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, March 12, 2020
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. Election of Secretary
VI. Public Comments
VII. Trustee Informational Comments on Pertinent Items Not on the Agenda
VIII. New Business
   A. Meeting Room Policy Update
   B. Library Website Update (E. Owen)
   C. Student 1 Initiative BVSD Partnership
   D. One Book Colorado (April 13-26)
   E. Little Library Assignments
   F. Staff Appreciation Luncheon Date Confirmation
IX. Ongoing Business
   A. Review Board Handbook Revisions
   B. Superior Board of Trustees update (L. Skladzinski)
   C. Library Foundation liaison report (R. Gurganus)
X. Director’s Report (S. Nemechek)
   A. Events
   B. New Employees
   C. Inclusivity Training
   D. Public PCs
   E. Organizational Assessments
   F. Services to Superior
XI. Consultation with Crystal Schimpf - Colorado State Library
XII. Agenda Items for Next Meeting: May 14, 2020
XIII. 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 02/18/2020)

Thursday, January 9, 2020
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 6:35 pm.

II. Roll Call

Board Members Present:
- Renée Gurganus, President
- Richard Chamberlin, Secretary
- Neil Shaw, Town of Superior Trustee
- Jaime Dufresne
- Helana Lechner

City Staff Members Present:
- Sharon Nemechek, Library Director

Others present:
- Michael Bishop, Citizen of Louisville
- Deborah Fahey, Ward II, City Council

Board Members Absent:
- Conner Seyle
- Jeannie Schuman

III. Approval of Agenda: The agenda was approved by general consent.

IV. Approval of previous minutes: The minutes from November 11, 2019 were approved by general consent, on condition of fixing one minor error.

V. Election of LBOT officers: Renée Gurganus was reelected President; Jaime Dufresne was elected vice-President. The election of the Secretary was tabled until the March 12 meeting.

VI. Public Comments: There were no public comments.

VII. Trustee Informational Comments on Pertinent Items Not on the Agenda: Director Nemecheck made a comment about contracting with the library vendor Biblioteca. Member Shaw commented that OZ Architecture made a presentation on providing library amenities (i.e., book lockers, reading nook) in the 15,000 sq. ft. former Land Rover dealer property recently acquired by Superior.

VIII. A. 1. 2020 locations to post notices of public meetings: Notice of meetings will be posted at the City Hall and at the Recreation Center. Member Shaw stated that electronic postings also qualify as notification. 2. The 2020 schedule of LBOT board meetings will not change (i.e. 2nd Thursday of every odd month.)

City of Louisville
Public Library ■ 951 Spruce Street ■ Louisville, CO 80027
303-335-4815 ■ 303-335-4833 (fax) ■ www.louisville-library.org
B. 2020 Open Government and Ethics Pamphlet: The pamphlet was distributed to the LBOT without further comment.

IX. Ongoing Business

A. Review of LBOT Handbook revisions. Handbook revisions are awaiting some updates from library staff. Review of the Handbook was tabled until the March 12 meeting.

B. LBOT engagement:
   1. With the City Council: Members Shaw suggested that LBOT invite Crystal Schimpf from the Colorado State Library to speak with the LBOT about library board engagement. Action: President Gurganus will invite Crystal Schimpf to speak to LBOT.
   2. Potential 2020 Work Plan for Board: It was announced that on April 14 the LBOT will be expected to make a 5 to 10 minute presentation to City Council.

C. Town of Superior update (Neil Shaw): Member Shaw described development plans for downtown Superior and the newly acquired Land Rover property. The Superior Parks and Recreation masterplan update is in progress.

D. Library Foundation update (Renée Gurganus): The Donor Relations Secretary resigned. The current Foundation assets are about $500K in a Vangard account. The recent utility bill fundraising effort raised $5,500. Two recent large donations totaled about $5,000 and might be used to fund the Read Baby Read program. In 2020 the Foundation will donate about $33,000 to the Library. Right now the Foundation is looking for a Treasurer. Member Shaw asked if Superior residents can serve on the Foundation. The answer was affirmative.

X. Director’s Report (S. Nemecheck) Director Nemecheck distributed a sheet summarizing Library key 2019 statistics. In February the Library will “soft launch” a fine-free policy for overdue youth oriented books. The bi-annual budget planning process is starting and Louisville Boards and Commissions should think about what new budget items they would like the Council to consider.

