

# Library Board of Trustees

*The Louisville Public Library's mission is to inform, involve, and inspire to enhance the quality of life in the communities that we serve.*

## MEETING AGENDA

**THURSDAY, November 14, 2019**  
**Library Meeting Room, 1st Floor**  
**951 Spruce Street**  
**6:30 PM**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Public Comments
- VI. Trustee Informational Comments on Pertinent Items Not on the Agenda
- VII. New Business
  - A. Library Performance Measures
  - B. CALCON Review
  - C. Review Trustee Handbook Revisions
  - D. Collection Policy Revision - Local Authors
- VIII. Ongoing Business
  - A. Louisville City Council update (C. Leh)
  - B. Superior Board of Trustees update (L. Skladzinski)
  - C. Library Foundation liaison report (R. Gurganus)
- IX. Director's Report (S. Nemecek)
  - A. Department Changes and New Staff
  - B. ACL Training - 2/24
  - C. Volunteer Opportunity - "Snowed In"
  - D. BVSD Partnership
- X. Agenda Items for Next Meeting: January 9, 2020
- XI. Adjournment

# Library Board of Trustees

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

## Meeting Minutes—*DRAFT*

*(Version 10/29/2019)*

Thursday, September 12, 2019  
Library Meeting Room, 1st Floor  
951 Spruce Street  
6:30 PM

- I. **Call to Order.** A quorum was present and Board President Gurganus called the meeting to order at about 6:30 pm.
- II. **Roll Call**
- |  |  |
|--|--|
| Board Members Present:                       | City Staff Members Present:  |
| ▪ Renée Gurganus, President                  | ▪ Sharon Nemechek, Library Director  |
| ▪ Conor Seyle, Vice President (arrived late) | ▪ Chris Leh, Louisville City Council Liaison   |
| ▪ Richard Chamberlin, Secretary              | Others present:  |
| ▪ Jeannie Schuman                            | • Michael Bishop, citizen of Louisville  |
| ▪ Neal Shah, Town of Superior Trustee        | • Amy Moynihan, President of the Louisville Public Library Foundation (LPLF) (left after Foundation presentation.) |
| ▪ Jaime Dufresne                             | • Steve Bulick LPLF member (left after Foundation presentation.)   |
| ▪ Helana Lechner                             |  |
- III. **Approval of Agenda:** The agenda was approved.
- IV. **Approval of previous minutes:** The minutes from July 11 and May 9 were approved.
- V. **Public Comments:** There were no public comments.
- VI. **Trustee Informational Comments on Pertinent Items Not on the Agenda:** There were no Trustee comments.
- VII. **New Business**
- A. Amy Moynihan and Steve Bulick from the LPLF made a presentation about its purpose and activities. **Action:** LBOT President Gurganus, will distribute volunteer opportunity announcements to LBOT members.
- B. Library Director Nemechek discussed the Library and the City's Information Technology organization's internet security policies, testing, and proposed future training for City staff.
- C. Library Director Nemechek reviewed the Library's Project Plan.

- D. The LBOT and Library Director discussed the concept of Library budget prioritization. Director Nemecheck indicated that some online services appeared to be underutilized and perhaps not worth the cost, but that she was continuing to gather information. **Action:** At the next meeting the Library Director will present more detailed budget information as well as associated “key performance indicators” (KPI) which are intended to quantify the effectiveness of the Library and its associated programs.

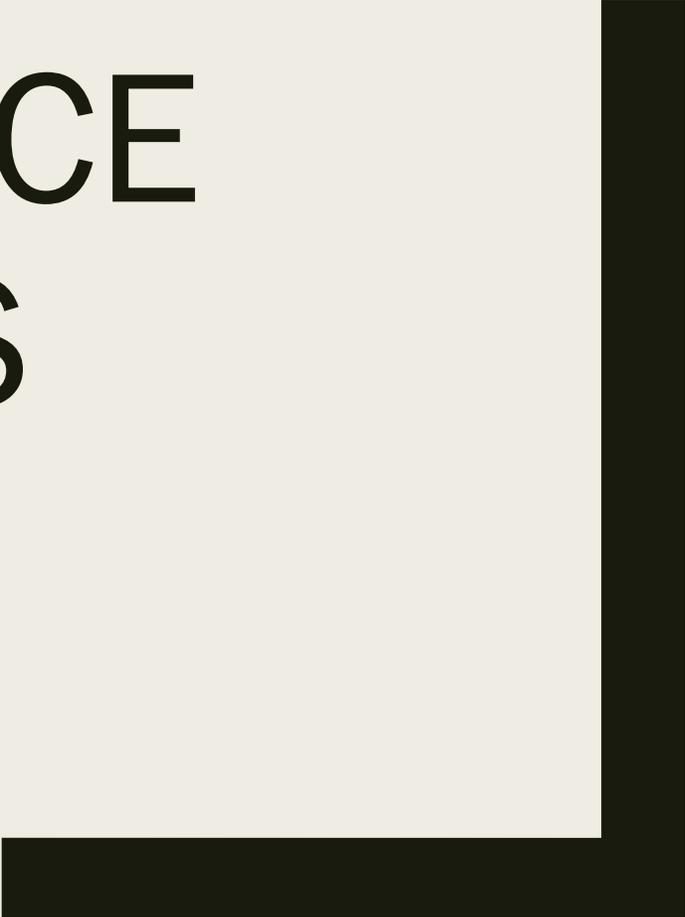
#### **VIII. Ongoing Business**

- A. Louisville City Council Update (C. Leh): Councilman Leh reminded the LBOT that City elections are coming up with 3 measures on the ballot, 3 seats open on the City Council, and the Mayor’s position open. The City transportation master plan is available for review now and will be voted on by the City Council in October. The City is searching for an “Economic Vitality Director”. The City is undertaking a \$30M road re-paving project.
  - B. Superior Board of Trustees update (N. Shah): Superior is discussing uses for the newly acquired former Land Rover dealership property. The final development plan for 300 new downtown homes is being submitted. On September 30, 7pm at the Louisville Recreation Center, the towns of Superior and Louisville will have a joint study session on airport noise from the Rocky Mountain Metropolitan Airport. The Jefferson Parkway project is currently on hold.
  - C. Library Foundation Report (R. Gurganus): See VII (A). Next meeting is November 21.
  - D. President Gurganus will attend the entire Colorado Association of Libraries conference (CALCON) September 19-21 and her registration fee was paid by the Colorado State Library.
- IX. Director’s Report (Nemecheck):** The Director summarized various public outreach events. The Colorado State Librarian visited and discussed some pending legislative issues with the library staff. Ninety seven people are signed up for the “On the same page” reading program. There will be another “First Friday” event at the Library on Oct 4.
- X. Agenda for next meeting on July 11, 2019:** Review revisions to the Trustee Handbook. CALCON update. Library budget details and KPIs.
- XI. The meeting was adjourned at about 8:15 pm.**

