

Library Board of Trustees

**Thursday, January 9, 2025
Library First Floor Meeting Room
951 Spruce Street
6:30 PM**

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

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

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

1. Call to Order
2. Welcome and Introductions
3. Roll Call
4. Approval of Agenda
5. Election of Officers for 2025: Vote
6. Agenda Posting Locations: Vote
 - City Hall (749 Main Street)
 - Library (951 Spruce Street)
 - PD/Court (992 West Via Appia Way)
 - Recreation & Senior Center (900 West Via Appia Way)
 - City Website (LouisvilleCO.gov)
7. 2025 Meeting Dates: Vote
 - January 9
 - March 13

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

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

- May 8
 - July 10
 - September 11
 - November 13
8. 2025 Open Government Pamphlet
 9. 2025 Rules of Procedure
 10. Role of the Trustee: Discussion
 11. LBoT Handbook
 12. 2025 Work Plan: Discussion
 13. Little Free Library Assignments
 14. Enforcement of Library Policies: Policy Review and Vote
 15. LPL Foundation Report
 16. Public Comments on Items Not on the Agenda
 17. Board Comments
 18. Discussion Items for Next Meeting
 19. Adjourn



Open Government & Ethics Pamphlet 2025

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

This is a compilation of Articles 4 and 5 of the Charter of the City of Louisville and is available at all times in the City Clerk's Office, 749 Main Street, Louisville, Colorado, and on the City's web site at www.LouisvilleCO.gov. This pamphlet is also provided to every member of a public body at that body's first meeting each year.



Table of Contents

Citizen Participation	3
Open Meetings	5
Executive Sessions	6
Ethics	6
Other Laws on Citizen Participation	8
Public Involvement Policy	10

Citizen Participation in Government

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

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

City Council Meetings:

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

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

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

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

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

You may receive eNotifications of City Council news as well as meeting agendas and summaries of City Council actions by registering for eNotifications on the City's web site at www.LouisvilleCO.gov. Meeting minutes of all regular and special meetings are available in the City Clerk's office and on the City's website (www.LouisvilleCO.gov) once they are approved.

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

Communicating Directly with the Mayor and City Council Members

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

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

Mayor and City Council Elections

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

Serving as an Appointed Member on a City Board or Commission

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

The City's Boards and Commissions are:

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

Board information, meeting agendas, and schedules are available on the City's website (www.LouisvilleCO.gov). Agendas for all Board and Commission meetings are posted a minimum of 72 hours prior to each meeting at these locations:

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

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

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

Planning Commission

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

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

Open Government Training

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

Open Meetings

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

Regular Meetings

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

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

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

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

Study Sessions

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

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

Executive Sessions

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

Timing and Procedures

The City Council and City Boards and Commissions may hold an executive session only at a regular or special meeting. No formal action of any type, and no informal or "straw" vote, may occur at any executive session. Rather, formal actions, such as the adoption of a proposed policy, position, rule or other action, may only occur in open session.

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

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

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

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

Authorized Topics

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

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

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

Ethics

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

Those entrusted with positions in the City government must commit to adhering to the letter and spirit of the Code of Ethics. Only when the people are confident that those in positions of public responsibility are committed to high levels of ethical and moral conduct, will they have faith that their government is acting for the good of

the public. This faith in the motives of officers, public body members, and employees is critical for a harmonious and trusting relationship between the City government and the people it serves.

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

Conflicts of Interest

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

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

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

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

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

Conflicts

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

Gifts and Nepotism

The Code of Ethics, as well as state law, regulates the receipt of gifts. City officials and employees may not solicit or accept a present or future gift, favor, discount, service or other thing of value from a party to a City

contract, or from a person seeking to influence an official action. There is an exception for the "occasional nonpecuniary gift" of \$15 or less, but this exception does not apply if the gift, no matter how small, may be associated with the official's or employee's official action, whether concerning a contract or some other matter. The gift ban also extends to independent contractors who may exercise official actions on behalf of the City.