XI. Agenda Items for the next meeting (March 12, 2020): (1) election of the Secretary; (2) continuing discussion of the potential 2020 LBOT work plan; (3) LBOT Handbook update; (4) planning for the staff appreciation lunch; (5) planning for the April 14 meeting with the City Council; and, (6) the little library update.

XII. Meeting adjourned at 7:29 pm.
Memo

Library Board of Trustees

Thursday, March 12

RE: Proposed Policy for the Use and Reservation Policy for Space at the Louisville Public Library

Library staff has been approached by several individuals and groups that request variances to the current Meeting Room policy for use of the meeting spaces in the library. In order to address these requests and increase the community’s ability to use these spaces the Library staff is proposing a new Use and Reservation policy.

- The current policy does not allow individuals or community groups to use the Meeting Room and Board Room. These spaces are currently restricted to Organized 501(c)(3) Non-Profits and For-Profit Businesses. By allowing individuals and community groups to use these spaces we are better serving our community and increasing the use of underutilized space.
- The current policy limits the use of the Meeting Room and Board Room to 4 hours per meeting. Library staff is often are asked to make exceptions for longer meeting times.
- The Board Room has a 30% occupancy rate for the last year.
- The current policy limits the frequency of bookings in the Meeting Room or Board Room to 1 per month, by allowing up to 3 reservations in the Board Room (no change to the Meeting Room) each month, we are able to accommodate groups that meet bi-weekly in this space.
- The current policy does not allow for-profit businesses outside of Louisville or Superior to book the Meeting Room or Board Room. This policy proposes allowing those groups to use the space at an increased fee. Louisville is often a central meeting place between Denver and Boulder and staff often get requests from businesses outside of Louisville or Superior.
Louisville Public Library

Meeting Room Policy

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

PURPOSE
The Louisville Public Library has two meeting rooms available. When not previously booked by a Library or other City-government group, the room is available for meetings or public programs sponsored by:

1. Organized, non-profit groups which offer philanthropic, educational, or cultural programs to the community;
2. For-profit businesses located in Louisville or Superior.

The rooms are not intended to serve as a permanent or regular public meeting location except for Library and other City-government groups.

ADMINISTRATIVE POLICY

Reserving a Room

- Reservations are on a first-come, first-served basis.
- An application is required for each scheduled meeting; staff will review the application, determine eligibility and approval, and confirm the availability of a meeting room.
- Applications must be signed and returned before the scheduled meeting is held.
- The applicant representing the group using the room accepts personal responsibility for damage or loss to Library equipment and furnishings and must be in attendance at the scheduled meeting.
- The Library reserves the right to cancel the use of a meeting room at any time; in the event of a scheduling conflict, every attempt will be made to reschedule a group’s event.
- In the event of cancellation, the applicant is required to give at least 48 hours’ notice. Permission to use a meeting room does not constitute an endorsement by the Library of the group’s beliefs.

Room Reservation Fee

Non-profit Groups

- Use of meeting rooms is free for organized non-profits located in Louisville and Superior.
- For all other non-profits, a fee of $25 per hour—or portion thereof—will apply.

For-profit Groups

- Use of meeting rooms is reserved for businesses located in Louisville and Superior.
- A fee of $45 per hour—or portion thereof—will apply.
Louisville Public Library
Meeting Room Policy

All Users
- The total fee is to be paid by cash, check, or credit card (Visa, Master Card, American Express, and Discover) at time of check-in for the meeting.
- If a group occupies a meeting room beyond their stated time, additional payment will be required.
- Future meeting room use will be denied until all fees are paid and current.

Conditions of Meeting Room Use
1. A reservation may be made no more than 60 days in advance and a group is limited to one meeting in a 30-day period. Maximum reservation time is limited to four hours.
2. Meeting rooms may not be reserved by or for a single individual; the meetings rooms are available for use by organized non-profit groups or local for-profit businesses.
3. No parties/celebrations may be held in the meeting rooms, including but not limited to birthdays, weddings, memorial services, award ceremonies, graduation or retirement parties and the like.
4. The rooms cannot be used for events where admission is charged, or for marketing or selling of goods or services for profit.
5. The meeting must be open to Library staff at all times.
6. Non-City government groups are required to check in at either the first-floor Circulation Desk (for Meeting Room use) or the second-floor Information Desk (for Board Room use) prior to the start of their meeting.
7. The meeting rooms can be used for any Library sponsored events.
8. Group members will not be allowed in the Library prior to opening and must leave by the times stated below.

