

Library Board of Trustees

**Thursday, November 13
Library 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
- Webinar ID #892 9683 1526
- 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 LibraryInfo@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 (September 2025)
7. Foundation Update – Discussion
8. Bylaws Update – Discussion
9. Director's Report – Discussion
 - Strategic Plan Progress Report
 - Superior Discussion
10. 2026 Board Priorities
 - Work Plan Priority Review
 - Little Free Library Discussion

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.

11. Discussion Items for Next Meeting
 - Trustee Training
 - 250/150 Celebrations
12. Adjourn

Library Board of Trustees

Meeting Minutes

**11 September 2025
Library Meeting Room
950 Spruce Street
6:30 PM**

Call to Order – Chairperson Cole called the meeting to order at 6:33

Roll Call was taken, and the following members were present:

Board Members Present: Laurel Cole, Allie Benz, Heather Wiegand,
Jaime Dufresne, Carrie Cortiglio

Board Members Absent: Alan Halpern, Cheryl Lynn Achterberg, Carol
Burkett

Staff Member Present: Brandi Cummings

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

Board of Trustees & Library Foundation Discussion

Brandi Cummings presented the Plan for the Cultural Services Strategic Plan
Board opportunities to support:

Current State Analysis will include policy review, in which the Board will
play a part.

Community engagement phase will include opportunities and requests for
Board members to support and participate

Approval of Meeting Minutes – The minutes from the July 2025 meeting were
approved as written

End of Year Staff Appreciation Gift –

Discussed allowing the use of unspent funds allocated by the Library Foundation
toward team appreciation. Also a 'giant' greeting card signed by all board
members. By the November meeting, we will have information on what funds
might be available from the Foundation, for discussion/decision at the November
LBOT meeting.

City of Louisville

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

Little Free Library (LFL) Update –

LFL installed in Superior in Superior Commons Park, near the Bear Playground

New bookmarks printed and delivered to all LFLs

No LFLs have plaques, we intend to fix that.

Public Comments –

D. Parcher – Would like all of us to think of ways to allow neighbors to meet each other and connect.

Director's Report –

The Summer Reading program had remarkable participation. Thank you to the Foundation for their sponsorship of the program. 3,738 total program participants. Participation grew in all groups (adults, kids, teens). 2,177 Scavenger Hunt participants. 129,3000 days read!

Erin Owens is president-elect of CO Association of Libraries, which is wrapping up their annual meeting this week!

LPL was recognized for Innovative Spaces for The Hollow at the CO

Update around initial discussions at Superior Town Council around expanding library services by Superior. Early stages.

Board Comments –

Matan Gill, Library Foundation – Expressed thanks for the invitation and collaboration. Foundation is recruiting additional board members, asked LBOT to share with possible interested parties

Discussion Items for Next Meeting

Staff Appreciation

By-Laws

Board Priorities / City Council Work Plan

LFL

Strategic Plan Update

Adjourn – The meeting was adjourned at 7:39PM

To: Matt Magley, Town Manager, Town of Superior
From: Brandi Cummings, Director of Cultural Services – bcummings@louisvilleco.gov
Date: October 10, 2025
Subject: Library Usage Overview – January 1 through August 31, 2025

Overview

This memorandum provides a high-level summary of Louisville Public Library usage data for the period of January 1 through August 31, 2025, highlighting engagement by Superior residents.

The data below reflects **physical item circulation only**—including materials checked out from the Louisville Public Library, the Superior Community Center collection, and the RemoteLocker. It does **not** include usage of digital content or databases such as eBooks, eAudiobooks, or research tools available through OverDrive, Libby, or the Front Range Downloadable Library. A supplemental report with those figures will be included in the year-end update.

Please note that meeting room and event attendance data are also not included in this summary, as residents were not previously asked to identify their municipality during program registration. Beginning in the fourth quarter of 2025, this information is now being collected and will be incorporated into future reports.

We are proud to continue offering weekly Superior Storytimes at the Superior Community Center, which remain one of the community's most popular programs. As shared recently by Kate Archer, *"Thank you so, so much for all you do—this is probably our most well-attended program by far, and the families absolutely love it!"*

Library Cardholders

Category	Number of Cardholders	Notes
Total Louisville Public Library Cardholders	33,604	Includes all Louisville and Superior resident cardholders.
Total Superior Residents with Library Cards	7,136 (21%)	
Adult Cards	4,709	
Youth Cards	1,369	
Student1 (Students via BVSD Partnership)	1,058	Provides BVSD students residing in Superior with access to online databases and homework help through the public library system.