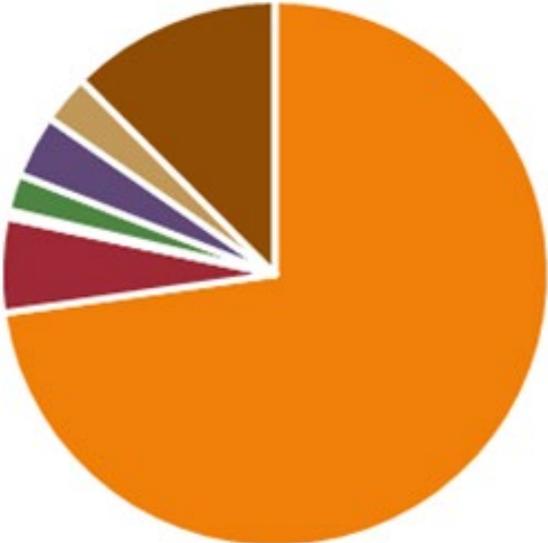


# PERFORMANCE MEASURES

Louisville Public Library



# 2019 Budget



■ Personnel

■ Collection

■ Programming

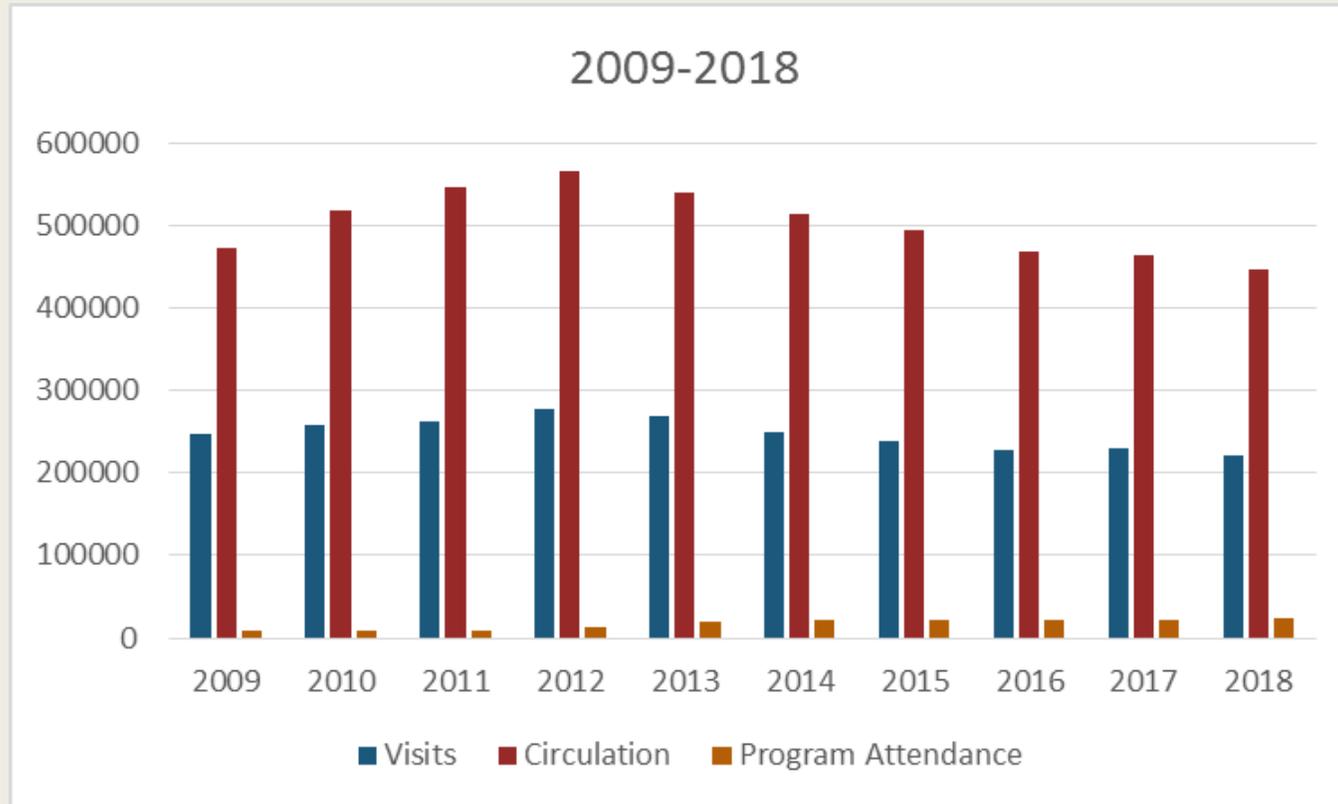
■ Online Tools and Services

■ Technology

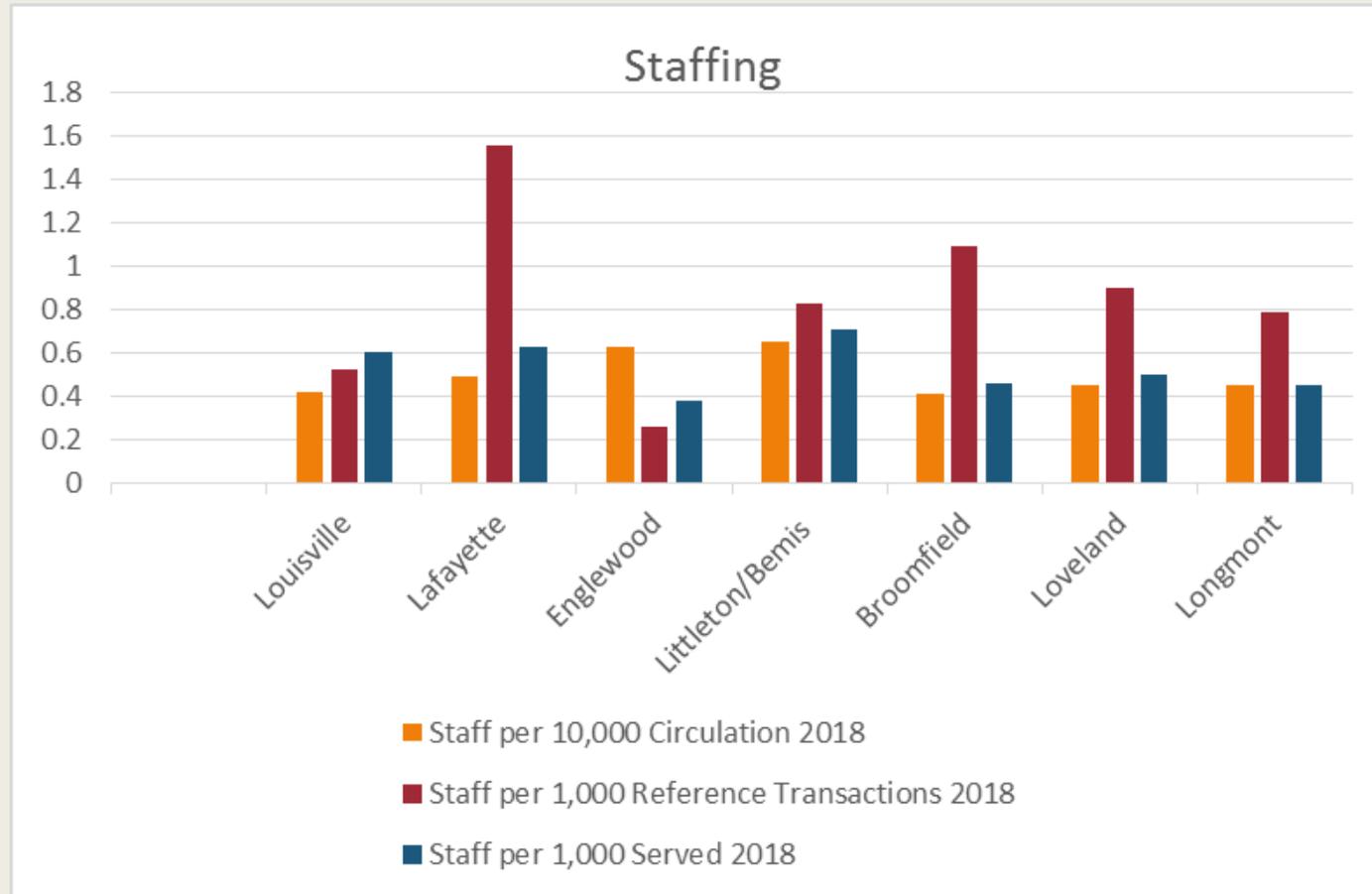
■ FLC costs

■ Utilities and Maintenance

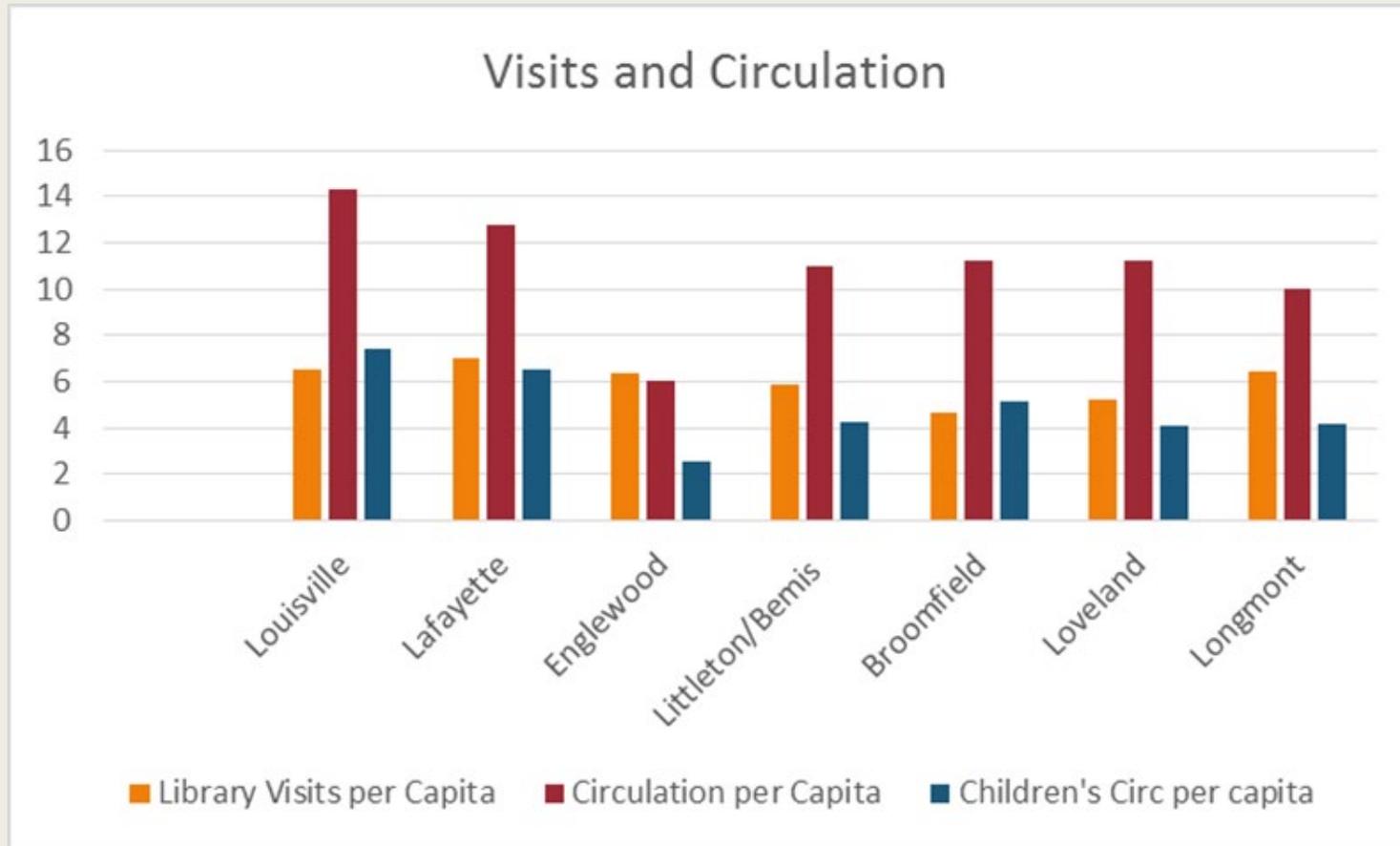
# Year to Year Performance



# Municipal Library Comparison-Staffing

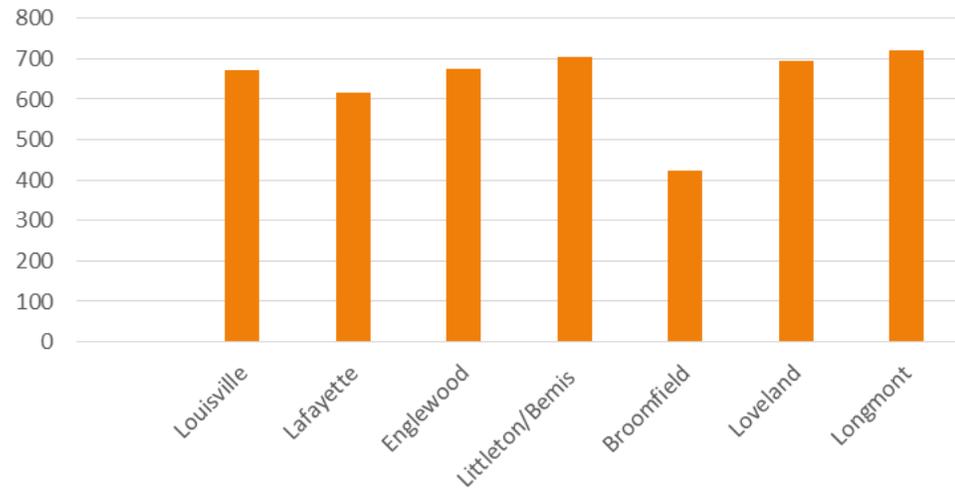


# Municipal Library Comparison-Visits and Circulation

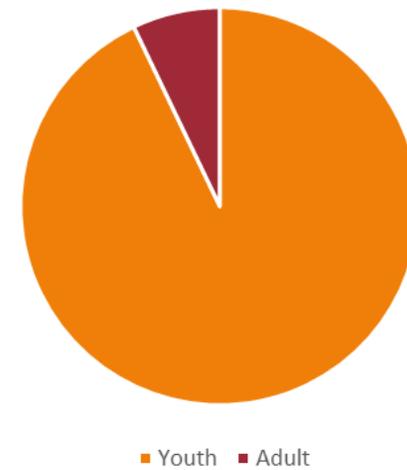


# Program Attendance

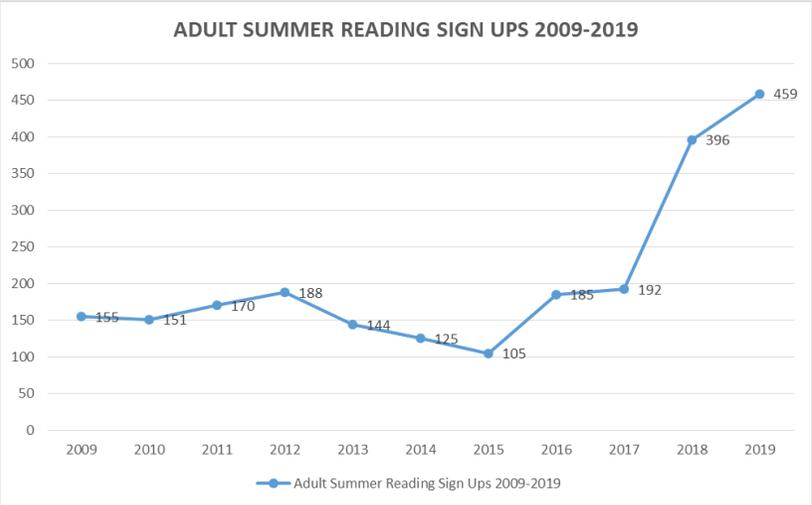
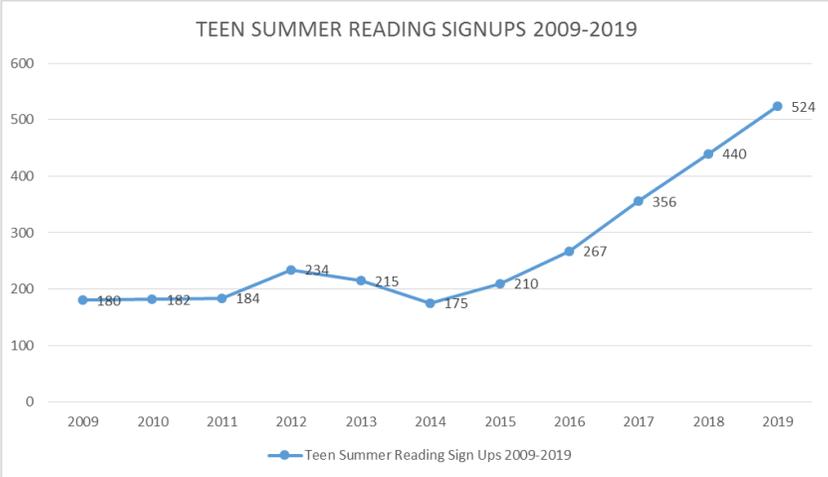
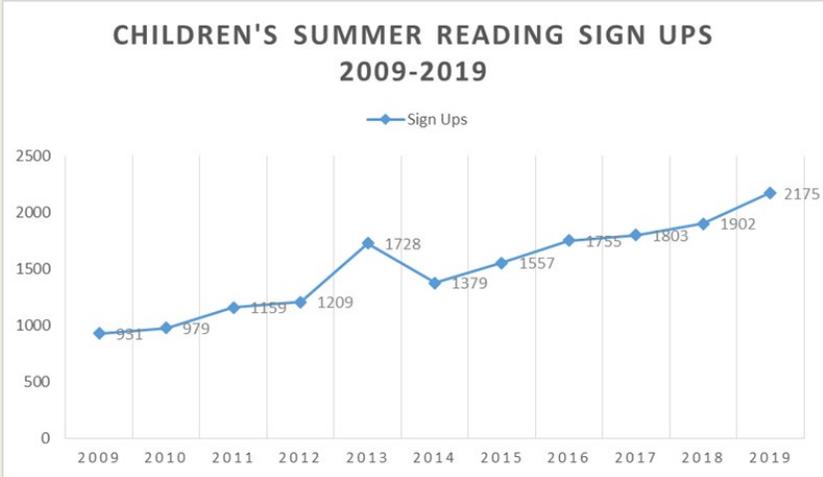
Program Attendance per 1,000 Served



Program Attendance by Audience



# Summer Reading Program-10 years



## Cultural Services Program Key Indicators Library Services Sub-Program

### Goals

*To inform, involve, and inspire to enhance the quality of life in the communities that we serve.*

### Objectives

*Provide resources and programs for all ages to support multiple literacies and inspire lifelong learning.  
Serve as our community living room, bringing people together to learn, share and connect. Create a sense of belonging in support of our small-town atmosphere.*

INDICATOR	UNIT	2018* ACTUAL	2019 ESTIMATED	2020 PROJECTED	2021 PROJECTED
<b>Workload</b>					
Check-outs and Renewals <sup>1</sup>	Items	500,771	610,000	586,000	563,000