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

Other Ethics Rules of Interest

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

Disclosure, Enforcement, and Advisory Opinions

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

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

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

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

Other Laws on Citizen Participation in Government

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

Initiative and Referendum

The right to petition for municipal legislation is reserved to the citizens by the Colorado Constitution and the City Charter. An initiative is a petition for legislation brought directly by the citizens; a referendum is a petition

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

Public Hearings

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

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

Public Records

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

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

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

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

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

Public Involvement Policy

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

Guiding Principles for Public Involvement

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

- *Voluntary Participation* - The process will seek the support of those participants willing to invest the time necessary to make it work.
- *Purpose Driven* - The process will be clearly linked to when and how decisions are made. These links will be communicated to participants.
- *Time, Financial and Legal Constraints* - The process will operate within an appropriate time frame and budget and observe existing legal and regulatory requirements.
- *Communication* - The process and its progress will be communicated to participants and the community at-large using appropriate methods and technologies.
- *Adaptability* - The process will be adaptable so that the level of public involvement is reflective of the magnitude of the issue and the needs of the participants.
- *Access to Information* - The process will provide participants with timely access to all relevant information in an understandable and user-friendly way. Education and training requirements will be considered.
- *Access to Decision Making* - The process will give participants the opportunity to influence decision making.
- *Respect for Diverse Interests* - The process will foster respect for the diverse values, interests and knowledge of those involved.
- *Accountability* - The process will reflect that participants are accountable to both their constituents and to the success of the process.
- *Evaluation* - The success and results of the process will be measured and evaluated.

Roles and Responsibilities - City Council

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

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

Roles and Responsibilities - City Staff and Advisory Boards

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

- ensuring that decisions and recommendations reflect the needs and desires of the community as a whole;
- pursuing public involvement with a positive spirit because it helps clarify those needs and desires and also adds value to projects;
- fostering long-term relationships based on respect and trust in all public involvement activities;

- encouraging positive working partnerships;
- ensuring that no participant or group is marginalized or ignored;
- drawing out the silent majority, the voiceless and the disempowered; and being familiar with a variety of public involvement techniques and the strengths and weaknesses of various approaches.

All Participants

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

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

Updated December 2024



BOARD & COMMISSION

RULES OF PROCEDURE

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

TABLE OF CONTENTS

I. DEFINITIONS.....	1
II. AUTHORITY.....	2
III. MEETING CIVILITY	2
IV. GENERAL RULES	3
V. MEETINGS.....	4
VI. CHAIR/VICE-CHAIR	5
VII. MEETING PROCEDURE	6
VIII.EXPECTATIONS OF STAFF LIAISON	7
IX. EXPECTATIONS OF BOARD MEMBERS.....	8
X. QUASI-JUDICIAL ACTIONS	10
XI. PARLIAMENTARY PROCEDURE	11
XII. REMOVAL FROM BOARD.....	12

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

I. DEFINITIONS

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

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

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

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

“City” means the City of Louisville, Colorado.

“Code” means the Louisville Municipal Code.

“Board” means any of the following bodies:

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

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

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

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

“Member of the Board” means each board member.

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

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

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

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

II. AUTHORITY

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

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

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

III. MEETING CIVILITY

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

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

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

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

IV. **GENERAL RULES**

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

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

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

V. MEETINGS

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

F. ELECTRONIC PARTICIPATION: When it is feasible, an electronic attendance option shall be available for Board members, applicants, and members of the public including for quasi-judicial hearings. If it is not feasible due to technological or other reasons, the in person meeting shall continue if a quorum is present.

1. All meetings that have a remote attendance option will note that on the agenda and include information on the agenda about how to join the meeting electronically.
2. Board members and members of the public attending electronically shall participate in the meeting under the same rules as those in the room.
3. Public hearings on quasi-judicial matters may be taken during a meeting with Electronic Participation.

