



LOUISVILLE FREE PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION

Library Advisory Commission Meeting
October 17, 2023

Attendance and Other Items

Participating Commissioners included: Florence Chang, Marcus Walker, Aaron Miller, Tiffany Stith, and Allison Strickland

Absent Commissioners were Nathan Smith, Carla Robinson, and Lisa Pearce.

Participating staff included: Library Director, Lee Burchfield; Executive Administrator, Ben Tipton; Communications Director, Paul Burns; and Performance Analyst, Yash Senjaliya.

Other library participants included: Foundation Director, Chandra Gordon.

Other participants included: Deputy Mayor Nicole George, and Northeast Friends member Mr. Ken Hall.

Commission Chair, Keith Runyon, called the meeting to order at 4:35 pm.

A motion to approve the minutes of the September 19, 2023 meeting was entered by Marcus Walker, and seconded by Allison Strickland, and approved.

A motion to excuse the absences from the September 19, 2023 meeting of Keith Runyon, Tiffany Stith, and Carla Robinson was entered by Tiffany Stith, seconded Allison Strickland, and approved.

Chandra Gordon gave an update regarding the Capital Campaign. The Foundation has made two new commitments to raising funds. In terms of the initial goal, the committee has already raised 2.9 million. Funding focus is now on individual outreach. Lee Burchfield and Mrs. Gordon will be reaching out to the Fern Creek Chamber of Commerce in November and December.

The Foundation will be hiring a new community engagement coordinator as soon as the guidelines for the position is finalized.

The Foundation will be funding the Thomas Fountain Award. The award will be given to a librarian based on a winning idea for outreach. The contest will be open for submissions on November 10, 2023.

Planning Report

Lee Burchfield gave the planning report.



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He thanked the commission for its contributions to the Master Facilities plan.

The Planning Committee met with Library Administration on Tuesday, September 26, he shared.

Discussion topics included which factors will go into future planning, service areas and their compliance with state standards, and the need for additional branches.

Mr. Burchfield will continue to provide the committee with meeting updates as they occur.

Finance Report

Florence Chang gave the finance report.

She received the first quarter report for the fiscal year. The current portfolio is at 7 million; which is down 2.7 percent from the last report. This is due to pre-designated funds starting to be applied.

The Foundation is starting to move the funds that were pledged Master Facilities Plan, and the debit will be included in the next report received. \$860 was pulled to fund branch programming and \$1200 was pulled for the Craig Buthold author series fund. Both debits will be shown in the next report received as well.

Librarians Report

Lee Burchfield gave the directors report. Circulation was down slightly for September 2023. Circulation for September 2023 was 298,215 versus 299,615 from September 2022. This number is in line with pre-COVID norms, and the Library is ahead for the 12 month period by 3 percent. Door count was up 5 percent from September 2022, with an increase from 134,000 to 141,000 in September 2023.

Construction for the Parkland Branch has commenced, and is expected to last 12 months.

Bidding contracts received for the Portland branch were higher than expected. Bids will be rooted through to check for duplicates, and find the best cost. The hope is construction will start in four to six weeks.

Library Administration met architecture representative, Justin Shea, on October 5, 2023 to review schematic drawings for the Fern Creek branch.

Library Administration Main Library will be meeting every two weeks with JRA Architecture to discuss plans and schematics for the Main branch

Group Four Architecture will be back on October 23 and October 24 and will be visiting branches that they missed in the last meeting.



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The new Children's bookmobile is almost complete and will be delivered in early November.

Lee Burchfield introduced Yash Senjaliya, the new performance analysis for the library, to the commission. Mr. Senjaliya shared his background and announced his enthusiasm to make an impact on LFPL.

Chairperson's Report:

No Report.

Old Business:

After a lengthy discussion, the LAC voted to increase the funds awarded to staff. The proposed payment plan, which was organized by Commissioner Marcus Walker, and approved by Commission Chair, Keith Runyon, is featured below.

Start Year	Count	Ind Amt	Total
1978	1	100	100
1983	0		0
1988	1	75	75
1993	1	60	60
1998	1	50	50
2003	4		0
2008	3		0
2013	9		0
2018	8		0
			285

A motion to approve the funding amount was entered by Tiffany Stith, seconded by Keith Runyon and approved.

A motion to table the discussion involving future meeting plans was entered by Florence Chang, seconded by Allison Strickland, and approved.

New Business:

None.

Adjournment:

There being no other business, the meeting adjourned at 5:26 pm.



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Library Advisory Commission Meeting
November 21, 2023

Attendance and Other Items:

Participating commissioners included: Marcus Walker, Nathan Smith, Keith Runyon, Carla Robinson, Allison Strickland, and Aaron Miller.

Absent commissioners were: Florence Chang, Lisa Pearce, and Tiffany Stith.

Participating staff included: Library Director, Lee Burchfield; Assistant Director, Carrick Arehart; Communications Director, Paul Burns; and Executive Administrator, Benjamin Tipton.