Check-outs and Renewals for Louisville Items only	Items	446,849	570,000	547,000	525,000
Library Card Holders <sup>2</sup>	Resident Library Card	28,429	25,000	27,000	28,400
Programs for Adults, Teens, and Children <sup>3</sup>	# of Programs	1,204	1,120	1,150	1,150
Ave Number of WiFi Users	Daily	98	112	120	130
Visitors <sup>4</sup>	Annual	222,089	233,512	235,000	235,000
<b>Efficiency</b>					
Check-outs per FTE <sup>5</sup>	Items/FTE	25,471	31,282	29,300	28,150
Program Attendance per 1,000 Served <sup>6</sup>	Units	670	670	670	670
Summer Reading Program Participation (Age 11 and Under)	Total Registrants	1902	2000	2050	2100
Annual Library Website Page Views	Total Page Views	236,910	239,000	240,000	241,000
Study Rooms Booked	Ave.% Open Hours	60%	63%	65%	65%
Ave Time from Item Check-in to Back on Shelf	Hours	18	18	18	18
Ave. Days for Newly Acquired Items to be Ready for Checkout	Days	13	11	8	7

INDICATOR		UNIT	2018* ACTUAL	2019 ESTIMATED	2020 PROJECTED	2021 PROJECTED
<b>Effectiveness</b>						
Programs for Adults, Teens, and Children <sup>7</sup>	Target = 22,000	Total Attendance	22,927	23,450	24,000	24,000
“Overall Performance of Louisville Public Library” Rating <sup>8</sup>	Target = 4	Rating 1 to 5	4.6	4.6	4.6	4.6
“Louisville Public Library Programs” Rating <sup>8</sup>	Target = 4	Rating 1 to 5	4.2	4.2	4.3	4.3
“Services at the Louisville Public Library” Rating <sup>8</sup>	Target = 4	Rating 1 to 5	4.3	4.4	4.4	4.4
“Louisville Public Library Services Online” Rating <sup>8</sup>	Target = 4	Rating 1 to 5	4.2	4.2	4.3	4.3
