

Library Board of Trustees

**Thursday, September 11
Library Meeting Room
951 Spruce Street
6:00 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. Public Comments on Items Not on the Agenda
5. Board of Trustees & Library Foundation Discussion
6. Approval of Minutes (July 2025)
7. End of Year Team Gift
8. Little Free Library Update
9. Director's Report
10. Board Comments
11. Discussion Items for Next Meeting
12. 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

**10 July 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: Laurel Cole, Carrie Cortiglio, Jaime Dufresne, Alan Halpern, Heather Wiegand, Cheryl Lynn Achterberg (Primary Superior representative)

Board Members Absent: Allie Benz, Carol Burkett,

Staff Members Present: Brandi Cummings

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

Approval of Meeting Minutes – The minutes from the 13 March and 8 May meetings were approved as written

Introduction and Q&A with Brandi Cummings –Director of Cultural Services Q&A

Board members made introductions to Brandi. Name, tenure, background with the library.

Little Free Library & Fall Bookmark Design – Discussion

- Background on the LFL maintained by the LBOT
- Plaques: 2" x 6" \$25/each – Heather and Cheryl volunteered to fund this.
- Wording – Brandi to wordsmith and send out options to the board.
 - Wording should make clear that these are SPONSORED by the LPL.
- The newest LFL, designated for Superior, is built but still not installed. Laurel to forward the information to Brandi, including the contact information for the Superior Parks and Recs to coordinate installation.
- Alan distributed a draft copy of questions/ideas regarding the LFLs

City of Louisville

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

- Brandi: Will look into how/if data can be exported into a map form to overlay with LFL location data
- Brandi: Engaging with LFL caretakers is a lovely idea – social media, explore connection / promotion of LPL
- LPL website has a map that needs updating per Laurel. Brandi took note.
 - Once website is updated Brandi will let Jaime know to post it in the local Facebook groups.
- Fall bookmark design
 - Back
 - remains the same with library details/information
 - Front:
 - Edit down a bit, focus more on action words / call to action / less extra wording.
 - Teens: Connect, create, and explore with programs just for teens whether you're into art, gaming, or hanging out with friends.
 - Revision suggestion: Art, gaming, or hanging out with friends in a space just for you.
 - Alan, consider closer tie to back to school and related programming
- Book inventory:
 - Jaime: her LFL flies through children's books, and there is very little in the deaccession area.
Brandi: we can put a call out for children's book donations through the foundation and social channels.

LBOT Priorities for 2025

- Laurel provided background on this discussion item: our presentation to city council on how our work aligns with the city council work plan.
- Brandi opened with a discussion around budget forecasting.
- **#1** priority work to get the library included as a core service.
- **#2** Continue to support and advocate for mental health resources and programs including those for LGBTQ+ youth
- **#3** Support free access to computers, wifi and hotspots
 -

Other items discussed:

- Carrie: is there space for the LBOT to collaborate more with the Foundation in their fundraising efforts.
- Brandi: how can LBOT members use their circles of influence to support fundraising efforts.
- Cheryl / Carrie: another important priority: Continue to support and advocate for mental health resources and programs including those for LGBTQ+ youth
- Alan: What has the most quantifiable impact, what allows us to tell the most compelling stories

- Laurel: Library and LBOT members to share summer reading statistics with the community when available.

Foundation Report (Carrie):

- Sharing portfolio with an investment advisor for recommendations
- Working on a KPI dashboard for themselves
- Discussing increasing touches to donors to balance non-ask touches with asks
- Discussion about switching banks
- Open to the idea of a book recycle event – drive up event where people can bring one or two boxes of books. Library volunteers sort them into usable books and those that are recycled by a partner

Director's Report

- Downtown Vision Plan
 - Packet includes 3D rendering of the downtown vision project
 - Working to include spaces for public art
 - Land use planning negotiations underway
 - No update in timeline
- Brandi's first 17 days are going well. Meeting with all the library staff.

Public Comments – None

Board Comments – None

Discussion Items for Next Meeting

- Will be a joint meeting with the Foundation
 - LBOT generally gives a presentation on what we do. There are new members so it is worth doing again. Jaime to give the presentation
 - Open discussion with Foundation on collaboration
 - Carrie to brainstorm ways to make the meeting efficient and productive
- Bylaws still need to be updated – small edit. Laurel to send to Brandi

Adjourn – The meeting was adjourned at 8:03PM

Library Board of Trustees

Minutes

DATE

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Cultural Services Strategic Plan



Our focus for the rest of 2025 and *beyond*.

What is a strategic plan?