The meeting rooms are available:

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>10:00 AM to 7:30 PM</td>
</tr>
<tr>
<td>Friday &amp; Saturday</td>
<td>10:00 AM to 5:30 PM</td>
</tr>
<tr>
<td>Sunday</td>
<td>1:00 PM to 4:30 PM</td>
</tr>
</tbody>
</table>

9. The first-floor meeting room chairs and tables are set in a default setting (see posted diagram). If furniture is rearranged, the group is required to return it to its default setting when the meeting is over. All trash must be placed in the appropriate wastebasket/recycling/composting container. Whiteboards must be erased and cleaned; whiteboard cleaner and paper towels are available in the meeting rooms.
10. Requests to use the Library audiovisual (A/V) equipment must be arranged by calling 303-335-4815 at least 72 hours prior to the meeting, or at the time of application, whichever is sooner. An agreed-upon time will be arranged to familiarize the responsible party with the A/V equipment (e.g., laptop hookup, LCD projector, control panel touch screen).

11. Catered box lunches may be served in the meeting rooms. Light refreshments (beverages and snacks) may be served. All food and drink must be kept within the meeting room. If furnishings or equipment are damaged, repair or replacement will be determined by the Library Director, and the responsible group will be billed for repair or replacement. If excessive cleaning is required by the Library’s custodial service, the group will be billed for that excessive cleaning.

12. The Library will not store items for groups and will not be held responsible for items left behind.

13. Notices posted in the Library or submitted to the media announcing the meeting must first be approved by the Support Services Coordinator, which review is limited to determining whether the notice is consistent with the approved application and Library meeting room policies.

14. No open flames or knives or other sharp objects (other than scissors and ordinary kitchen utensils) shall be used in the meeting rooms at any time.

15. Under City ordinance, smoking is not allowed in the building or within 15 feet of the building.

16. The fire code limits occupancy to 70 people in the 1st-floor room (Meeting Room) and 30 people in the 2nd-floor room (Board Room).

17. Children must be supervised by responsible adults at all times.

18. Applicant must sign in and sign out at the designated information desk (first floor for the Meeting Room, second floor for the Board Room).

19. The Library Code of Conduct applies to all persons and groups using any meeting room.

20. Failure to meet the conditions or observe these policies is grounds for denial of future meeting room use. Prior notice of any group’s failure to adhere to meeting room policies is not required. Denial of meeting room use is at the discretion of the Library Director.
USE OF THE SPACES
The Louisville Public Library has two meeting rooms and three study rooms available for use by the public. When not previously booked by a Library or other City-government group, the rooms are available for:

- Individuals or Groups for study, discussions, tutoring sessions, and other similar activities.
- Organized, non-profit groups which offer philanthropic, educational, or cultural programs to the community.
- For-profit businesses.
- The spaces are not available for social functions or celebrations. The rooms cannot be used for events where admission is charged, or for marketing or selling of goods or services for profit.

The applicant representing the group using the room accepts personal responsibility for damage or loss to Library equipment and furnishings.

The Library reserves the right to cancel the use of a meeting room at any time; in the event of a scheduling conflict, every attempt will be made to reschedule a group’s event.

Permission to use a meeting room does not constitute an endorsement by the Library of the group’s beliefs. In accordance with the American Library Association’s Library Bill of Rights and its interpretation pertaining to meeting rooms, the library does not limit the use of the meeting room based on the subject matter or content of the meeting or on the beliefs or affiliations of the meeting’s sponsors.

The Library Code of Conduct applies to all persons and groups using any meeting space in the library.

HOURS OF AVAILABILITY

Library spaces are available during regular Library hours. The Library is unable to permit use of the space before or after regular hours.

Monday-Thursday 10:00 AM to 8:00 PM
Friday & Saturday 10:00 AM to 6:00 PM
Sunday 1:00 PM to 5:00 PM
AVAILABLE SPACES

<table>
<thead>
<tr>
<th>Space</th>
<th>Capacity</th>
<th>Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Floor Meeting Room</td>
<td>10-70 Tables and Chairs for 50</td>
<td>Use of Kitchen Space AV system; Laptop, Projector, Screen, Sound System, DVD player, 2 White Boards</td>
</tr>
<tr>
<td>Second Floor Board Room</td>
<td>8-20 Board Table and Chairs for 14</td>
<td>Large TV monitor equipped with ClickShare for screen sharing from personal devices</td>
</tr>
<tr>
<td>Study Rooms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Hecla</td>
<td>8</td>
<td>All Study Rooms have a White Board</td>
</tr>
<tr>
<td>• Monarch</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>• Rex</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