“Summer Reading Program Motivated Kids to Read More” <sup>9</sup>	Target = 4	Rating 1 to 5	3.9	4.3	4.3	4.3
“Adult and Teen Programs Rated Good or Excellent” <sup>8</sup>	Target = 4	Rating 1 to 5	4.2	4.2	4.3	4.3
<p><sup>1</sup> Includes Louisville, Prospecter and other Consortium items checked out. Auto-renewal accounts for the majority of the increase in circulation.</p> <p><sup>2</sup> Staff purged all patrons from the database who had expired or been inactive for two years to clean up patron data.</p> <p><sup>3</sup> Staff-created and hosted programs.</p> <p><sup>4</sup> Our visits per capita are 6.5 compared to the 5.5 statewide average for municipal libraries serving 25,000-100,000. (Source: Library Research Service).</p> <p><sup>5</sup> Only includes physical items.</p> <p><sup>6</sup> Statewide average for municipal libraries serving 25,000-100,000 is 645. (Source: Library Research Service).</p> <p><sup>7</sup> Statewide average for municipal libraries serving 25,000-100,000 is 35,065. (Source: Library Research Service).</p> <p><sup>8</sup> Based on evaluation survey rating customer service with rating on a scale of 5=Excellent, 4=Good, 3=Average, 2= Below Average, 1=Poor</p> <p><sup>9</sup> Based on evaluation survey rating customer service with rating on a scale of 5=Strongly Agree, 4=Agree, 3=Neither Agree nor Disagree, 2=disagree, 1=Strongly Disagree</p> <p>* Library closed for remodel April 8-15, 2018.</p>						

## ***Engage Community***

The library enhances our vibrant community.

