

Library Board of Trustees

Agenda

Thursday, May 14, 2026
Louisville Public Library
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 or 877 853 5247 (toll free)
Webinar ID # 892 9683 1526
- You can log in via your computer. Please visit the [City's website](#) to link to the meeting:

The Board will accommodate public comments during the meeting. Anyone may also [email comments](#) prior to the meeting.

1. Call to Order & Roll Call

2. Approval of Agenda

3. Public Comments on Items Not on the Agenda and Items on the Consent Agenda

Public comments are limited to 3 minutes per speaker. When several people wish to speak on the same position on a given item, a spokesperson may be used to state that position.

4. Consent Agenda

The following items on the City Council Agenda are considered routine by the City Manager and shall be approved, adopted, accepted, etc., by motion of the City Council and voice vote unless the Mayor or a City Council person specifically requests an item be considered under "Regular Business." In such an event the item shall be removed from the "Consent Agenda" and Council action taken separately on said item in the order appearing on the Agenda. Those items so approved under the heading "Consent Agenda" will appear in the Council Minutes in their proper order.

A. Approval of Minutes - March 2026

5. Staff Report

A. Director's Report

B. Louisville Public Library Foundation

6. Regular Business

- A. Little Free Library
- B. Superior Update
- C. Council Workshop
- D. Joint Board and Foundation Meeting
- E. Joint Board and Foundation Meeting
- F. CAL Conference Board Track
- G. Policy Review - Use and Reservation Policy for Library Spaces
- H. Trustee Training: 2027-2028 Budget Process Review
- I. Discussion Items for Future Meetings
 - Strategic Plan Update
 - MOU — Foundation and City

7. Board Informational Comments

8. Adjourn

Resident Information

If you wish to speak at the meeting in person, please fill out a sign-up card and present it to the staff at the meeting. If you are attending remotely, please use the "raise hand" icon to show you wish to speak in appropriate public comments section.

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or other accommodation should [email the City Clerk's Office](#) or call 303.335.4574

A forty-eight-hour notice is requested.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión del Consejo, por favor llame a la Ciudad al 303.335.4574 o [email](#)

Library Board of Trustees

Meeting Minutes

Thursday, March 26, 2026
Spruce Meeting Room
City Hall, 749 Main Street
6:30 PM

1. Call to Order

Cheryl Lynn Achterberg, Vice Chair, called the meeting to order at 6:34pm.

2. Roll Call

- Present: Jeanne Baker, Allie Benz, Jaime Dufresne, Alan Halpern, Heather Wiegand, Cheryl Lynn Achterberg (Superior Representative),
- Absent: Laurel Cole, Carol Burkett (Superior Alternate)
- Staff: Brandi Cummings

3. Approval of Agenda

The agenda was approved by all members.

4. Public Comments on Items Not on the Agenda

Two residents encouraged the library to adopt a program of the North American Lake Management Society (NAMLS) called [Libraries Love Lakes](#) in July, which is Lake Appreciation Month. They will submit a formal program suggestion. Both are eager to assist. NAMLS publishes program resources. Staff time and budget could be minimal. The Library might collaborate with Parks and Recreation or other city departments on this program.

5. Approval of Minutes (January 2026)

Jaime noted that her name had been misspelled. The minutes, as corrected, were approved unanimously..

6. Reports

- Brandi Cummings highlighted or added to her written report, included in the packet:
 - The library will delay distribution of the strategic plan survey because the city is gathering community feedback about the potential purchase of the building on Taylor Ave. We don't want two surveys circulating at the same time. Brandi encouraged trustees to attend an open house at the building on Taylor which offers potential programming and storage space as well as an outdoor amphitheatre west of the building.
 - The data sheet is not included in the report because of a reporting anomaly which overstated our digital circulation. Brandi is working to correct existing data and ensure that future data are reported correctly.
 - The city/library issued a contract for an automated material handler.