BOOKING LIMITS

<table>
<thead>
<tr>
<th>Space</th>
<th>Advance Booking</th>
<th>Frequency of Bookings</th>
<th>Length of Bookings</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Floor Meeting Room</td>
<td>60 Days in Advance</td>
<td>1 Reservations per Month</td>
<td>6 hours</td>
</tr>
<tr>
<td>Second Floor Board Room</td>
<td>60 Days in Advance</td>
<td>3 Reservations per Month</td>
<td>6 hours</td>
</tr>
<tr>
<td>Study Rooms</td>
<td>1 Day in Advance</td>
<td>1 Reservation per day</td>
<td>2 hours</td>
</tr>
<tr>
<td>• Hecla</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Monarch</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Rex</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RESERVATION REQUIREMENTS AND PROCESS

| First Floor Meeting Room | • Paper Application submitted to Library Staff  
|                          | • Allow 3-5 business days for Library Staff to process reservation requests  
|                          | • No Library Card Required  

| Second Floor Board Room | • Online Reservation  
|                        | • Allow 3-5 business days for Library Staff to process reservation requests  
|                        | • [https://libcal.louisvilleco.gov/reserve/meetingspace](https://libcal.louisvilleco.gov/reserve/meetingspace)  
|                        | • No Library Card Required  

Study Rooms
- Hecla
- Monarch
- Rex

| Study Rooms | • Online Reservation  
|            | [https://libcal.louisvilleco.gov/reserve/studyspace](https://libcal.louisvilleco.gov/reserve/studyspace)  
|            | • Library Card Required  

FEES

Fees for the use of the Louisville Public Library spaces are set by the City of Louisville and are subject to change. Use of the Study Rooms is free for all users.

<table>
<thead>
<tr>
<th>Space</th>
<th>Community Groups</th>
<th>Organized, non-profit groups</th>
<th>For-profit businesses</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Floor Meeting Room</td>
<td>Free</td>
<td>Free - located in Louisville or Superior</td>
<td>$50/Hour - located in Louisville or Superior</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$28/Hour - located outside of Louisville or Superior</td>
<td>$60/Hour - located outside of Louisville or Superior</td>
</tr>
<tr>
<td>Second Floor Board Room</td>
<td>Free</td>
<td>Free - located in Louisville or Superior</td>
<td>$40/Hour - located in Louisville or Superior</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$20/Hour - located outside of Louisville or Superior</td>
<td>$50/Hour - located outside of Louisville or Superior</td>
</tr>
</tbody>
</table>
Memo
Library Board of Trustees
Thursday, March 12

RE: The Library/Boulder Valley School District Partnership: The Student 1 Initiative

The Library and BVSD have a long history of working together to benefit our students. In 2020 we hope to become stronger partners in an effort to provide easy and seamless access to the peer-reviewed articles, encyclopedia entries, and primary source documents contained in our wealth of online K-12 databases. The goal is to build on the system already in place at the Boulder Public Library that allows local BVSD students to access and use the Library’s research databases with the convenience of a student ID number. All students would have equal access to online resources from home or school, providing every student the information needed for homework assignments and research projects. This expanded partnership will benefit the community, boost literacy and student success, leverage taxpayer resources, and strengthen both organizations.
Library Board of Trustees Handbook (version 03/09/2020)

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

b) Mission

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

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


f) Library Strategic Plan

   Appendix 6
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
            [Link to library calendar]

h) Library Performance Measures: Appendix 7

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

April 17, 2018 City Council Minutes: AGENDA ITEM 8D “During the annual budget calendar discussion on January 23rd, 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, and through an IGA with the Town of Superior. 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:
      [Link to library foundation website]
• 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=TIT2ADPE_CH2.20BOCO_S2.20.040LIBO