***Inspire Community:*** Serve as our community living room. Create gathering opportunities for community members to interact, learn and share experiences with each other and with local business people, artists, entertainers, and educators. Bring our community together to build relationships and support our small-town atmosphere.

- Make all visitors feel welcome
- Celebrate community through fun, shared experiences
- Build awareness of programs and resources across our community, using a comprehensive marketing schedule

## ***Champion Literacy***

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

***Champion Literacy:***

**Beginning Readers:** Support and develop literacy in young readers through quality collections, programs and events.

- Refresh and promote “Easy Reader” collection
- Pilot “50 Books” initiative for first graders

**Lifelong Literacy:** Offer library and online resources to satisfy curiosity and grow lifelong learning skills.

- Offer recently returned “Community Picks” cart during storytimes
- Partner with educators

## ***Spark Imagination and Learning***

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

***Encourage Creative Pursuits and Personal Growth:*** Provide access to a robust and relevant collection of print and online resources.

- Create merchandising and display standards
- Redesign website
- Evaluate and refresh collection layout
- Connect tweens to the collection and library resources

Feature museum collections to engage library patrons with Louisville history

## Library Board of Trustees Handbook (version 10/30/2019 )

This document is designed to provide background and reference information about the Louisville Public Library and the Library Board of Trustees. We hope this compilation of information will be helpful to new and continuing trustees.

### 1) Louisville Public Library

a) History

<http://www.louisvilleco.gov/government/departments/louisville-library/about-us/history-of-my-library>

b) Mission

The Louisville Public Library's mission is to inform, involve, and inspire the communities we serve. ([Adopted by LBOT Nov. 2012](#))

c) The Library provides services to both the city of Louisville and the town of Superior.

Louisville /Superior Intergovernmental Agreement ( See Appendix 1 )

d) Library Services

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, explore the website:

<http://www.louisvilleco.gov/government/departments/louisville-library>

and specifically look at:

- eBooks and Media
- Learning and Research
- Services

e) Library Policies

<http://www.louisvilleco.gov/government/departments/louisville-library/about-us/library-policies>

f) Library Strategic Plan

<http://www.louisvilleco.gov/home/showdocument?id=17192>

Commented [c1]: Waiting for link from Sharon.

- g) Library Organization
- i) City organization chart (Appendix 2)
  - ii) Library organization chart (Appendix 3)
  - iii) Short descriptions of library departments and lead job functions (Appendix 4)
  - iv) Library Programs
    - (1) Story times for babies, toddlers, preschool, and all-ages  
There are 8 weekly story times which are extremely popular and growing every year.
    - (2) In addition, all 3 divisions of Public Services have somewhat fluid programming, based on community interest, available presenters and budget. Main programs include :
      - After school children's programs (STEAM programs, change every week)
      - Teen after school programs weekly, rotating subjects
      - Summer Reading Program for all ages
      - On the Same Page one-book collaboration with Lafayette Public Library and Town of Superior
      - Current Library Calendar showing programs  
<http://www.louisvilleco.gov/government/departments/louisville-library/calendar>

- h) Library Statistics  
<http://www.louisvilleco.gov/home/showdocument?id=4116>

**Commented [c2]:** This only goes to 2017. Is there an updated version?

- i) Library Budget and Funding
- i) Library Budget Graphs (see Appendix 5 )
  - ii) [City budget structure, process, & key performance indicators](#)

[April 17, 2018 City Council Minutes:](#) AGENDA ITEM 8D "During the annual budget calendar discussion on January 23<sup>rd</sup>, City Council requested that staff seek capital and operational budget requests from the City's Boards and Commissions for the 2019/2020 budget."

- iii) City Funding  
The Library is primarily funded by the City of Louisville. The [entire budget](#) can be found on the city website and items related to the Library are in the "Cultural Services" program.
- iv) Louisville Public Library Foundation
  - Additional funding for resources and special programming comes from the Foundation, a 501C3 non-profit organization. Foundation website:  
<http://louisvillelibraryfoundation.org/>

- 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.

j) Library Affiliations

i) The Louisville Library is a member of the Flatirons Library Consortium which enables us to share a catalog with the Boulder and Broomfield libraries, expanding the number of books and electronic resources available to Library members. For more information on the FLC visit the website:

<https://nell.flatironslibrary.org/help>

ii) FRDL (Front Range Downloadable Library) – Library members can download e-books and e-audiobooks for free from this library.

<https://frontrange.overdrive.com>

or <https://frontrange.overdrive.com/support/members>

**2) LBOT Mission and Scope**

a. [Colorado Public Library Board and Trustees Pocket Handbook](#)

b. [Library Website Info on LBOT](#)

c. City of Louisville Municipal Code on LBOT appointment and duties

[https://library.municode.com/co/louisville/codes/code\\_of\\_ordinances?nodeId=TIT2A\\_DPE\\_CH2.20BOCO\\_S2.20.04OLIBO](https://library.municode.com/co/louisville/codes/code_of_ordinances?nodeId=TIT2A_DPE_CH2.20BOCO_S2.20.04OLIBO)

d. City of Louisville Open Government and Ethics

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.

<http://www.louisvilleco.gov/government/open-government-transparency>

e. LBOT Accomplishments and Activities

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

i. One Book for Colorado – The State of Colorado program to provide a book to every 4 year old. The LBOT supports this by delivering books to the pre-schools each year.

ii. Little Libraries – The LBOT coordinated the construction and installation of 3 Little Libraries and regularly supplies books and

maintenance to them.

- iii. On the Same Page – The LBOT helps promote the On the Same Page program (Louisville, Lafayette, and Superior read the same book and various programs and discussions are scheduled) by handing out information at the Farmer’s market and distributing posters or flyers around town.
- iv. Maker Space – The LBOT has also promoted the Maker Space by talking to people at the Farmers Market and handing out packets with activities (made by Library staff).
- v. Back to School Nights – If the staff needs assistance during Back to School nights, LBOT members attend and talk to parents and sign people up for library cards.
- vi. Staff Luncheon – Every year the LBOT plans a pot luck lunch for the Library staff in appreciation for all their hard work.

f. LBOT Bylaws

<http://www.louisvilleco.gov/home/showdocument?id=4835>

**Commented [c3]:** By laws are not up to date. E.g. we meet on the second Thursday. New appointments are a four year term. These changes were approved by the LBOT in 2018, but the City online version of the Bylaws does not reflect the change.