G. FULLY REMOTE MEETINGS: The Staff Liaison with input from the board members may, in their discretion, change board meetings to a fully remote setting if needed. If a fully remote meeting is scheduled, it must be properly noticed as such and public access options must be provided on the meeting agenda.

VI. CHAIR AND VICE-CHAIR

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

VII. MEETING PROCEDURE

A. PREAMBLE

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

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

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

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

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

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

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

VIII. EXPECTATIONS OF STAFF LIAISON

A. COMMUNICATION:

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

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

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

C. MEETINGS:

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

D. COLLABORATION:

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

IX. EXPECTATIONS OF BOARD MEMBERS

A. COMMUNICATION:

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

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

B. ADVOCACY:

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

C. MEETINGS:

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

X. QUASI-JUDICIAL ACTIONS

A. PROCESS:

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

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

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

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

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

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

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

may have the opportunity to speak.

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

F. MAKING THE DECISION

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

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

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

XI. **PARLIAMENTARY PROCEDURE**

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

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

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

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

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

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

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

XII. REMOVAL FROM BOARD

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

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

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

1. Violation of city or state ethics laws;

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

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

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

determination as to whether removal or other action is warranted.

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

Library Board of Trustees Handbook

Updated July, 2024

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

Louisville Public Library

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

10. Library Budget and Funding

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

11. Library Affiliations

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

LBOT Mission and Scope

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

- a. The LBOT supports the Library staff as needed and participates in outreach activities to promote the Library. Many of these activities are recurring each year, including:
 - i. Advocacy – One the LBOT’s most important role is advocating for the Library and its programs to the residents of Louisville and Superior, and to the City Council and Town Board.
 - ii. Strategic Planning – The LBOT supports the Library in its strategic planning process, which generally occurs every other year.
 - iii. Little Libraries – The LBOT coordinated the construction and installation of several Little Libraries and regularly supplies books and maintenance to them.
 - iv. First Fridays – The LBOT helps support library staff during First Friday events hosted by the library. The event in December is especially popular!
 - v. Staff Luncheon – Every year the LBOT provides a lunch for staff and volunteers after the Summer Reading Kickoff Carnival in appreciation of all their hard work.
 - vi. Holiday gifts - The LBOT provides small holiday gifts for staff.

6. [LBOT Bylaws](#)

Maintenance of this Document

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

Appendix 1

Intergovernmental Agreement with the Town of Superior Regarding Library Service

JOINT ISSUES COMMITTEE AGENDA ITEM

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

DATE: JANUARY 29, 2021

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

BACKGROUND:

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

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

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

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

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

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

DATE: JANUARY 29, 2021

PAGE 2 OF 3

- Host at the Superior Community Center a small collection on-site of rotating inventory and mobile check-out
 - Library staff will save duplicates that have been removed from the collection and make them available at the community center. There is no budgetary impact to this service.
- Family Storytime – once a week
 - A Library Associate will deliver a storytime before Library hours each Tuesday morning. This will not impact Library staffing needs, as this would have been off-desk time for the Associate.
- Teen Book Share – once a month
 - The Teen Librarian will spend one hour on one late-start Wednesday morning each month with the teens (or another time slot, depending on BVSD school schedules). Again, this service doesn't impact staffing, as this is off-desk time for the Teen Librarian and a minimal time commitment.
- Adult Programming – once a quarter
 - The Adult Services Department will decide which programs can be delivered in Superior. Staff had been looking for an alternate venue and this appears to be a good option for some adult programming.

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

FISCAL IMPACT:

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

PROGRAM/SUB-PROGRAM IMPACT:

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

**SUBJECT: JOINT ISSUES COMMITTEE – ADDITIONAL PROPOSED
LIBRARY SERVICES TO SUPERIOR**
DATE: JANUARY 29, 2021

PAGE 3 OF 3

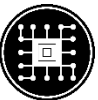
RECOMMENDATION:

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

ATTACHMENT(S):

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

STRATEGIC PLAN IMPACT:

☐	 Financial Stewardship & Asset Management	☐	 Reliable Core Services
☐	 Vibrant Economic Climate	☒	 Quality Programs & Amenities
☐	 Engaged Community	☐	 Healthy Workforce
☐	 Supportive Technology	☒	 Collaborative Regional Partner

**RESOLUTION NO. 11
SERIES 2009**

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

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

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

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

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

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

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

PASSED AND ADOPTED this _____ day of _____, 2009.