Strategic Plan IS



ROAD MAP



TOOL



COLLABORATIVE

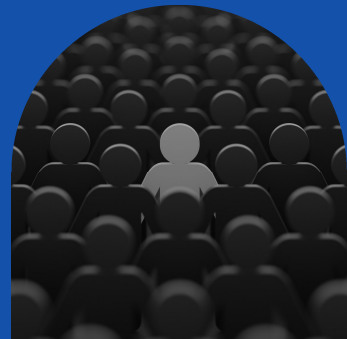
Strategic Plan ISN'T



TO-DO LIST



STAGNANT



SINGULAR

So why are we

DOING THIS?



**MAKE BETTER
DECISIONS**



**DATA &
COMMUNITY**



**POSITIONING
FOR SUCCESS**

Strategic Plan Process

TIMELINE

CURRENT STATE ANALYSIS	OCTOBER 2025 - MARCH 2026
COMMUNITY ENGAGEMENT	MARCH - JULY
DATA INSIGHTS & ORGANIZATION	JULY - AUGUST
PLAN DEVELOPMENT	AUGUST - NOVEMBER
COMMUNITY REPORTING	NOVEMBER - DECEMBER
ADOPTION	JANUARY 2027

Current State Analysis

OCTOBER 2025 - MARCH 2026

GOAL: FOCUS ON UNDERSTANDING THE DEPARTMENT'S INTERNAL HEALTH AND CAPACITY

TEAM

POSITIONS
SATISFACTION
DEVELOPMENT

DATA

STATISTICS
ALLOCATIONS
REACH

SYSTEMS

STORAGE
WORKFLOWS
SYNERGIES

ENGAGEMENT

PARTNERSHIPS
ATTENDANCE
CIRCULATION

IDENTITY

DEPARTMENT
DIVISIONS
COMMUNITY

OUTPUTS: SOAR ANALYSIS
RESOURCE HEALTH MATRIX

Community Engagement

MARCH-JULY

GOAL: ENGAGE BOTH EXISTING USERS & NON-USERS TO BETTER UNDERSTAND COMMUNITY NEEDS & PRIORITIES.

SURVEY

PRINT
DIGITAL
ENGAGE LOUISVILLE

FOCUS GROUPS

THEMED
ON & OFF SITE
OPEN

OUTREACH

EVENTS
PARTNERS
STAKEHOLDERS

ROUNDTABLES

LEADERSHIP
COMMUNITY GROUPS
KEY VOICES

OUTPUTS: COMMUNITY ENGAGEMENT REPORT
COMMUNITY SURVEY REPORT

Data Insights & Organization

JULY-AUGUST

GOAL: SYNTHESIZE FINDINGS & IDENTIFY THEMES

DEPARTMENT

COMMUNITY PRIORITIES
LEVEL OF ENGAGEMENT
APPETITE FOR SERVICES
ORGANIZATIONAL CAPACITY

DIVISION

TRENDS &
CHALLENGES
OPPORTUNITIES
*SUPERIOR INSIGHTS

STAKEHOLDER

COMMON
PERSPECTIVES
INFORMATION GAPS
ALIGNMENT

OUTPUTS: HEALTH REPORT
TREND & THEME REPORT

Plan Development

AUGUST-NOVEMBER

GOAL: COLLABORATIVELY SHAPE THE STRATEGIC PLAN BASED ON FINDING & INSIGHTS.

STEERING COMMITTEE

LEADERSHIP
BOARD
TEAM

DISCUSSION & DESIGN

TRENDS & CHALLENGES
OPPORTUNITIES
*SUPERIOR INSIGHTS

OUTPUTS: STRATEGIC PLAN SUITE
COMMUNITY REPORTING BRIEF

Community Reporting

NOVEMBER-DECEMBER

GOAL: SHARE THE COMPLETE PLAN WITH THE COMMUNITY & STAKEHOLDERS

PUBLICATION

FULL PLAN
FAST FACTS
DIGITAL CONTENT

OPEN HOUSES

GATHERINGS TO SHARE
FINDINGS

PRESENTATIONS

TEAM - **1ST**
STAKEHOLDERS
LEADERSHIP
OTHERS

MARKETING

KEY FINDINGS
STRATEGIC
COMMITMENTS
PROGRESS UPDATES

OUTPUTS: PUBLISHED REPORT
COMMUNITY-FACEING MATERIALS
ENGAGEMENT & EVENT PRESENTATIONS

Adoption, Reviewing, & Reporting

JANUARY & BEYOND

GOAL: MEASURE, SHARE, ADAPT, REPEAT.

INTERNAL REVIEW

REGULAR TEAM
CHECK-INS
ACTION PLAN
PROGRESS
KPIs

LEADERSHIP & BOARD REVIEW

REGULAR REPORT TO
STAKEHOLDERS

COMMUNITY FEEDBACK

REGULAR REPORTS TO
COMMUNITY
TALK-BACK MECHANISMS
FOR COMMENTS ON
PROGRESS

ADAPTIVE PLANNING

ADJUSTMENTS TO
GOALS, TIMELINES, &
STRATEGIES