

Library Board of Trustees

**Thursday, July 10
Library Second Floor Boardroom
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. Roll Call
3. Approval of Agenda
4. Approval of Minutes (March and May 2025)
5. Introduction: Brandi Cummings, Director of Cultural Services
6. Little Free Library & Fall Bookmark Design - Discussion
7. LBOT Priorities for 2025 – Discussion
8. How does data tell our story – Discussion
9. LPL Foundation Report
10. Director's Report
11. Public Comments on Items Not on the Agenda
12. Board Comments
13. Discussion Items for Next Meeting
14. Adjourn

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.

Library Board of Trustees

Meeting Minutes

**13 March 2025
Library Meeting Room
950 Spruce Street
6:30 PM**

Call to Order – Chairperson Cole called the meeting to order at 6:32PM

Roll Call was taken and the following members were present:

Board Members Present: Alan Halpern, Laurel Cole, Allie Benz, Carrie Cortiglio, Jaime Dufresne, Carol Burkett (Alternate Superior representative), Cheryl Lynn Achterberg (Primary Superior Representative), Heather Wiegand

Board Members Absent: None

Staff Members Present: Kristen Bodine

Approval of Agenda – The agenda was approved by all members.

Approval of Meeting Minutes –

The minutes from the January 2025 meeting were approved as written

The minutes from the November 2025 meeting were approved as written

LPL Foundation Report - Carrie

Considering switching banks

Kicking off fundraising for summer reading (using one of the library's business databases as a tool in this effort)

Not planning for the book donation campaign this year, in part because of the planned closure.

Library Staff Report

-

Recruitment for new Cultural Services Director underway.

Strong candidate pool

Will schedule a public meet and greet with finalists, expected to be in early/mid-April.

Carpet and Paint project for the library

Budget approved in February

Library closing for 4-5 weeks for the project with limited services available

Hold pick ups in the lobby (Tues – Thursday 10 – 6, Friday/Sat 10-5, Closed Sunday/Monday) – will include ILL from other libraries

Small browsing collection

Early literacy sessions at two locations – Tuesdays, Thursdays

Virtual programs planned

Back office program work

No public restrooms during this time

The library will have a complete closure at some point TBD during the project

Extended returns encouraged

Alan suggested a “check out a bag of books” event just prior to the closing

Jaime asked how staff are feeling about this pending project – generally good, excited, looking forward to tackling projects that have been on the back burner

Little Free Library

New LFL for Superior will be picked up and installed at either Founders Park or the new Miners’ Park. Cheryl will be responsible for keeping this LFL stocked.

Several of the LFL have no plaque indicating the connection to the “Big Free Library”

How do we want to use the LFLs around town to promote the library – bookmarks, fliers?

Custom bookmarks – map of the LFLs and main library, link to foundation donation page

Laurel to ask about the foundation underwriting

Alan: Leverage the plethora of LFLs around town

Cheryl: maybe an article in a local publication – Heather to draft PR/article in April

2025 Work Plan Discussion

Economic Vitality – Library as anchor space/store for Historic Downtown Louisville

How is the library represented in the downtown revitalization plan? (A cultural services staff member, Iris Belensky, sits on this workforce which has not started meeting yet)

How to make the library more visible – mural on the side facing main street, featured on the wayfinder signs around town)

Support local businesses – create awareness of the library’s business resources

Jaime – more specific numbers to highlight – how many people come to first

Friday's, winter carnival, summer reading events

Does the library belong to the Chamber of Commerce? Yes

Engage with the Chamber of Commerce around the re-opening after the paint/carpet project completes

Larger event to coincide with the summer reading kick off

Core Services

Library is not listed as a core service

Many of the library's existing services support initiatives under Core Services – especially around accessibility, technology – ex: adult / senior programming, technology lending services, museum passes, language support: support / services for ESL/Non-English speaking community members (could this be something the library leads for the city, and the LBOT takes on as a focus for this year)

Safety

Resources for supporting mental health

Support for LGBTQ (youth)

Social connection

Learning opportunities around online safety, etc.