**3) Maintenance of this document**

This handbook is intended to be reviewed at least annually by the LBOT to make sure the information is up to date and all the embedded links still work.

## Glossary of acronyms

LBOT	Library Board of Trustees
STEAM	Science, Technology, Engineering, Art, Math
ALA	American Library Association
LSV	Louisville Public Library (differentiate from other FLC libraries)
IGA	Intergovernmental Agreement
FLC	Flatirons Library Consortium
FRDL	Front Range Downloadable Library; i.e. e-books and e-audio books
ILS	Integrated Library System
PLDS	Public Library Data Service
LRS	Library Research Service
FFE	Furniture Fixtures and Equipment
FTE	Full Time Equivalent (employee)
RFID	Radio Frequency Identification (tag)
AP	Accounts payable

## Appendix 1

### RESOLUTION NO.11 SERIES2009

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 29-1-201seq.;

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 Yarra, 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

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ATTEST:

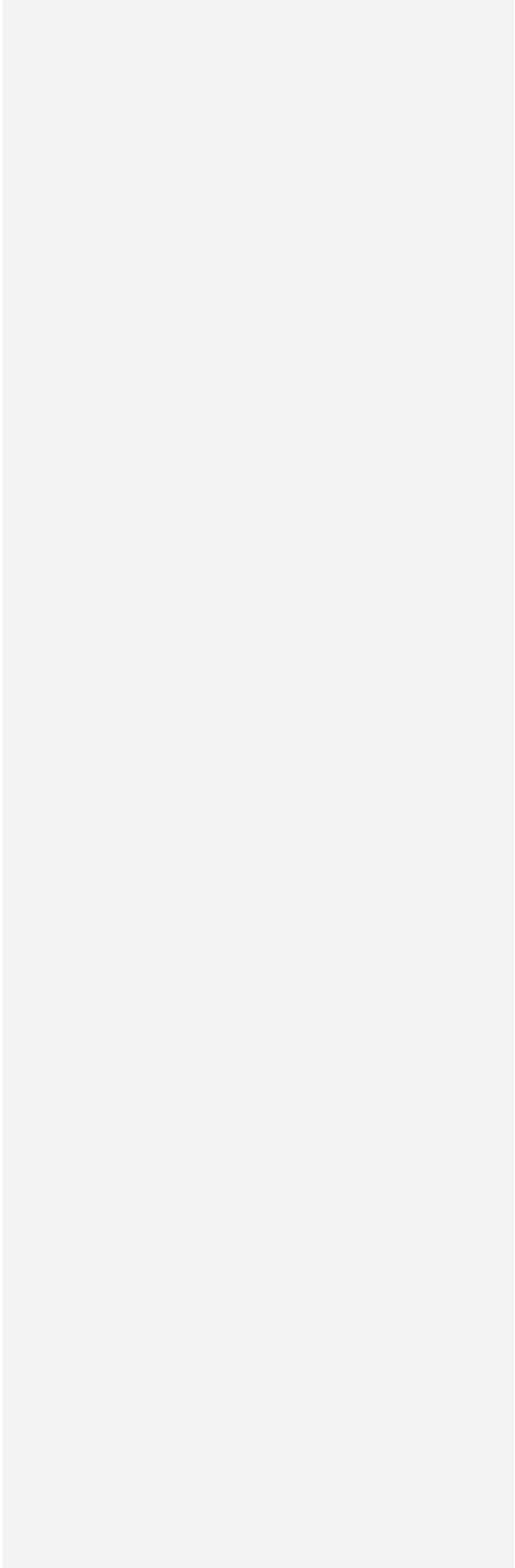
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Nancy Yarra, City Clerk

APPROVED AS TO FORM: Samuel Light, City Attorney

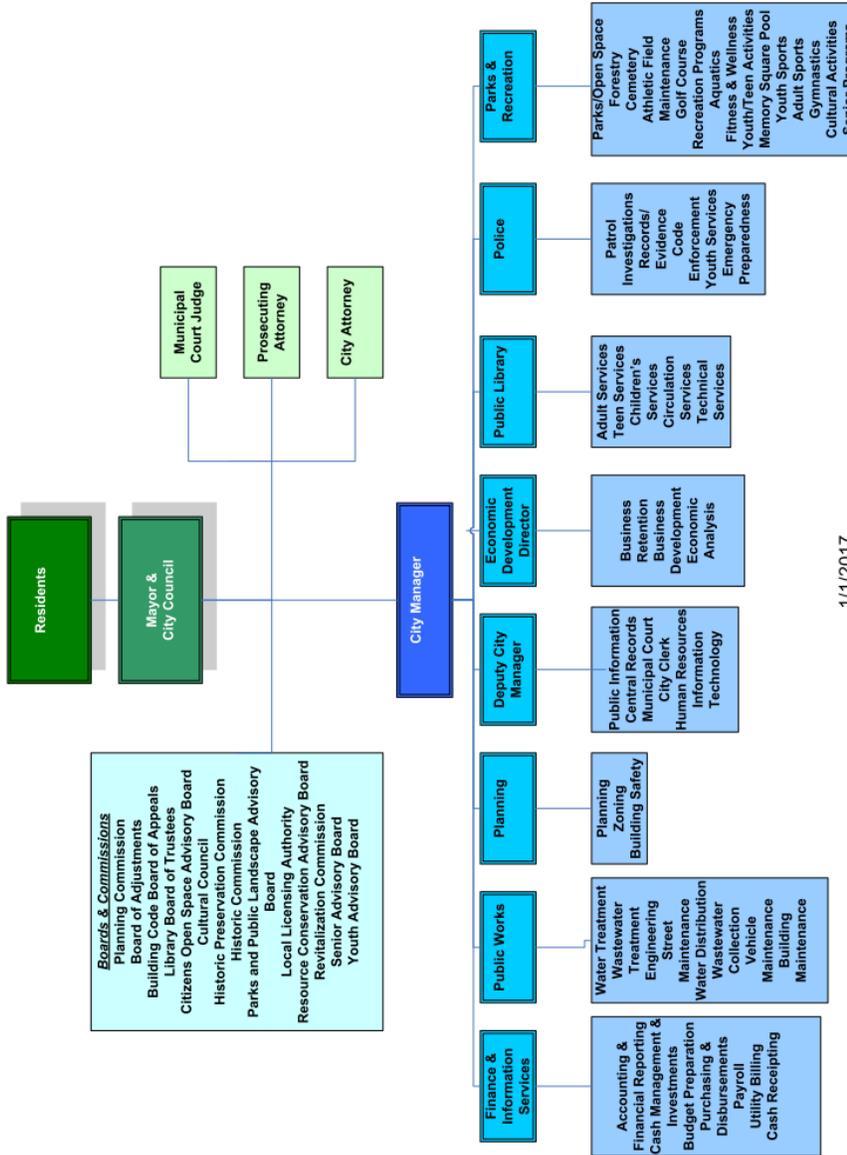
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Charles L. Sisk, Mayor