   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

3) Maintenance of this document
This handbook is intended to be reviewed at least annually by the LBOT to ensure all information is current, useful, and accurate. The library staff will review the handbook at least annually to update technical details and ensure all embedded links are current.
### Glossary of acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LBOT</td>
<td>Library Board of Trustees</td>
</tr>
<tr>
<td>STEAM</td>
<td>Science, Technology, Engineering, Art, Math</td>
</tr>
<tr>
<td>ALA</td>
<td>American Library Association</td>
</tr>
<tr>
<td>LSV</td>
<td>Louisville Public Library (differentiate from other FLC libraries)</td>
</tr>
<tr>
<td>IGA</td>
<td>Intergovernmental Agreement</td>
</tr>
<tr>
<td>FLC</td>
<td>Flatirons Library Consortium</td>
</tr>
<tr>
<td>FRDL</td>
<td>Front Range Downloadable Library; i.e. e-books and e-audio books</td>
</tr>
<tr>
<td>ILS</td>
<td>Integrated Library System</td>
</tr>
<tr>
<td>PLDS</td>
<td>Public Library Data Service</td>
</tr>
<tr>
<td>LRS</td>
<td>Library Research Service</td>
</tr>
<tr>
<td>FFE</td>
<td>Furniture Fixtures and Equipment</td>
</tr>
<tr>
<td>FTE</td>
<td>Full Time Equivalent (employee)</td>
</tr>
<tr>
<td>RFID</td>
<td>Radio Frequency Identification (tag)</td>
</tr>
<tr>
<td>AP</td>
<td>Accounts payable</td>
</tr>
</tbody>
</table>
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 29-1-201seg.;

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

ATTEST:

Andrew Muckle, Mayor

Phyllis L. Hardin, Town Clerk

APPROVED AS TO FORM:

Kendra L. Carberry, Town Attorney

CITY OF LOUISVILLE, COLORADO
ATTEST:

Nancy Yarra, City Clerk

APPROVED AS TO FORM: Samuel Light, City Attorney

Charles L. Sisk, Mayor
Appendix 4

Director of Library and Museum Services

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

Support Services Coordinator

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

Adult Services Supervisor

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

Youth Services Supervisor

- Supervise, coach and mentor Youth Services staff
- Set customer service expectations in Children’s and Teen areas
- Oversee programs, collection, outreach and customer service in Youth Services Division
- Prepare and manage budget for Division
- As part of the Library’s leadership team, create an atmosphere of disrespectful collaboration

Circulation Services Supervisor

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

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

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

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

Materials Management (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 materials from collection and prepare them for release to Foundation book sale or donation to other users
• Prepare and support budget for materials used in processing library collection
## Appendix 5

### BUDGET OVERVIEW

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>sources</th>
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<tr>
<td><strong>Personnel</strong></td>
<td>1181809</td>
<td>1266268</td>
<td>1433200</td>
<td>1404720</td>
<td>1467690</td>
<td>2017-2018 Op p.86</td>
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<td><strong>Supplies</strong></td>
<td>112284</td>
<td>130229</td>
<td>123930</td>
<td>132,350</td>
<td>122570</td>
<td>2019-2020 Op</td>
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<td><strong>Services</strong></td>
<td>342458</td>
<td>346732</td>
<td>430060</td>
<td>380420</td>
<td>397130</td>
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<td><strong>Capital Outlay</strong></td>
<td>56</td>
<td>126591</td>
<td>21500</td>
<td>0</td>
<td>15000</td>
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<td><strong>Total Library Expenditures</strong></td>
<td>$1,636,607</td>
<td>$1,869,820</td>
<td>$2,202,190</td>
<td>$1,917,490</td>
<td>$2,002,390</td>
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<td><strong>Expenditures Per Resident</strong></td>
<td>50</td>
<td>57</td>
<td>67</td>
<td>57</td>
<td>61</td>
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<td><strong>FTE</strong></td>
<td>20.1</td>
<td>20.44</td>
<td>20.68</td>
<td>20.99</td>
<td>21.23</td>
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<tr>
<td><strong>Checkouts and renewals</strong></td>
<td>506035</td>
<td>514961</td>
<td>49400</td>
<td>494570</td>
<td>489629</td>
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</table>

![Graph of Personnel vs Total Library Expenditures](image1)

![Graph of FTE](image2)
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.
Appendix 6

City of Louisville
Louisville Public Library

Strategic Planning Framework

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

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

Goals
Engage Community
Champion Literacy
Spark Imagination and Learning

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

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

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

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

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

Critical Success Factors

- Financial Stewardship and Asset Management
- Reliable Core Services
- Vibrant Economic Climate
- Quality Programs and Amenities
- Engaged Community
- Healthy Workforce
- Supportive Technology
- Collaborative Regional Partner
Engage Community
The library enhances our vibrant community.

