

Library Board of Trustees

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

Meeting Agenda

THURSDAY, July 9, 2015
Library Meeting Room, 1st Floor
951 Spruce Street
6:30 PM

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Public Comments
- VI. Trustee Informational Comments on Pertinent Items Not on the Agenda
- VII. New Business
 - A. Recommended Changes to Children's Services Policy
 - B. Upcoming City Council Study Session
- VIII. Ongoing Business
 - A. Demographic Data Analysis (P. Karlzen)
 - 1) Update on visit to Balfour (J. Shuman)
 - B. Community Update Newsletter Insert (S. Lancton)
 - C. On The Same Page
 - D. Summer Reading
 - E. City Council Report: H. Dalton
 - F. Library Foundation Report: S. Lancton
 - 1) Library Makerspace (J. Shuman)
 - G. Superior Town Board Report: D. Williams
- IX. Director's Report
- X. Agenda Items for Next Meeting
- XI. Adjournment

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Children's Services Division Policy

Revised and re-adopted by the Louisville Public Library Board of Trustees,
September 12, 2013

The Children's Services Division serves those under the age of twelve, their families, teachers, and caregivers.

Library Use

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

Use of the Children's Area

The Children's area is intended for the use of children, their parents and caregivers, and others needing children's materials and services for some specific purpose. All others are asked to use the Adult or Teen areas of the Library. Similarly, although elementary school students and young children are welcome to use the teen collection in The Loft or the adult collection in the Adult Services area of the Library, once materials have been selected, they are expected to use the Children's area of the Library.

Expectations for Behavior

Parents, not Library staff, are responsible for the behavior of their children while using the Library. All patrons are subject to the Louisville Public Library Code of Conduct. An explanation and copy of the Code will be given to a disruptive person who violates its requirements. If the misbehavior continues, the patron will be asked to leave the Library. If an unaccompanied child will not cooperate, the staff will attempt to reach a parent or guardian. Proper authorities will be notified if those attempts are unsuccessful.

Computer and Internet Use

Computers with educational programs and Internet access are available in the Children's Services area. Parents must supervise young children to prevent damage to equipment. Games and web content accessed on the children's computers are suitable for all ages. Minimal cartoon, fantasy, or mild violence and/or infrequent use of mildly objectionable language is allowed on the Children's Internet PCs. Examples of this type of content would be Looney Toons, Teenage Mutant Ninja Turtles, or Power Rangers. However, games and web content that include

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realistic violence and suggestive themes are restricted in this area. Anyone accessing this type of content on the Children's Internet PCs will be asked to refrain from doing so.

Confidentiality of Library Records

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

Keeping Children Safe

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

Parents should consider their older children's ability to be responsible when left unattended in the Library. Parents are responsible for the behavior of their children while using the Library. Children nine and older using the Library for reading or research should not be left for long periods of time. These children should know where to reach a responsible adult and have the means and knowledge to use a telephone.

If a child is unattended at closing, staff will attempt to contact his or her parents by telephone. If the parents are unable to be reached within 20 minutes, staff will contact the Louisville Police Department. Two staff members will wait with the child until an officer arrives.

Class or Group Visits

Class visits with teachers and/or supervising adults are welcome. Please arrange in advance using the form that follows.