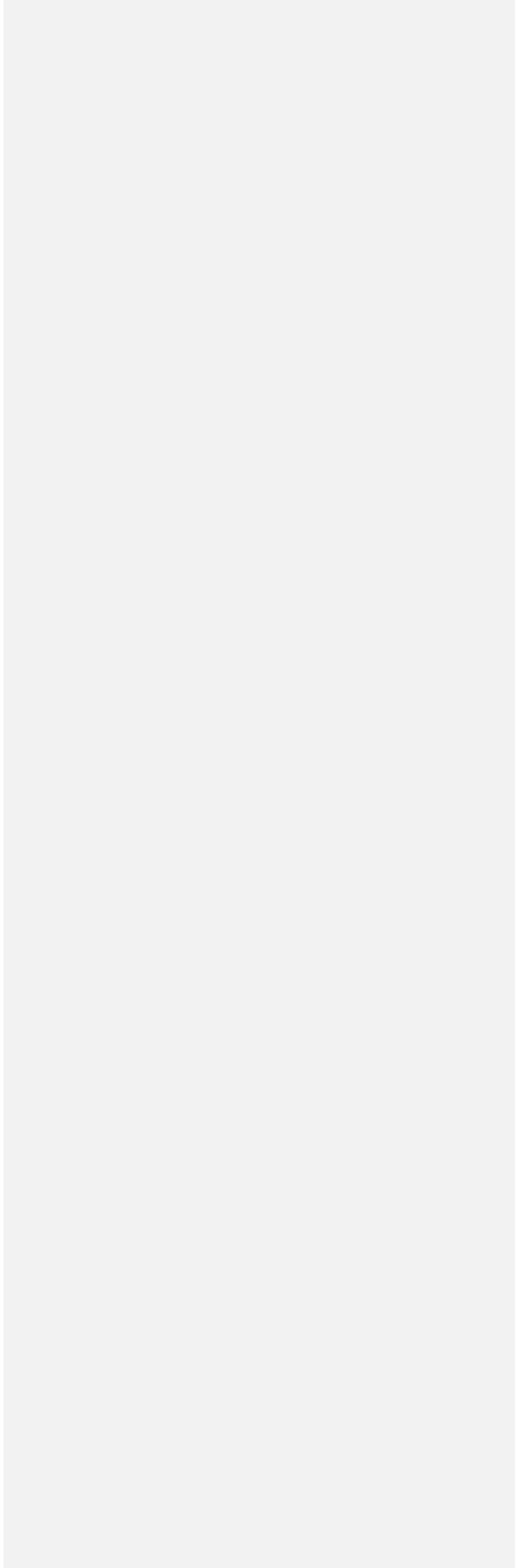
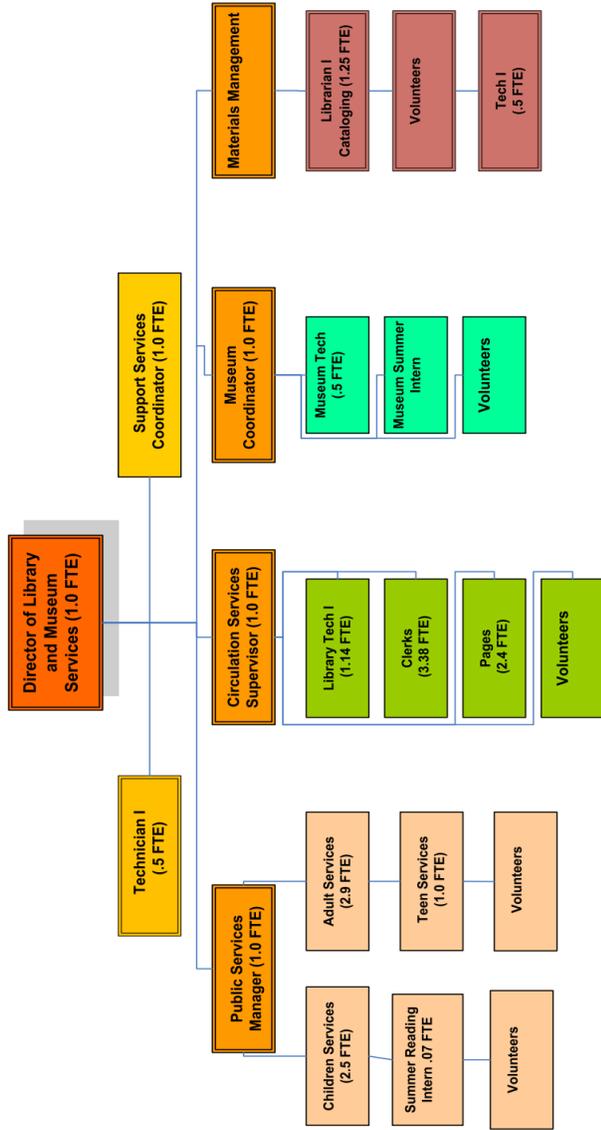
# Appendix 2

City of Louisville Organizational Chart



11/1/2017

# Appendix 3



## Appendix 4

### Director of Library and Museum Services

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

### Support Services Coordinator

- Administrative support, including preparing reports for PLDS and LRS and budget for FFE and office supplies throughout the Library
- Webmaster, Library and Museum pages
- Marketing

### Public Services Division

- Select and de-select all materials (conventional library materials plus electronic books, electronic audio books, electronic databases, technology for use in Library or to check out)
- Reference Services for Children, Teens & Adults
- Plan and execute all programs for all ages
- Makerspace management, including selecting and maintaining electronic tools, designing and executing programs, instructing public in use
- Plan and execute outreach services

### Public Services Manager

- Manage all programs, customer service, collection for Children's, Teens and Adults Services
- Staff supervision of teen and adult services librarians and Children's Services Supervisor
- Prepare and support budget for Division

### Children's Services Supervisor

- Supervise Children's Services staff
- Oversee programs, collection, customer service in Children's Services Division

### Circulation Services

- Maintain Library's physical collection, including checking all materials in and out of the Library, shelving returned items, receiving from and sending to other libraries in FLC and larger consortia

- Collect overdue fees

#### **Circulation Services Supervisor**

- Supervise all Circulation Services staff
- Prepare and support budget for part-time staff, equipment and supplies used in Division
- Prepare statistical reports for Library records, for City administration, and for Council reports
- Responsible for self-check, security gate, automatic materials handling machines

#### **Materials Management (includes .5 FTE Technician 1)**

- 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 (weeded) materials from collection, including removal of record from catalog, deactivating RFID tags, release of materials for sale or donation to other users
- Prepare and support budget for materials used in processing library collection

