

Library Board of Trustees

**Thursday, March 12
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. Approval of Minutes (January 2026)
6. Reports
 - Director's Report
 - Louisville Public Library Foundation
7. Discussion Items
 - Little Free Library (5 Minutes)
 - State Library Reflection (10 Minutes)
 - Council Workshop (5 Minutes)
 - Joint Board and Foundation Meeting (5 Minutes)
 - Trustee Handbook Project (5 Minutes)

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.

- CAL Conference Board Track (5 Minutes)
- 8. Policy Review
 - Confidentiality Policy
- 9. Discussion Items for Next Meeting
 - 250/150 Celebrations
 - Strategic Plan Update
 - MOU – Foundation and City
- 10. Adjourn



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Library Board of Trustees

Meeting Minutes

8 January 2026

Library Meeting Room

950 Spruce Street

6:30 PM

Call to Order – Chairperson Cole called the meeting to order at 6:36pm

Roll Call – Alan Halpern, Jaime Dufrense, Laurel Cole, Brandi Cummings, Cheryl Achterberg, Carol Burkett, Jeanne Baker, Allie Benz, Heather Wiegand

23 applications for library board seats this year

Approval of Agenda

Public Comments on Items Not on the Agenda - None

Approval of Minutes (November 2025) - Minutes were unanimously approved after a potential typo was cleared up

Welcome New Members – all members introduced themselves and their connection to the library. Jeanne Baker introduced herself

Election of Officers – Laurel gave an explanation of the three officer roles

Board members nominated and seconded the following candidates. They were approved unanimously.

Chair - Laurel

Vice Chair - Cheryl

Secretary - Alan

Establish Meeting Dates – Second Thursday of every other month. Board members motioned to accept and seconded. The calendar was approved.

Government Pamphlet distribution – included in the meeting packet.

Rules of Procedure distribution – included in the meeting packet.

Handbook distribution – Laurel will share the LBOT handbook at the next meeting.

Role of the Trustee document will need to be updated with pending changes

Presentation: State of Colorado Library Board Exercise - Polly Gallagher

Reports -

The Library Director shared the data they are collecting for the 2025 CY and the format and data being collected for CY2026 and beyond.

Foundation report from Laurel

Looking to do a book sale in April

Effectiveness of utility bill insert from October. Donations were about the same as last year over the Oct – Dec timeframe.

Finances are solid

Discussion Items

Little Free Library assignments

All the Little Free Libraries were assigned to Board members to caretaking

Alan is working on a letter to send to LFL owners to extend an invitation to collaborate with the Board and library

LBOT possible retreat

Brandi proposed the possibility of an LBOT retreat to ground members in Board work for the year. She will collect members' availability and propose dates

Brandi is presenting at council meetings on the following dates (meetings are open to the public).

26 Jan – Superior

27 Jan – Louisville

Items for discussion at the next meeting

250/150 celebrations

Strategic Plan Survey

State of libraries – including book challenges

Adjournment

Meeting was adjourned at 8:04pm

Louisville Public Library

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

The year is off to a fantastic start, with many exciting new programs and opportunities for the community to engage with the Library. The team is hard at work already planning for an impactful summer. This month, we will have a Cultural Services All Team meeting where we will review Engagement Survey Results as well as work with the team to develop key data points for the Strategic Plan Survey.

Overall Library Performance

- 3,220 Program Attendees
- Newsletter engagement fantastic – positioning us for deep community engagement as we approach the Strategic Plan public facing phase.

Adult Services & Programs

- **Program Stats & Overview January & February 2026:**

We hosted our annual Seed Swap in February in partnership with Bee City USA and Wild Ones, with 60 in attendance. The Friday Afternoon Club continues to gain momentum; in January we had 17 attend Mindful Meditation and in February we had 22 in attendance for Intro to Ancestry library Edition. We've got the rest of the year planned out with Louisville Open Space presenting *How Smart is a Coyote?* *Understanding AI* was also a popular program that we hosted on a Saturday morning with 33 in attendance. Our 3D print service continues to be popular with our Librarian Daniel doing 16 prints in January and 13 prints in February. Patrons can submit a request for a 3D print through our website and can either pick from our catalog of options or submit a file of their own. We average about 15 prints per month, with our most recent high being 25 in the month of December!