ATTEST:

Charles L. Sisk, Mayor

Nancy Varra, City Clerk

INTERGOVERNMENTAL AGREEMENT

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

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

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

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

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

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

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

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

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

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

TOWN OF SUPERIOR, COLORADO

Andrew Muckle, Mayor

ATTEST:

Phyllis L. Hardin, Town Clerk

APPROVED AS TO FORM:

Kendra L. Carberry, Town Attorney

CITY OF LOUISVILLE, COLORADO

Charles L. Sisk, Mayor

ATTEST:

Nancy Varra, City Clerk

APPROVED AS TO FORM:

Samuel Light, City Attorney

COPY

FIRST AMENDMENT TO INTERGOVERNMENTAL AGREEMENT

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

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

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

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

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

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

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

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

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

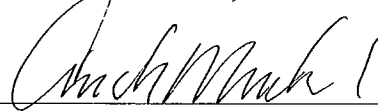
- iii. Superior shall be responsible for all costs of routine maintenance of the book drop. In the event of theft, vandalism, or other damage or loss to the book drop other than through normal wear and tear, funds for the costs of repair or replacement shall be provided through available insurance, if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

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

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

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

TOWN OF SUPERIOR, COLORADO



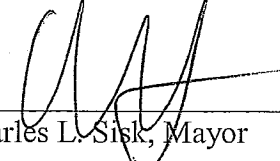
Andrew Muckle, Mayor



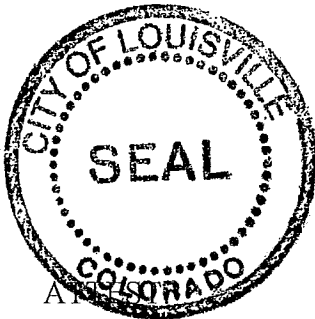


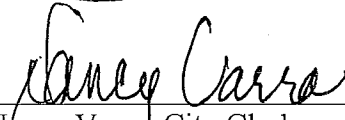
Phyllis L. Hardin, Town Clerk

CITY OF LOUISVILLE, COLORADO



Charles L. Sisk, Mayor

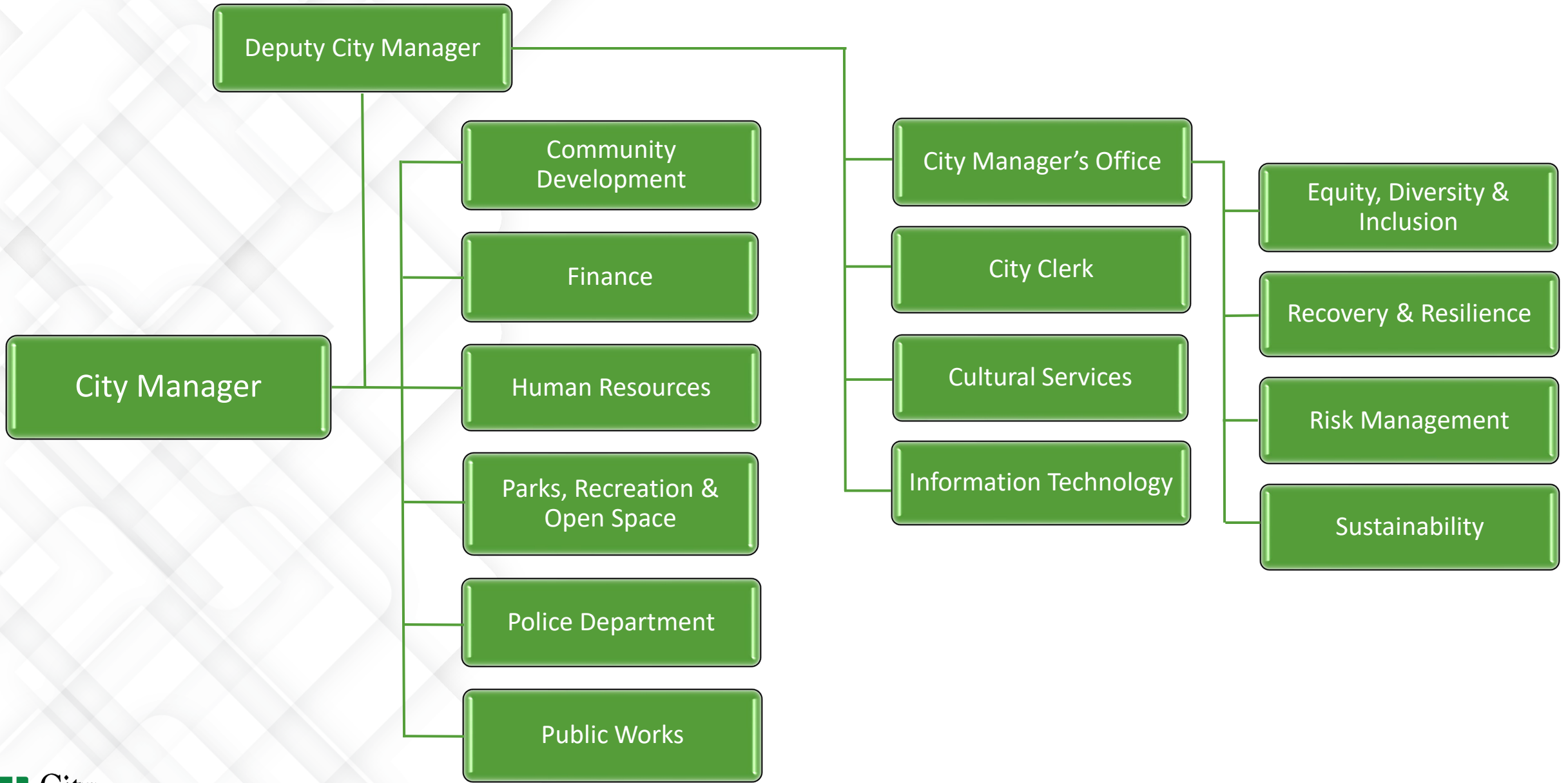




Nancy Varra, City Clerk

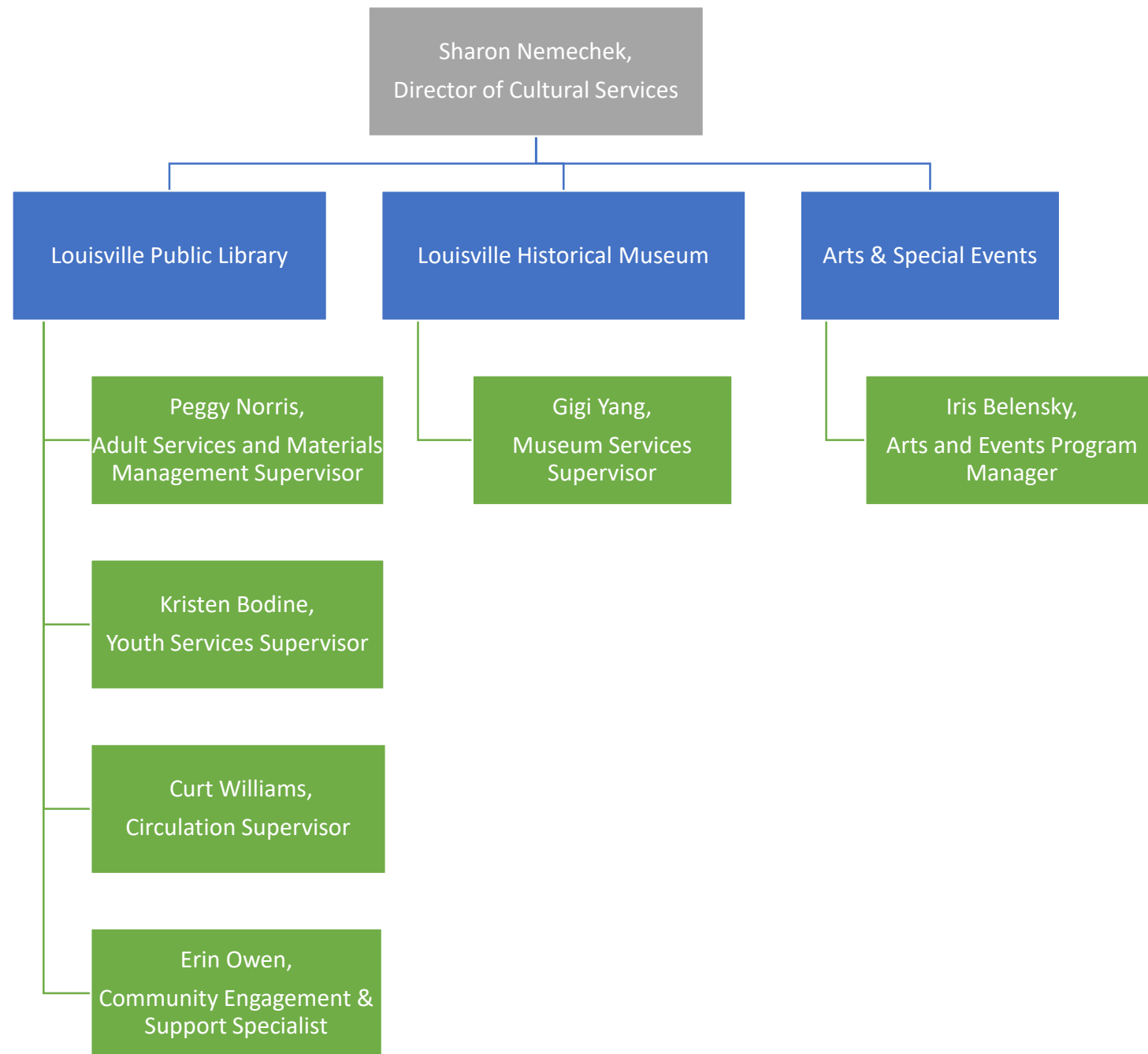
Appendix 2

City of Louisville Organizational Chart



Appendix 3

Cultural Services Organizational Chart



Appendix 4

Library Job and Division Descriptions