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

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

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

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

- **Bring Resources to Life**: Deliver programs that encourage creativity, offer hands-on education, and highlight the resources available through the Library. Bring people together to share their knowledge and skills with each other and our community.
- **Encourage Creative Pursuits and Personal Growth**: Provide access to a robust and relevant collection of print and online resources.
- **Provide Creative Spaces**: Offer meeting areas and collaborative spaces to foster community interactions. Strive to provide spaces for quiet study and reflection. Create displays that generate conversation and interest in new subjects.
Appendix 7

Slide 1

PERFORMANCE MEASURES
Louisville Public Library

Slide 2

2019 Budget
- Personnel
- Collection
- Programming
- Online Tools and Services
- Technology
- FLC costs
- Utilities and Maintenance
Funding

Local Revenue per Capita

Year to Year Performance

2010-2019

Units • Circulation • Program Attendance
Slide 5

Municipal Library Comparison-Staffing

Slide 6

Municipal Library Comparison-Visits and Circulation
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**

Incorporate resources and programs for all ages to support multiple decision and inspire lifelong learning.

Create a sense of belonging in support of our small-town atmosphere.

**Table:**

<table>
<thead>
<tr>
<th>INDIcATOR</th>
<th>UNIT</th>
<th>ACTUAL</th>
<th>ESTIMATED</th>
<th>PROJECTED</th>
<th>PROJECTED</th>
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<tbody>
<tr>
<td>Checkouts and Returns*</td>
<td>Items</td>
<td>919,171</td>
<td>910,000</td>
<td>900,000</td>
<td>900,000</td>
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<td>Checkouts and Returns for Louisville item only</td>
<td>Items</td>
<td>446,649</td>
<td>570,000</td>
<td>647,000</td>
<td>620,000</td>
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<td>Library Card Holders*</td>
<td>Members</td>
<td>26,429</td>
<td>26,000</td>
<td>27,000</td>
<td>26,000</td>
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<tr>
<td>Programs for Adults, Teens, and Children*</td>
<td>Total Programs</td>
<td>1,290</td>
<td>1,120</td>
<td>1,150</td>
<td>1,150</td>
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<tr>
<td>Ant Number of Items Held</td>
<td>Cards</td>
<td>57</td>
<td>71</td>
<td>90</td>
<td>110</td>
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<tr>
<td>Efficiency</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Checkouts per FTE*</td>
<td>Items/FTE</td>
<td>20,471</td>
<td>21,282</td>
<td>20,280</td>
<td>20,100</td>
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<td>Program Attendance per 1,000 Inhabitants</td>
<td>Days</td>
<td>670</td>
<td>675</td>
<td>675</td>
<td>675</td>
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<tr>
<td>Summer Reading Program Participation per 10,000 Population</td>
<td>Total Registrants</td>
<td>1,900</td>
<td>2,000</td>
<td>2,000</td>
<td>2,100</td>
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<tr>
<td>Library Website Page Views</td>
<td>Total Page Views</td>
<td>236,910</td>
<td>238,000</td>
<td>240,000</td>
<td>241,000</td>
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<tr>
<td>Study Rooms Booked</td>
<td>Ave. % Open</td>
<td>60%</td>
<td>65%</td>
<td>65%</td>
<td>65%</td>
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<tr>
<td>Ave. Time from Check-Out/On-Shelf</td>
<td>Hours</td>
<td>18</td>
<td>18</td>
<td>18</td>
<td>18</td>
</tr>
<tr>
<td>Ave. Days to Newly Acquired Item to be Ready for Checkout</td>
<td>Days</td>
<td>13</td>
<td>11</td>
<td>8</td>
<td>7</td>
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</tbody>
</table>

**Note:**

- *Includes Louisville, Prospector, and other Consortium items checked out. Auto-renewal accounts for a majority of the increase in circulation.
- Staff purged all patrons from the database who had expired or been inactive for two years to clean up patron data.
- Racial equity per state is calculated to the G2 average for municipal libraries serving 20,000-100,000. (Source: Library Research Service)
- Includes physical items.
- Estimated average for municipal libraries serving 20,000-100,000 to 6,000,000. (Source: Library Research Service)
- Estimated average for municipal libraries serving 20,000-100,000 to 6,000,000. (Source: Library Research Service)
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.