- The financial report in the board packet includes data through early March. Personnel expenses are on track, but they are not level through the year because hourly staff schedules vary through the year. The library also had one open position. The fee for Marmot was higher than expected, but shouldn't increase as much next year. Revenue isn't reported because it is committed by the city budget and won't vary. City staff have begun preparing the biennial budget for 2027-2028. Brandi is requesting a 5% increase over 2024 funding levels which were higher than current year.
- Erin Owen has been promoted to Senior Communications Specialist for Cultural Services consistent with the work she has been doing.
- Louisville and Superior Councils appeared to appreciate the presentations Brandi made. They asked good questions. Superior council members described their own positive experiences with library services and how much they value those services. On May 4, the Councils will hold a joint meeting and, as of today, the agenda does not include library services. Brandi commended Carol and Cheryl's advocacy. The strategic planning survey will be distributed to Superior residents.
- Trustees heard and discussed Brandi and Cheryl's report of the March 19, 2026 Foundation meeting.
 - The long-awaited change of banks may be about to occur, and Foundation continues to work on an October book sale.

7. Discussion Items

- Little Free Library (5 Minutes)
Alan gathered a list of about 30 Little Free Libraries in the city, drafted a letter and a survey for their sponsors. The letter may have been mailed.
- State Library Reflection (10 Minutes)
The trustees discussed Polly Gallagher's presentation at our January meeting. We all have the opportunity to attend the CAL conference, and we may find the board track helpful and interesting. Trustees discussed a possible board retreat that could address Board responsibilities to bring our role and actions into conformity with state code.
- Council Workshop (5 Minutes)
The Library Board and City Council have a joint work session on August 25. That meeting may replace the Board's July meeting.
- Trustees discussed a possible joint Board and Foundation Meeting.
- Allie, Laurel, Heather, and Jeanne volunteered to help revise the Trustee Handbook. Alan is available if more hands would be helpful.

8. Policy Review

- The board unanimously adopted a Confidentiality Policy which is required by statute. The draft establishes a format for new policies and policy revisions.

Policies haven't been reviewed since 2021. Brandi intends that each of the library policies will be reviewed every two years. Policy documents will state their dates of adoption, amendment, and review. When it happens, the policy record will indicate that the policy was reviewed without changes.

9. Discussion Items for Next Meeting

- 250/ 150 Celebrations
- Strategic Plan Update including survey
- MOU – Foundation and City
- Board Workshop building on Polly Gallagher’s presentation
- Board Handbook
- Report on City Council and Library Board work session
- Matching board members with council members for advocacy

10. Adjourn

Cheryl adjourned the meeting at 7:53pm.

Summary of Actions taken:

- Approved the minutes from January 2026.
- Adopted a Confidentiality Policy

Louisville Public Library

Director's Report to the Board of Trustees for May 2026

The last few months have brought notable change to the library. Kristen Bodine, Youth Services Manager, accepted a new position with the High Plains Library District. The team has done a remarkable job pivoting and stretching as we work with City HR to review our current staffing structure and evaluate next steps.

I would like to specifically recognize Peggy Norris, who has stepped in as the interim leader for the Youth Services team in addition to her ongoing leadership of the Adult Services and Materials Management teams. I also want to thank the entire youth team, who are navigating an extremely busy summer season with less structure than usual. They have handled the transition admirably.

The Circulation team held their inaugural Circulation Retreat this month, giving the team a valuable development opportunity to review processes and develop strategies for workflow and operational challenges. Kudos to Curt for leading the team through such a productive and forward-moving exercise.

Erin Owens has transitioned from her role at the Library into a centralized communications position for all of Cultural Services. Her work will continue to support the library while also helping us move toward a more strategic and unified communications approach across the department.

Budget season is now underway, and I will provide an overview of the process at this meeting.