- **Department Monthly Overview January & February 2026:**

Our newest Associate started in early January and has assimilated nicely into the department and her new role. We recently have added a number of new items to our Library of Things, including a Car Code Reader, Basic Tool Kit, Bicycle Repair Kit, Board Game Kit, and Power Washer to name just a few items. Our current Library of Things already includes hotspots, induction cooktops, and State Parks Passes. Louisville and Superior residents are also able to check out passes to venues like

The Botanic Gardens, Fiske Planetarium, and History Colorado with their Louisville Library Card.

Youth & Teen Services & Programs

- **Department Monthly Overview January & February 2026:** Throughout the month of March, stop by the gallery and children's Depot room to see the Youth Spring Art Show artwork on display. This is art from Louisville and Superior residents ages 4-18, and is a wonderful annual show and partnership with the Louisville Art Association and Cultural Council.

On March 17th, the library will have a table for outreach at the We Speak for the Trees event at the Boulder County Recycling Center. The event will be from 9am-12pm that day and will feature a showing of *The Lorax* as well as the opportunity to tour the recycling center.

- **Program Stats & Overview January & February 2026:** The Stuffie Adoption Fair, created with the help of our Teen Volunteer Council, was a huge success with 68 attendees! Attendees and volunteers had a great time. In January and February we also offered two play programs that offered lots of opportunities for play throughout the department, a partnership program with Louisville's Open Space department about Wildlife in Winter, and a virtual parenting class called Parenting for Joy & Connection. Attendance for regular programming like storytimes and Friday early literacy programs, after school elementary aged programs, and after school teen programs remain consistent and well attended.

Community Engagement

- Strategic Plan Survey in Development

Facilities

- Internal Decarbonization Project – Final Contract Being Awarded, TBD
- Automate Material Handler – Final Contract Being Awarded March 24, 2026

Account	Description	Working Budget	Year-to-Date Expenditures	Percentage Expensed
Personnel				
	Salaries	\$1,057,341.00	\$ 136,589.60	13%
	Variable Wages	\$541,094.00	\$ 66,081.98	12%
	Other Employee Compensation	\$3,600.00	\$ 362.69	10%
	Benefits	\$334,993.00	\$ 43,834.02	13%
	Employee Related Charges Other			
	Total Personnel	\$1,937,028.00	\$ 246,868.29	13%
Library Materials				
	Books	\$96,600.00	\$ 1,156.85	1%
	Magazines	\$8,000.00	\$ 2,098.27	26%
	MLN2 Digital Sources	\$34,000.00	\$ 21,190.62	62%
	LPL Digital Sources	\$13,800.00	\$ 2,947.10	21%
	Total Library Materials	\$152,400.00	\$ 27,392.84	18%
Library Supplies				
	Supplies	\$4,120.00	\$ 76.43	2%
	Computer Supplies	\$10,500.00	\$ 2,214.00	21%
	Processing Supplies	\$5,000.00	\$ -	0%
	Printing & Printing Supplies	\$2,500.00	\$ -	0%
	Programming Supplies	\$4,450.00	\$ 460.00	10%
	Promotional Supplies	\$330.00	\$ -	0%
	Total Library Supplies	\$26,900.00	\$ 2,750.43	10%
Professional Services				
	Marmot	\$70,000.00	\$ 75,805.68	108%
	CLiC	\$3,000.00	\$ -	0%
	Bank Charges	\$3,400.00	\$ 713.32	21%
	Other	\$2,100.00	\$ -	0%
	Total Professional Services	\$78,500.00	\$ 76,519.00	97%
Travel & Training				
	Travel/Training/Meetings	\$12,500.00	\$ 1,436.79	11%
	Total Travel & Training	\$12,500.00	\$ 1,436.79	11%
Other				
	Non-Capital Improvement Enhancements	\$1,900.00	\$ -	0%
	Parts/Repairs/Maintenance	\$29,000.00	\$ 399.40	1%
	Internet	\$2,500.00	\$ 179.87	7%
	Library Grant - State	\$11,000.00	\$ 2,234.86	20%
	Library Grant - Foundation			
	Dues/Subscriptions	\$7,000.00	\$ 1,072.00	15%
	Advertising/Marketing	\$300.00	\$ -	0%
	Total Other	\$51,700.00	\$ 3,886.13	8%
	Total:	\$2,259,028.00	\$ 358,853.48	16%