Library offering space for school-affiliated LGBTQ+ groups to meet when schools are not in session

Library displays to show belonging (the displays are fantastic, keep it up!)

Poison control info session at story time

Fire safety

Pet safety

Library is a designated cooling shelter and has been a shelter in place space during an emergency in which people might be displaced

Affordable Housing

Everything at the library is free and affordable

Resources to navigate housing situations (first time buyers, savings plans, tenants rights)

Eliminated overdue fines on all youth items (adult fines are suspended but haven't been officially eliminated)

Laurel to work on the slides and will present at the 22 April meeting

Public Comments

- None

Board Comments

None

Discussion Items for Next Meeting

**Summer Reading Program, and help needed
LFL**

Adjourn – The meeting was adjourned at 7:58PM

Library Board of Trustees

Meeting Minutes

05.08.2025

Library Meeting Room

950 Spruce Street

6:30 PM

Call to Order – Chairperson Cole called the meeting to order at 6:31pm.

Roll Call was taken and the following members were present:

Board Members Present: Alan Halpern, Cheryl Lynn Achterberg (Primary Superior Representative), Jaime Dufresne, Laurel Cole, Allie Benz

Board Members Absent: Carrie Cortiglio, Carol Burkett (Alternate Superior Representative), Heather Wiegand

Staff Members Present: Kristen Bodine, Jeff Hirt

Approval of Agenda – The agenda was approved by all members.

Approval of Meeting Minutes – The minutes from the March 13, 2025 meeting were approved as written, with modification to change [LAST NAME] to Belensky.

Presentation of City Council Comprehensive Plan Interface for Land Use and Development

- Jeff Hirt presenting
- Statement of community priorities for land use for cultural services
- Proposal for new affordable housing development around Louisville city edges
- New housing may lead to need for libraries to increase levels of service
- City drafting beginning now, public review draft in early July; adoption planned for late summer 2025
- Cheryl - question as to how plan will address parking associated w/ increased population
 - Increased need for handicap accessible parking
- Alan - desire to increase visibility of library through public art and clearly defined walkways

City of Louisville

Cultural Services 951 Spruce Street Louisville CO 80027
303.335.4815 (phone) www.LouisvilleCO.gov

- Cheryl - increase meeting spaces in and around the library; large, multipurpose use spaces
- Jaime - desire to increase staffing levels and support of library given the already high use of the library among Louisville residents
- Jaime - desire for the incorporation for a Bookmobile/book cart

Foundation Report

- Organized for summer reading sponsors
 - Reaching out to see if there are any points of connection with local business owners
- Looking to recruit additional members
- Had raised \$50,000 from Jan 1. to March 20.

Director Report

- Library is reopened
 - Over 600 people on the first day of reopening
 - Feedback positive overall
- Carnival on Wednesday June 11th from 10 AM to Noon
 - desire for pizzas - Jaime will coordinate
- First day of Summer reading May 23rd
- Statistics - Higher visits per capita and checkouts per capita compared to similar sized libraries and the national average
 - How can we position ourselves as in competition or in partnership with other libraries? Where do we excel and where do have room to grow in comparison with similar sized libraries?

Little Free Library

- Bookmark mock-up presentation
 - Increase text size
 - Jaime - remove address and phone number
 - Alan - is the "Eagle Scout" text relevant if we move from distributing across the official Little Free Libraries to all privately owned little free libraries
 - Change "Like what you see?" to "Love reading?"
 - How do we navigate tech savvy v. non-tech savvy customers?
- Plaques - Kristen will examine whether we can get plaques for Little Free Libraries
- Superior Little Library built but not installed once the irrigation is complete
 - Either Children's Park or Superior Commons Park
- Allie - What to do with unpopular books in the little free library
 - Untouched books can be removed from the Little Free Libraries to make room for books that may be more popular for a neighborhood audience
- Mayoral interest in Little Free Libraries
 - Potential for an article or a way to connect the little free libraries to the public and each other

Council Presentation

- Feedback from council to continue to focus on EDI lens and the story of how the library helps to positively impact the well-being of the community
- Advocacy for the library to be a core service

Library Board of Trustees Priorities

- Presentation of materials

Public Comments - None

Discussion Items for Next Meeting

- Homework: Star the top five items in the “Library Board of Trustees Priorities: 2025” that you feel are most important.
- Downtown Vision Plan w/ Iris Belensky or Kristen Bodine
- Introduction of new Director
- Consider clarifying library budgeting information in the bylaws

Adjourn – The meeting was adjourned at 7:57 pm.