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

Community Engagement & Support Specialist

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

Adult Services & Materials Management Supervisor

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

Youth Services Supervisor

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

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

Circulation Services Supervisor

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

Adult Services Division

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

Youth Services Division

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

- Plan and execute outreach services

Circulation Services Division

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

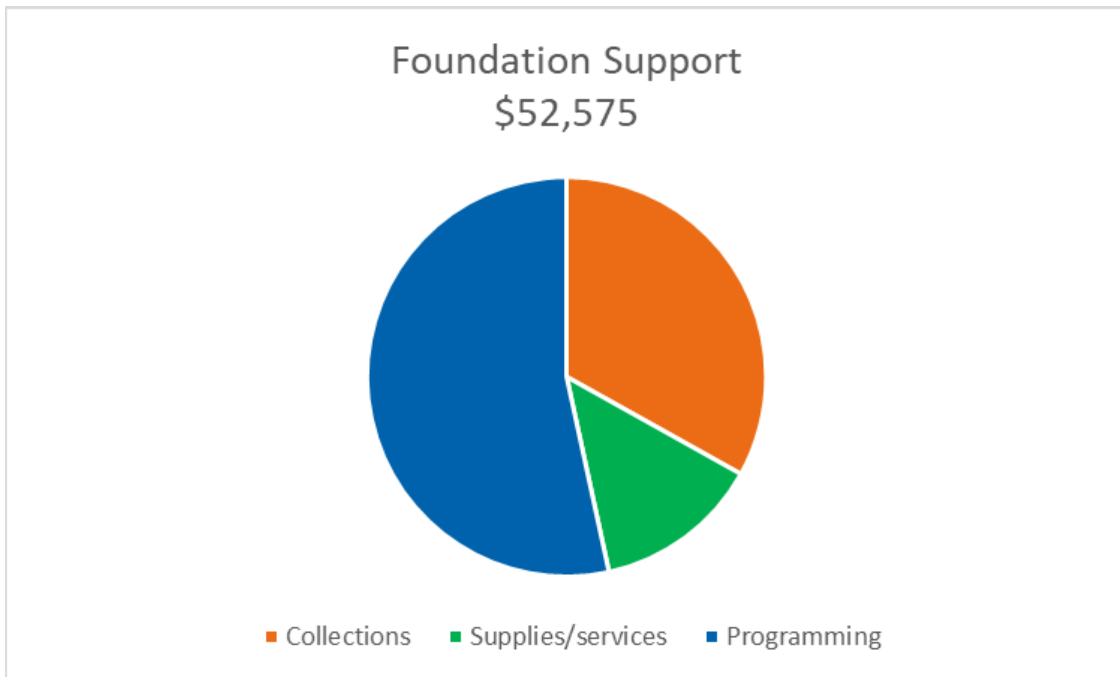
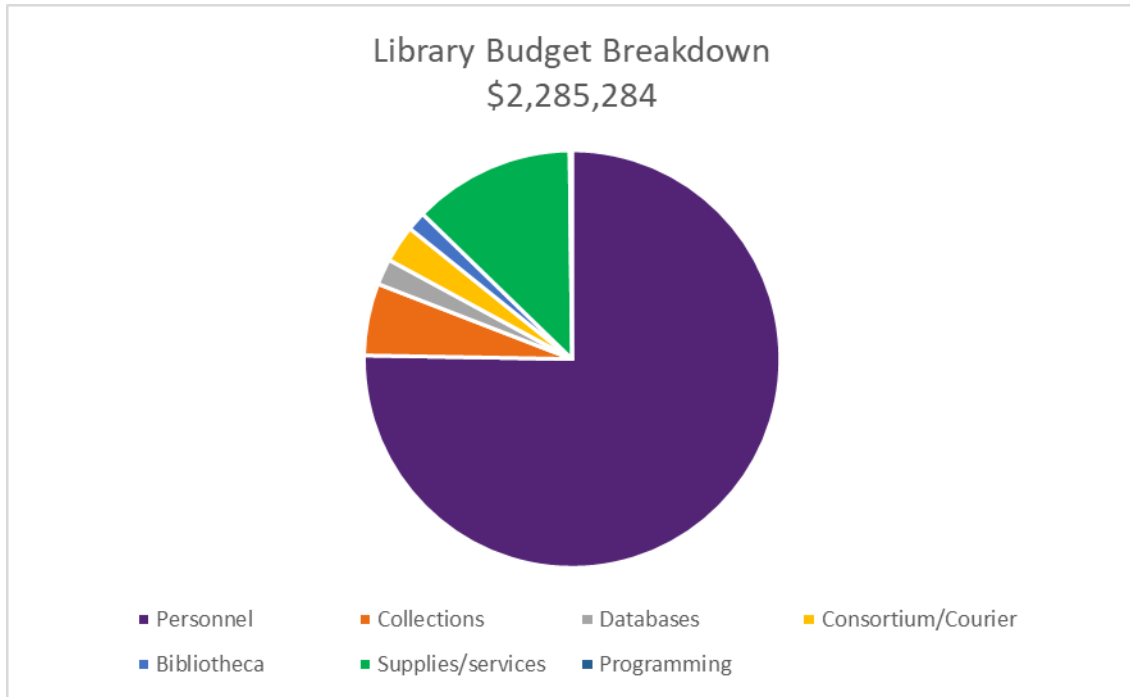
Materials Management