Overall Library Performance

- First Quarter New Library Card Registered: 1,698
- 19% YTD increase in visitors in Q1
- 13% YTD increase in circulation

Adult Services & Programs

Program Stats & Overview March & April 2026:

Our Friday Afternoon Club program series continues draw nice attendance numbers with 33 people attending the March Louisville Open Space Coyote Space program 19 attending and the April Torn Paper Landscapes art program. The cap for the April program was 15, but a few extra showed up and we just couldn't turn them away! We also hosted 26 people for a Colorado Gardening and Landscaping for Beginners program, presented by the Boulder County CSU Extension Office.

We also added a number of new items to our Library of Things including a power washer, a board game pack, a road trip game pack, and automotive code reader, and a bicycle repair bag with maintenance essentials.

Adult Services, along with the Youth Services department, continues to prepare for our upcoming Summer Reading Challenge. Adult prizes this year will include two Kindle's, as well as a Deluxe Camping Prize pack and a couple more prize packs that are still in the works. We're also bringing back the pint glass as the 50 day prize and this continues to be a crowd pleaser with 450 glasses given out last year.

Youth & Teen Services & Programs

Program Stats & Overview March & April 2026:

The Youth department hosted over 1,300 children ages 0-5 for a variety of storytimes and programs including Messy Art, Music and Movement, and Baby Social Hour. An additional 435 children participated in the Creepy Carrots scavenger hunt with over 350 additional kids ages 6-12 participating in programs like Read to Rover, My Nature Lab, and Mushroom Art.

Our Tween club has consistently grown over the past year with popular programs like Ice Cream Making, Sock Owls, and Sew a Dream Pillow. This series has grown from 1 participant at its inception to 12 participants at the April Ice Cream making program. In May to celebrate Asian American and Pacific Islander Heritage month we're hosting author Malia Maunakea for the release of her children's book *The Shark Prince*.

Youth staff have been visiting every elementary and middle school in Louisville and Superior, book-talking this year's must reads, as well as promoting our 2026 Summer reading Challenge.

Youth Services is leading the way with this year's Summer Reading Challenge with the Celebrate Summer Carnival set for Wednesday, June 10. Last year's carnival drew nearly 900 guests for a morning of fun, games, and prizes all along Front Street.

Louisville Public Library

Use and Reservation Policy for Library Spaces

PART I: MEETING ROOMS

USE OF MEETING ROOMS

The Louisville Public Library has three meeting rooms available for use by the public. When not booked by a Library or City government group, rooms are available for:

- Individuals or groups for study, discussions, tutoring sessions, and similar activities
- Organized, non-profit groups offering philanthropic, educational, or cultural programs
- For-profit business use, including meetings, training, or retreats

Rooms are not available for:

- Events where admission is charged
- Selling, promoting, or marketing a private business, product, or service
- Birthday parties, memorials, receptions, or anniversary celebrations
- Any other private social functions or celebrations

Meeting rooms are intended for groups of **5 or more individuals**.

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

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

The library is a public space. In accordance our mission, groups are encouraged to use the meeting rooms. If the meeting is not advertised as being “open to the public,” groups using the meeting rooms have the right to limit attendance. However, library staff members cannot be expected to enforce or ensure the privacy of any meeting.

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

The Library Code of Conduct applies to all persons and groups using any Library space.

PUBLICITY AND PROMOTION

The Louisville Public Library **name, logo, and branding may not be used** in any publicity, marketing, or promotional materials related to a private event or meeting.

The Library **will not promote or publicize** private events or meetings on behalf of any group or individual.

Please include the following statement on any/all promotional materials, including, but not limited to, signs/posters, flyers/mailings, press releases, online promotions, etc.:

“This event is not sponsored or endorsed by the City of Louisville/Louisville Public Library. For more information, please contact [insert your organization’s contact information].”

HOURS OF AVAILABILITY

Meeting rooms are available during regular Library hours only. Reservations must be scheduled to **end at least 15 minutes before the Library closes**. The Library cannot permit use of spaces before or after regular hours.

