-12; younger okay with an adult) 4-5:30 <hr/> Construction Club (ages 5-10) 6-7pm	<u>28</u> Career & Resumé Coaching 10am-12pm <hr/> Teen Creations <i>Perler Beads</i> 4-5:30	STORY TIME WED & THUR Baby ■ 10:00 Toddler ■ 10:30 Preschool ■ 11:30 SAT All ages ■ 11:00 * = pre-register		READ TO ROVER (all ages) 4-5pm Every Tuesday	Drop-in Meet & Write Group Mondays 10am-12pm