SOMETHING FOR EVERYONE



STORYTIME

Join us for magical moments of storytelling, creativity, and fun at our weekly storytime programs!

AFTER SCHOOL

Discover hands-on activities, games, and learning adventures designed to keep kids engaged and inspired after school!



TEENS

Connect, create, and explore with programs just for teens—whether you're into art, gaming, or hanging out with friends.

ADULTS

Enjoy enriching experiences through workshops, book clubs, and events that spark curiosity and lifelong learning.



COMMUNITY

Celebrate connection with events that bring neighbors together, like our First Friday gatherings and other special programs at the Library.

FUN FOR ALL

Library Board of Trustees Priorities 2025

Council Suggestions -

Continue to focus on EDI lens

“Tell the Story” of our community of readers and little libraries

Is the library involved with planning 250th US celebration/ 150th CO celebration

Economic Vitality

- The library is most likely the busiest downtown amenity with over 200,000 patron visits a year-
 - Over 700 patrons during Snowed in at the Library Event
 - Over 700 patrons at the Summer Carnival (3000+ involved in Summer Reading Challenge)
 - First Friday events all bring people downtown!
- Physical anchor for Front Street
 - Close proximity to Steinbaugh Pavilion and potential new park
- Engage and support library representation in Downtown Vision Plan
- Support and promote business databases for use by small business owners
- Member of the Chamber of Commerce,
 - leverage relationships especially supports with Summer Reading Challenge
- Support library staff in programming developed spaces
 - Steinbaugh Pavilion and the front entrance plaza

Core Services

- Advocate for the inclusion of the library as a core service
- Advise and investigate Language Access Plan (community language resources)
 - Already has a language line at service desks
 - Key documents translated into Spanish
 - Texts in many world languages
- Continue to support and advocate for courses in technology-
 - AI
 - Cyber security
- Promote library services such as free museum passes, 3D printer use, hotspot check-outs
- Continue to support and advocate for ADA services

Safety

- Support and advise the ongoing relationships with the police and fire departments to offer storytimes and meet and greets
- Advocate for the inclusion of safety courses and storytimes in pet safety, poison control, bike safety, safety for seniors, identity theft
- Continue to promote the library as a cooling shelter in the summer

- Continue to support and advocate for mental health resources and programs including those for LGBTQ+ youth
- Continue to support the displays of diverse books in all library departments so that all members of our community feel “seen” in our library

Affordable Housing

Though affordable housing is out of the scope of the Library Board of Trustees, we have many resources that support residents of all socio-economic groups:

- First and foremost, the library, its books and programming are all FREE!
- Support outreach programs to housing units such as Kestral
- Support and promote programming in tenants rights, mortgages, and online high school courses
- Continue to support and advocate for no more fees for late library materials (library hasn’t charged late fees since Covid and youth items do not carry late fees)
- Continue to support welcoming community spaces with artwork, removal of security machines
- Support free access to computers, wifi and hotspots

Notes from Downtown Vision Planning Meeting

Advisory committee is unanimously in favor of the basic layout of Steinbaugh as seen in this packet, with the stage and pavilion on the north end, then seating/open space, then the splash pad and the raised turf mound on the south side. Nature play area on the east. Parking lot on the south end and additional parallel parking on Front St. The question that remains to be seen is whether we will have the budget to realize this vision fully.

Additional obstacle - it turns out that the north-east corner of this lot (including a significant portion of the stage area as currently planned) is actually being leased to the City by the railroad. The City is currently trying to renegotiate that lease. If they are not able to do so to the City's satisfaction, this whole layout will likely be moved south to avoid the leased area. In this case, we would sacrifice a row of the south end parking lot and there would be a chunk of unplanned space in the north.