Circulation of Physical Items

Circulation Source	Checkouts	Notes
Total Louisville Library Checkouts (Louisville & Superior Residents)	265,969	All physical materials circulated between January–August 2025.
Superior Resident Checkouts	70,126 (26%)	Physical materials borrowed by Superior residents.
Superior Community Center Checkouts	4,069	Items borrowed directly from the Community Center’s browsable collection (not including holds).
RemoteLocker Checkouts	9,877	Items specifically requested for pickup at the Superior RemoteLocker.

Areas of Note

1. Digital Circulation (Pending Data)

The circulation statistics above reflect **physical materials only**. Data from the **Front Range Downloadable Library (FRDL)**—which provides Superior and Louisville residents access to OverDrive and Libby for digital content—is being compiled.

FRDL participation includes Broomfield, Longmont, Boulder, Lafayette, Louisville, and Westminster, and differs from the Marmot OverDrive subscription. FRDL’s cooperative funding model provides a broader collection and faster access to popular titles.

2. Superior Community Center Collection

The Superior Community Center houses a unique “browsable” collection of high-interest materials reserved for on-site users. To ensure availability, these items are **not placed on hold** for borrowers from other consortium libraries. This approach maintains a dynamic and accessible collection for residents using the Community Center.

3. Resident-Only Collections and Services

Superior residents enjoy the same level of access as Louisville residents to all collections and resident-only services. These include:

- **Exam proctoring**
- **Tutoring support for students**
- **Meeting room reservations**
- **Special collections** such as loanable technology, Wi-Fi hotspots, and kitchen equipment

In contrast, residents of surrounding communities (Broomfield, Lafayette, Longmont, etc.) have limited or fee-based access to these services.

Resident Collections Highlight

Adventure Pass Program

The Adventure Pass program allows library cardholders to check out free passes to local museums and cultural institutions. Passes are limited in quantity and available on a first-come, first-served basis, with a maximum of two passes per cardholder per month.

Participating Institutions:

- Butterfly Pavilion
- Center for Colorado Women's History
- Denver Botanic Gardens
- History Colorado Center
- Wings Over the Rockies Air & Space Museum
- WOW! Children's Museum

January–August 2025 Usage:

- Total Passes Used: **687**
- Used by Superior Residents: **219 (32%)**

Library of Things

The Library of Things is a collection that lets people borrow nontraditional items—beyond books and media—such as tools, kitchen equipment, technology devices, and more. The goal is to provide affordable access to useful, fun, or specialized items that people may only need occasionally, while supporting sustainability and community sharing.

Library of Things Checkouts: 155 (January–August 2025)

Next Steps and Invitation

A more detailed presentation of library service data will be shared with the Louisville City Council in January 2026, offering a deeper analysis of community impact and resource utilization. We would warmly welcome representation from the Town of Superior to join that session for a closer look at the full value and reach of the services available to Superior residents.

Questions about Little Free Libraries

There are more than [27 Little Free Libraries scattered around the City of Louisville](#) not including little free libraries not registered at littlefreelibrary.org or similar structures containing dog treats, art supplies, and displays designed to amuse visitors. Most of these are in or near homes of residents who provide some unknown (to us) level of maintenance of the library.

Currently, the Library Board of Trustees takes some responsibility for seven libraries. Trustees report damage, bring books deaccessioned from the library collection and may remove books that have not been claimed after an extended period or that appear to be of little interest to general readers.

Each Little Free Library encourages reading, facilitates exchange of unwanted books, and could be a billboard for books, for reading, and for the Louisville Public Library. There may be potential to increase the joy and whimsy of living in Louisville and to raise the visibility of the public library by engaging differently with the Little Free Libraries.

There are a number of things that would be helpful to know if we were to explore this idea.

Geographic coverage/location analysis

- How does the geographic coverage of LFLs compare to the geographic coverage of library cards in the City of Louisville? Are there LFLs where there are fewer borrowers?

Gather LFL sponsors/hosts

- Basic demographics: how long have they had an LFL?
- Did they install it or inherit it?
- What do they do to maintain it?
- What inspired them to set it up?
- What do they notice about the use/activity around the LFL? Number of visits? Number of books being dropped off or taken?
- Are there things they'd like to improve about their LFL?
- Are there challenges to having one?

What messages or materials could the library share through LFLs?

- QR code for Library home page or event page
- Library hours and basic borrowing information
- QR code for Library Card application page
- Books, magazines, deaccessioned materials
- Foundation information (giving page, other ways to support, membership)
- City of Louisville information

Issues to address:

- How do we get physical materials to LFLs easily (have "owners" pick it up)?
- How do LFLs and any engagement with them fit with the Library's communications and programs?