- Make all outdoor first 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

Director’s Report  March 12, 2020

Events

**Bike to Books**

In support of the Transportation Master Plan the library will host an all-ages cycling information event on May 9th from 11am to 1pm in Steinbaugh Pavilion. We’ll have a tricycle course for racing and the ever-popular Jeff and Paige will perform bike-related songs for the kids. Various vendors, City Departments and non-profit groups will have booths where cyclists can get information.

**Summer Reading Kickoff**

Summer Reading will kick off on May 22nd! Our theme this year is Imagine Your Story. Please come and help us sign up readers.

**June Art Walk**

Our First Friday Art Walk in June will be based on the SRP theme, Imagine Your Story. The Library will feel like a fairy tale, and children of all ages will be invited to dress up as their favorite character. Once again, we’ll have music, art and snacks. Children will decorate a life-size dragon!

New Employees

**Jeffrey Eggleston** – Moved up from Page to Clerk to Library Associate. He’s working on his MLS and should graduate in 2021.

**Derrick Mason**– Came to us from Pueblo City and County Library, where he worked as the Maker Librarian. He’ll be working on building our adult/senior programming.

Will post the 40 hour librarian position in mid-March.

Inclusivity Training

**ACL** – Many employees shared that this was one of the very best training sessions ever.

What’s next?

Implicit Bias training

Mental Health training
Public PCs

After struggling with our current public pc management system the Library decided to move to a new vendor, Today’s Business Solutions. We will make the transition April 6th to the 8th.

Organizational Assessments

The City had 18 responses to the RFP to perform assessments on three departments in the City. We should have a firm hired by March 6th.

Services to Superior

1500 Coalton Road, Superior

As the Town of Superior designs their new building at 1500 Coalton Road, the Library is excited to be part of this new community space. The space, near the entrance and gallery, will reflect the design values expressed by the Superior community. These include being open, light, comfortable, natural, collaborative, textural, relaxed, creative and engaging. The space is also flexible, with furnishings on casters and easily movable allowing for an effortless shift from quiet seating to group discussion to dynamic multigenerational programming. The Town of Superior will provide these furnishings, a kiosk that includes book-holds lockers, a self-checkout machine, and a book return. The Library will provide a small collection of books, and programming for all ages.

The library community has long wanted a place to pick up holds in Superior. The Library intends to satisfy this request with remote holds lockers provided by Superior. Patrons will be able to request Superior as their pick-up location, scan their library card at the kiosk and check out right there. Returns will also be easy and seamless. The preliminary plan is for library page staff to take holds to Superior and bring back expired items and returns. This will impact the staffing schedule, but not the number of page hours needed at the Library. The library hopes to utilize local volunteers to help patrons use this space, at least in the beginning.

In addition, the Library will host one story time a week at Coalton Road. Again, this will change the Youth Services schedule, but since it will be held before the Library opens it won’t have an impact on staffing numbers. Staff is still exploring other opportunities for youth programs and activities.

The Adult Service Department has been evaluating adult/senior programming at the Library. As part of this process staff is anticipating moving some programming to Coalton Road. This plan is in flux as the Library onboards new staff and explores all options for adult/senior programming for patrons in our service area.

The library anticipates being able to provide these services at no additional cost. In the future, if the demand for holds pick-up at Coalton Road grows the Library will need to add the location as a stop on the Flatirons Library Consortium courier route. This will be an additional expense.

Library staff is looking forward to offering service in Superior. The Library anticipates some growing pains in the beginning and members of the leadership team plan to be onsite at first to talk to patrons, manage technology and help work out any bugs in the system.
Objectives:
Trustees will:
1. Identify strategies for communicating about library needs with stakeholders.
2. Brainstorm goals and key messages to champion in 2020.
3. Discuss next steps for board engagement as library champions in the community.

Facilitation outline:
- Share examples of communication strategies
  - United for Libraries - Citizens Save Libraries Power Guide
  - American Library Association - Libraries Transform
  - United for Libraries - E’s of Libraries
  - Library Research Service Storytelling matrix
- Discuss one strategy/model
  - Set goal for communication
  - Identify key messages
  - Identify relevant stakeholders
  - Identify adaptations to key messages
  - Make a plan for communication
  - Connect and align with library staff efforts
- Brainstorm goals for communication
  - What do you want to accomplish?
- Identify key messages
  - Reflect on values, vision, mission
  - Reflect on strategic planning goals
  - Reflect on LRS Key Statistics for Library Trustees
  - What is most important to communicate?
  - What stories support the key messages?
- Reflect & identify next steps