## Appendix 5

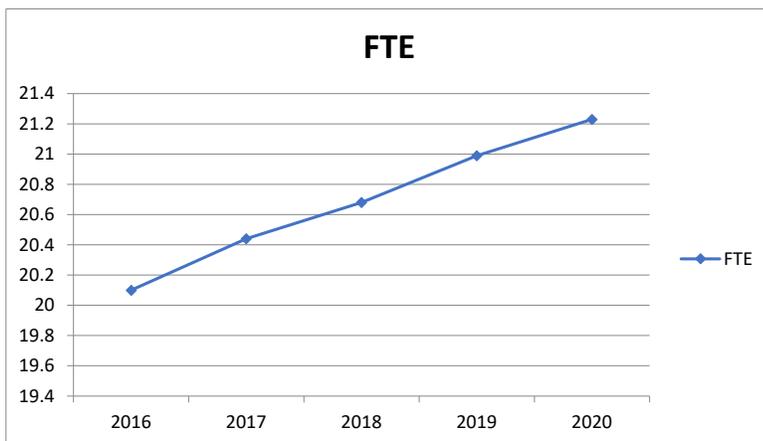
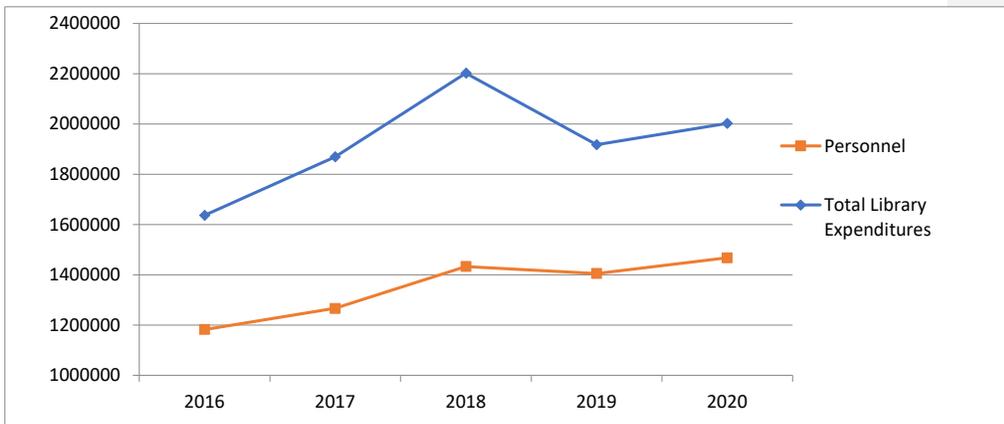
### BUDGET OVERVIEW

	2016	2017	2018	2019	2020
<b>Personnel</b>	1181809	1266268	1433200	1404720	1467690
<b>Supplies</b>	112284	130229	123930	132,350	122570
<b>Services</b>	342458	346732	430060	380420	397130
<b>Capital Outlay</b>	56	126591	21500	0	15000
<b>Total Library Expenditures</b>	\$1,636,607	\$1,869,820	\$2,202,190	\$1,917,490	\$2,002,390
<b>Expenditures Per Resident</b>	50	57	67	57	61
<b>FTE</b>	20.1	20.44	20.68	20.99	21.23
<b>Checkouts and renewals</b>	506035	514961	49400	494570	489629

sources

[2017-2018 Operating & Capital Budget, p. 85 subProgram p.86](#)

[2019-2020 Operating & Capitol Budget p. 143, p. 39, p. 144](#)



FAQs (answers courtesy of Becky Campbell):

For 2017 and 2018 what were the capital expenditures for? 2017: building automation, furniture for teen space, Comprise/Sam Server replacement, card access for library doors, digitizing the Louisville Times newspapers, design for remodel project, early literacy center items, makerspace floor replacement, makerspace tables; 2018: tween space furniture, building improvements via remodel.

What is an FTE? FTE's include all personnel. Most of our staff are not full-time employees, so their budgeted hours are added together and the total divided by 40, to determine FTEs.

How is the Library Budget presented in the Louisville Operating and Capital Budget Report? The City of Louisville moved to program-based budgeting a few years ago. Our program is Cultural Services. In that program are 3 sub-programs (Library Services, Museum Services, Cultural Affairs). Our sub-program budget includes all capital and operating expenses, including personnel. The capital expenses may vary considerably from year to year, as we saw in 2018 with our large capital expense for remodeling. Operational expenses generally increase on a somewhat more expected trajectory.

# Louisville Public Library

## Collection Policy

Revised and re-adopted by the Louisville Public Library Board of Trustees,  
January 17, 2019.

The purpose of the Louisville Public Library is to provide effective delivery of library and information services that meet the informational, educational, and recreational needs of the 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.

### Criteria for Selection

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, even if not enduring in value, interest, or accuracy
- Purpose and quality of the material
- 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)
- Price, format, and ease of use
- Scarcity of information in subject areas
- Size and extent of the current materials budget
- Size and extent of the existing collection
- Holdings of other libraries within the region
- Materials of regional interest
- Present and potential needs of the community

Materials are neither excluded nor proscribed because of the race, nationality, political, social, or religious views of the author, or because of diverse views of individuals or groups within the community.

# Louisville Public Library

## Collection Policy

### Areas of Limited Acquisition

Selection of materials in certain areas is limited to very general or basic works which are not too specialized or considered beyond the province of public library service. These areas include:

- **Textbooks:** The Library does not supply textbooks and other materials required for school coursework, but will provide materials supplemental to, or correlative with, various courses of instruction. Textbooks will be purchased only when they supply the best or only source of information on a subject.
- **Genealogy:** The Library does not supply specialized genealogy sources but will purchase general guides and electronic resources to help patrons learn how to trace their ancestry.

### Gifts

Gifts added to the collection shall meet the same selection criteria as purchased materials. Gifts become the property of the Louisville Public Library Foundation and are accepted subject to the following limitations: (1) the Library Foundation retains unconditional ownership; (2) Library staff makes the final decision on acceptance, use, or disposition.

When the Library Foundation receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature of subject area of the materials to be purchased will be based upon the wishes of the donor. Selection of specific titles, however, will be made by the library staff in accordance with the needs and selection policy of the Library.

### 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 will continually review materials on the shelves 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 choice of library materials by users is an individual matter. While anyone is free to personally reject the viewpoints expressed in books and other materials, he or she may not restrict the free choice of others.

# Louisville Public Library

## Collection Policy

Responsibility for the use of library materials by children rests with their parents or legal guardians. Selection decisions are not influenced by the possibility that materials may inadvertently come into the possession of children.

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:

1. The Library Bill of Rights
2. The Freedom to Read statement
3. The Freedom to View statement

Citizen requests for reconsideration of specific materials or subject matter shall be made in writing and submitted to the Library Director. The Library's written consideration procedure will be followed and the Board of Trustees will review the complaint and render a final decision no later than the Board's next meeting following the challenge's initial Board hearing.

### Local Author's Gifts

Authors who live in Louisville and Superior 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.

To be considered, each title should be accompanied by a completed copy of the *Local Author Donation Form*.

Upon addition to the collection, the Library will

- Catalog the title and add it to our Library database for discovery by patrons
- Shelf in the appropriate area of the Library.
- Label the book, indicating that it was written by a local author.

Books will be removed from the collection according to the Library's criteria for deselection:

- Poor physical condition.
- Outdated or obsolete information.
- Lack of circulation.

*Published Local Author Donation Form*

Must accompany all donations to be considered for addition to the Louisville Public Library collection.  
Items not added to the collection will be given to the Louisville Public Library Foundation for sale.

Book Title \_\_\_\_\_

Author's Name \_\_\_\_\_

Author's home address \_\_\_\_\_

Email address \_\_\_\_\_

Phone Number \_\_\_\_\_

Publication date (fiction within 5 years, non-fiction within 2 years) \_\_\_\_\_

ISBN# \_\_\_\_\_

Is book Fiction or Non-fiction? \_\_\_\_\_

Genre or Main Subject of book \_\_\_\_\_

Expected audience (children, teens, adults) \_\_\_\_\_

Short synopsis of the book, with plot and setting

Author signature and date \_\_\_\_\_