AVAILABLE MEETING ROOMS

Space	Capacity	Equipment
First Floor Meeting Room	10–70 (seating for 50)	Tables & chairs, kitchen access, AV system (laptop, projector, screen, sound system, DVD player), 2 whiteboards
Second Floor Board Room	8–20 (seating for 14)	Board table & chairs, large TV monitor with ClickShare screen sharing, whiteboard
The Depot (storytime room)	30; for groups with children in attendance	The space does not include a whiteboard or audiovisual equipment. The provided tables and chairs are child-sized.

Please note: Tables, chairs, and installed AV equipment are available within each space. The Library **will not provide** any additional materials, including but not limited to office supplies, paper products, easels, signage, or display materials. Groups are responsible for bringing any supplemental supplies needed.

BOOKING LIMITS AND RESERVATION REQUIREMENTS

Space	Advance Notice Required	Frequency	Maximum Length
First Floor Meeting Room	48 hours	Once per month	6 hours
Second Floor Board Room	48 hours	3 times per month	6 hours
The Depot (storytime room)	48 hours	3 times per month	6 hours

Additional reservation requirements:

- All reservations must be made **at least 48 hours in advance**.
- Rooms may **not** be booked on a regular or recurring basis. Repeated sequential bookings intended to establish a recurring reservation are not permitted.
- **Set-up and clean-up time must be included within the reservation window.** Groups should plan accordingly. The Library cannot accommodate early access or extended time beyond the booked period.
- Meeting rooms must be left clean and in their original configuration at the end of the reservation, and the Library reserves the right to charge a damage or cleaning fee, starting at \$100.

To reserve a meeting room:

Online reservation required — allow 3–5 business days for staff to process requests.
<https://libcal.louisvilleco.gov/reserve/meetingspace>

STAFF SUPPORT AND EQUIPMENT

Library staff are **not available** to set up spaces, assist with arranging tables and chairs, or provide real-time technical support during reservations.

Groups wishing to use AV or technology equipment are encouraged to **schedule a training appointment in advance** of their reservation. Contact the Library to arrange a training session with staff prior to your booking date.

FEES

Fees are set by the City of Louisville and are subject to change.

Space	Louisville/Superior Resident Use & Non-Profit Use	For-Profit Business Use
First Floor Meeting Room	Free	\$50/hour
Second Floor Board Room	Free	\$50/hour
The Depot (storytime room)	Free	\$25/hour

Fee exemptions:

Louisville Public Library and City of Louisville, and state, county, and local government groups are exempt.

PART II: STUDY ROOMS

USE OF STUDY ROOMS

The Louisville Public Library has four study rooms available for individual and small group use. Study rooms are available for quiet, focused work such as individual study, small group collaboration, tutoring, and similar activities.

The Library Code of Conduct applies to all persons using study rooms.

AVAILABLE STUDY ROOMS

Room	Capacity	Equipment
Acme (2 nd floor, north-west corner)	10	Whiteboard, iMac, Epson Photo Scanner, and Clickshare
Hecla (2 nd floor, south-east corner)	8	Whiteboard
Monarch (2 nd floor, north-east corner)	6	Whiteboard
Rex (2 nd floor, north side, adjacent to Acme)	4	Whiteboard

BOOKING LIMITS AND RESERVATION REQUIREMENTS

- Reservations may be made up to one (1) day in advance
- A patron may make **one study room reservation per day**
- Maximum reservation length is **2 hours**
- Reservations are considered forfeited if the individual or group does not show up within 15 minutes after the reservation start time.
- Reservations must end **at least 15 minutes before the Library closes**
- Study rooms may not be booked on a **regular or recurring basis**

To reserve a study room:

Online reservation only. <https://libcal.louisvilleco.gov/reserve/studyspace>

FEES

Use of all study rooms is **free** for all patrons.

Budget Development Timeline

Budget Development:
City Staff develop budget

February

May

July

July 22nd

September

November

Departments submit requests:
Personnel, Revenues, Capital, and
Operational

**Finance submits preliminary
budget to City Manager** for
Review and Development

**City Manager
Recommended Budget**
presented to City Council

Budget Retreat

Budget Adoption