Minor change - at the last meeting we suggested that the potential restroom that was originally placed on the north-east side of the pavilion, should be moved to the south east, by the parking lot (black rectangle). Unclear whether we would actually be able to afford a restroom, but it is considered a necessity if there is a splash pad.

Also still figuring out the exact locations of the bollards on Front Street

Packet shows most recent vision for the Steinbaugh roof structure. We prefer this roof option to the other ones we have seen, but it is still not final. In this scenario, trees on the west side of Steinbaugh would be a necessity to create the shade we desire in the afternoon.

Group is leaning toward a 'natural' play area that would consist primarily of boulders and wooden structures over a metal and plastic playground structure.

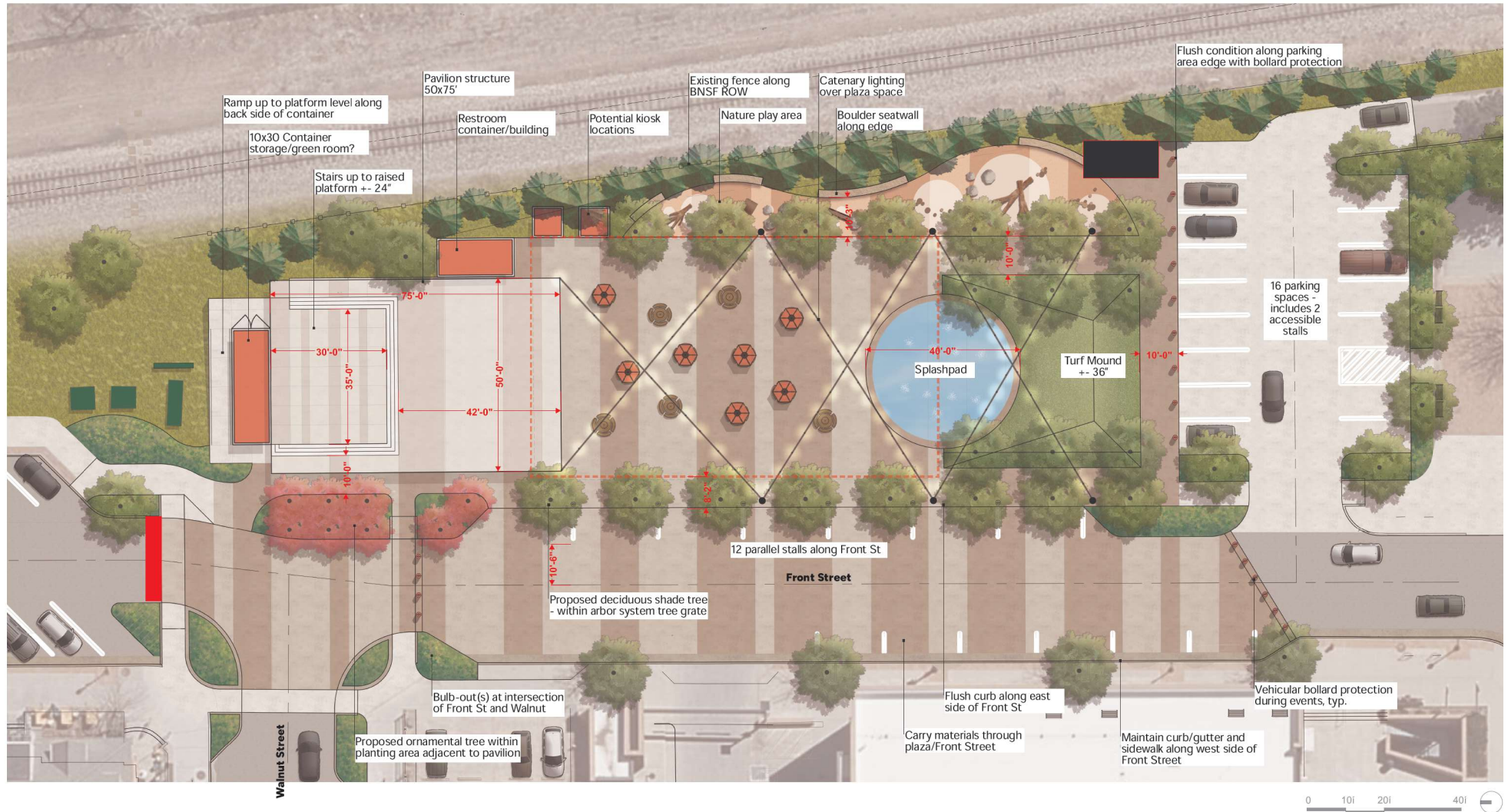