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

Appendix 5

Library Budget

LIBRARY BUDGET 2024



Appendix 6

Library Key Performance Indicators

Cultural Services Program Key Indicators Library Services Sub-Program

Goals

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

Objectives

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

INDICATOR		UNIT	2022 ACTUAL	2023 ACTUAL	2024 PROJECTED	2025 PROJECTED
Workload						
Total Circulation (Number of Checkouts and Renewals)		#	544045*	576234	585000	590000
Circulation per Registered Borrower		#/Borrower	21.44	22	22	22
Library Visits per Capita		#/Capita	4.5**	5.8	6	6.1
Percentage Change in Number of Sessions on Public Computers		%	182%	20%	0	0
Effectiveness						
Average Number of Attendees per Program	Target =35	#	30	33	30	35
Community Survey Question: Rating of Overall Performance of Louisville Public Library***	Target =98	% Excellent or Good	97	97	98	98

*Now includes both physical and digital circulation.

**Population reduced due to homes lost in fire. 32,000 in service area in 2022. 33,000 in 2023, 34,000 in 2024 and 2025

***Last Community Survey conducted in 2020. New data available in 2024

Enforcement of Library Policies

The Louisville Public Library is committed to providing an inclusive, safe, and welcoming environment for all patrons. To achieve this, the library has established various policies governing patron conduct, use of resources, and other operational guidelines (collectively, the “Library Policies”). Such Library Policies include, but are not limited to, a Code of Conduct and Computer Use Policy. All patrons are required to adhere to the Library Policies. Any violation of the Library Policies that significantly interferes with the reasonable use of the library by others will not be tolerated. Library staff are authorized to enforce the Library Policies and take appropriate action to address violations, which may include:

Enforcement Actions

- **Verbal Warning:** Staff may issue a verbal warning to patrons exhibiting prohibited behaviors, explaining the violation and expected remedial action.
- **Suspension of Privileges:** Staff may suspend a patron's ability to check out materials or use library resources. Suspension lengths are based on the severity and frequency of the violation. Any suspension of privileges exceeding 90 days must be approved by the Director of Cultural Services. A letter will be issued to the patron specifying the length and terms of the suspension.
- **Banning from the Library:** In cases of serious, threatening, or repeated violations, the library may ban a patron from entering the Louisville Public Library. Behavior that may result in a ban includes physical/verbal abuse, vandalism, theft, or illegal activities. Banning a patron for more than one (1) day requires approval from the Director of Cultural Services. To ban a patron the Director of Cultural Services will issue a letter outlining the infraction and the length of time the patron is banned from entering the Library. This letter will be shared with the Louisville Police Department. Notwithstanding this requirement, a patron may be immediately removed from the Library for jeopardizing the safety and security of other patrons, staff, or property. Once the patron is removed, library staff shall report the incident to the Director of Cultural Services who will issue the letter described above.

Police Involvement

The Louisville Police Department will be informed of all banned patrons. If these patrons are found on library premises during their ban, they will be considered trespassing and law enforcement will be notified.

Library staff may request assistance from the Louisville Police Department at any time to:

- Remove non-compliant patrons from the building
- Respond to policy violations or disruptive behavior
- Assist with any situation where staff feels police presence is warranted

Appeal of Suspensions and Bans

Patrons may appeal suspensions or bans by submitting a written letter to the Director of Cultural Services. The letter should include the patron's name, the decision being appealed, reasons for the appeal, and the patron's signature. The City Manager's Office will review the appeal and provide a final, non-appealable decision within 15 business days.

Patron Re-Entry Process

Before a patron is allowed to reenter the Library after a ban, Library staff may require the patron (or a parent or guardian) to meet with staff to review the Library Policies. Staff may also require the patron to sign an agreement setting forth behavioral expectations and conditions of reentry.