LOUISVILLE PUBLIC LIBRARY

CONFIDENTIALITY OF IDENTIFIABLE INFORMATION

ABOUT LIBRARY USERS POLICY

Purpose

The Board of Trustees of the Louisville Public Library adopts and makes public the following written policy to affirm the library's commitment to protecting the privacy and confidentiality of its users. Freedom of speech and of the press, protected by the First Amendment of the United States Constitution, includes the right to read, inquire, and receive information without fear of intrusion or unwarranted disclosure.

As an impartial public resource, the Louisville Public Library provides information and services to all members of the community regardless of age, race, religion, national origin, socioeconomic status, political views, or other characteristics. This role must not be compromised by erosion of library users' privacy rights.

Legal Basis

Under Colorado law, the privacy of library user records is protected by statute. Colorado Revised Statutes § 24-90-119 prohibits a publicly supported library from disclosing records that identify a person as having requested, obtained, or used specific materials, services, or resources unless an exception applies.

Definitions

For the purpose of this policy:

- **Library user records** include information that identifies a person as having requested or obtained specific materials, databases, services, or resources, and may include circulation records, reference queries, interlibrary loan records, database search histories, and other personally identifiable usage information.
- **Personally identifiable information** means any information that would identify a specific library user.

Policy

1. **General Rule of Confidentiality**

Except as provided in subsection (2) of Colorado Revised Statutes § 24-90-119, the Louisville Public Library shall not disclose any record or other information that identifies a person as having requested or obtained specific materials or services or as otherwise having used the library.

2. **Permitted Disclosures**

User records or personally identifiable information may be disclosed only in the following limited circumstances permitted under Colorado law:

- a. **Reasonable Operation of the Library** — When necessary for the reasonable operation of the Library.
- b. **Written Consent** — Upon written consent of the individual to whom the information pertains.
- c. **Legal Process** — Pursuant to a valid subpoena, court order, or other legal requirement.
- d. **Custodial Parent or Legal Guardian** — To a custodial parent or legal guardian who has access to a minor's library card or authorization number for the purpose of accessing library records by electronic means.

3. **Law Enforcement and Other Requests**

Requests for confidential user records by law enforcement or other government agencies shall only be considered in accordance with Colorado law and a. Except where state statute expressly allows disclosure, or in response to a valid subpoena or court order, library user records shall not be released.

4. **Surveillance and Security Records**

Video surveillance or security camera recordings that may incidentally capture identifiable library users shall be managed according to the Library's security policy and applicable law; these recordings are not treated as "library user records" subject to § 24-90-119 unless they also identify the usage of library materials, services, or resources. Where applicable, such records may be disclosed to law enforcement only as permitted by law and consistent with applicable judicial process.

5. **Staff Responsibilities**

All library employees, volunteers, and representatives shall uphold this

confidentiality policy and may access library user information only to the extent necessary to perform their job duties. Disclosure of confidential information in violation of this policy and Colorado law may result in disciplinary action and civil penalties under § 24-90-119.

6. Children and Minors

In accordance with Colorado law, a custodial parent or legal guardian who has access to a minor's library card or authorization number may access that minor's library records by electronic means. Unless otherwise permitted by law, no other person shall have access to another individual's library records without written consent or legal process.

7. Public Information Act and Other Laws

Nothing in this policy prevents the Library from complying with the Colorado Open Records Act (C.R.S. § 24-72-200.1 et seq.) or other applicable law, except where user-identifying library records are protected from disclosure by § 24-90-119.

Policy Review

This policy shall be reviewed periodically by the Louisville Public Library Board of Trustees and updated as necessary to remain consistent with state law, relevant case law, and evolving best practices.