CITY OF LOUISVILLE FRONT & CENTER PROJECT PHASE 1



JUNE 25, 2025

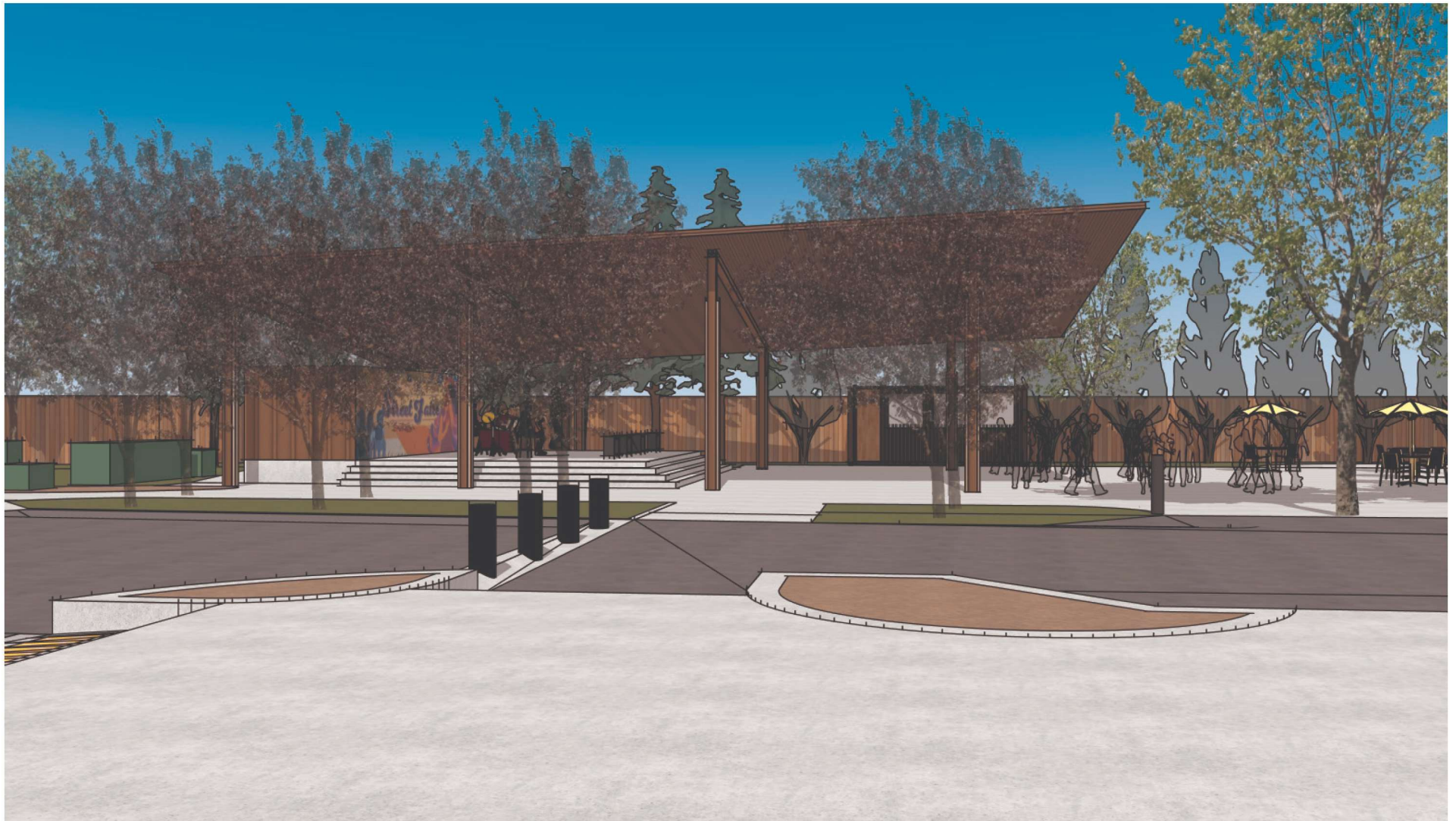
OVERALL SITE PLAN



3D VIEWS - PAVILION



3D VIEWS - PAVILION VIEW FROM FRONT STREET



3D VIEWS - PAVILION VIEW FROM FRONT STREET



3D VIEWS - PAVILION



SUMMER SOLSTICE



10:30 AM



3:30 PM

PAVILION - SHADOW STUDY



12:30 PM



5:30 PM

**SOUTH STREET PARKING ANALYSIS
MAIN STREET TO LAFARGE**



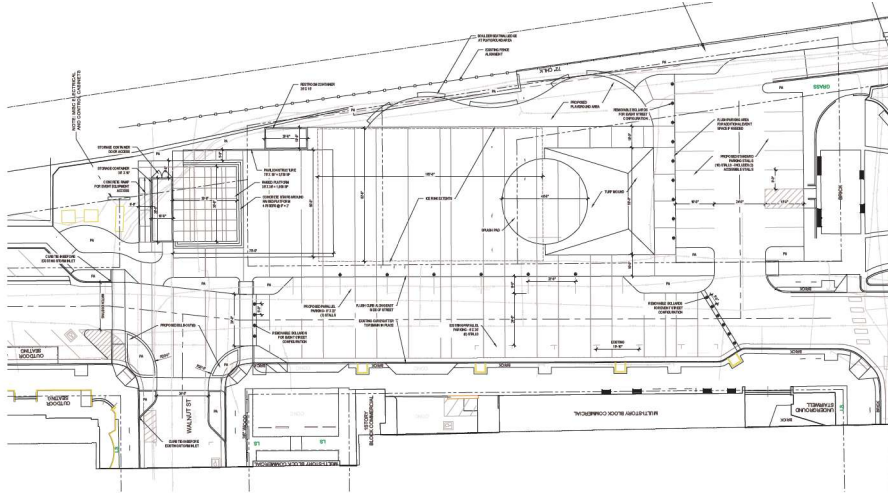
SOUTH STREET PARKING COUNT
MAIN STREET TO LAFARGE AVE
19 STALLS - INCLUDES (1) ACCESSIBLE STALL



An aerial photograph of a residential street intersection. The street is labeled 'SOUTH ST' in the center. On the left side of the street, there are several parking spaces and a white car. On the right side, there are also parking spaces and a white car. The street is flanked by houses with driveways and alleys. Labels include 'JEFFERSON AVE' on the left, 'LAFARGE AVE' on the right, and 'SOUTH ST' in the center. Property lines are marked with thin black lines. Driveways and alleys are labeled 'DRIVEWAY' and 'ALLEY' respectively. A red circle is drawn on the bottom left corner of the map.

Profile view showing elevations: 10', 0, 5', 10', 20'. A north arrow is present.

PARKING SUMMARY



SOUTH STREET PARKING COUNT
MAIN STREET TO LAFARGE AVE
19 STALLS - INCLUDES (1) ACCESSIBLE STALL



SOUTH STREET PARKING COUNT
LAFARGE AVE TO JEFFERSON AVE
19 STALLS

Steinbaugh Plaza + Front Street Parking Summary

Existing parking = 34 stalls (includes 2 accessible stalls)

Proposed parking = 28 stalls (includes 2 accessible stalls)

South Street Parking - Main Street to Lafarge Ave

Proposed parking = 19 stalls (includes 1 accessible stall)

South Street Parking - Lafarge Ave to Jefferson Ave

Proposed parking = 19 stalls

Total Proposed Parking - Steinbaugh + Front Street + South Street = 66 stalls