Also present: Deputy Mayor Nicole George.

Commission Chair, Keith Runyon, called the meeting to order at 4:36 pm.

A motion to approve minutes of the October 17, 2023 meeting was entered by Allison Strickland, seconded by Marcus Walker and approved.

A motion to excuse the absences of Nathan Smith, Carla Robinson, and Lisa Pearce from the October 17, 2023 meeting was entered by Marcus Walker, seconded by Allison Strickland, and approved.

Lee Burchfield shared that the Capital Campaign Committee met on the morning of November 21, 2023. They have raised over \$3 million toward their \$5-million-dollar goal.

Planning Report:

No report.

Finance Report:

No report.

Librarians Report:

Lee Burchfield shared that door count continues to increase toward pre-COVID norms. There was a 6% increase over October 2022 in Library usage. Circulation is back to matching the numbers pre-COVID.

Capital Updates:

Construction is now underway at the Parkland Branch. The project is expected to be completed in the first quarter of 2025. There have been public meetings held to keep the residents of the Parkland neighborhood updated on the progress. The next meeting will be held on Tuesday, November 28th.



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Bids from subcontractors are still being evaluated for the Portland Library.

The first set of design plans have been drawn up for the Fern Creek Branch.

The Main Library will be relocating staff from the first and third floor while renovations are underway.

The Mayor has proposed that \$10 million in additional Federal ARPA funding be used to for these projects. The proposal has been sent back by Metro Council for reconsideration at the next Metro Council Budget Committee Meeting.

Library Events, Engagement, and Projects:

Lee Burchfield shared that the Staff Appreciation Event was well attended, and thanked the Commission for donating funds.

The new bookmobile is now complete and will be delivered during the first week of December.

The Louisville Free Public Library will be hosting a regional competition for the Scripps National Spelling Bee on March 9, 2024.

Chair Person's Report:

Keith Runyon shared that the Scripps Spelling Bee was sponsored for many years by Louisville's own Courier-Journal. He is honored that the Library has this partnership.

Old Business:

Future Plans for Meetings:

The Commission decided that future meetings will continue to be hybrid, allowing for both physical and virtual participation.

New Business:

Benchmark Cities Report:

Lee Burchfield presented the updated Benchmark Cities Report. LFPL continues to lag behind peer cities in operating funding, and a number of other metrics that are impacted by the funding level.

Friends of the Crescent Hill Library Booksale Request:

A motion to approve the Friends of the crescent hill Library Booksale request was entered by: Allison Strickland, seconded by Marcus Walker, and Approved.

Professional Development Funding Request:



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The LAC has historically contributed funding toward cost of professional development training for Library Staff. The Library will present a proposal at the December meeting for additional funding for this purpose.

Adjournment:

There being no other business, the meeting adjourned at 5:20 pm.

Minutes prepared by Vanessa Fuller, Administrative Assistant.



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**Library Advisory Commission Meeting Minutes
December 19, 2023**

Attendance and Other Items:

Participating Commissioners Included: Keith Runyon, Lisa Pearce, Nathan Smith, Florence Chang, Allison Strickland, and Marcus Walker.

Absent Commissioners were Carla Robinson, Aaron Miller, and Tiffany Stith.

Participating staff included Library Director, Lee Burchfield; Executive Administrator, Benjamin Tipton; and Communications Director, Paul Burns.

Also present: Library Foundation Director, Chandra Gordan.

Commission Chair, Keith Runyon, called the meeting to order at 4:33 pm.

A motion to approve the minutes of the November 21, 2023 meeting was entered by Marcus Walker, seconded by Allison Strickland, and approved.

A motion to excuse the absences of Florence Chang, Lisa Pearce, and Tiffany Stith was entered by Marcus Walker, seconded by Florence Chang, and approved.

Special Report from Library Foundation Director, Chandra Gordan:

One Library One Louisville:

The Library received an additional \$10 million in ARP funding for the capital projects for Parkland, Portland, Fern Creek, and Main. There is now only a gap of \$4.5 million that Ms. Gordon believes can be covered by future fundraising of either public or private dollars. On December 19, an additional \$100,000 was donated to One Library, One Louisville.

Cafe Louie:

The first Café LOUIEs will be held at the Fairdale and Middletown Library Branches on January 13. The Foundation has invested in personalized mugs to present to participating elected officials. Commissioners are encouraged to attend.

Thomas Blue Foundation Fund:

The Library Foundation has officially launched the Thomas Fountain Blue Fund. This new annual discretionary fund will provide up to \$10,000 to provide support for Library programs that will promote innovation, access and equity, awareness and engagement, and capacity building of staff. Several Library Staff have submitted proposals.



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Planning Report:

Nathan Smith Gave the planning report. Group Four Architecture is currently working on the new Master Facilities Plan. One item under discussion is the identification of potential community partners that could collaborate on shared-space building projects.

Finance Report:

No report.

Librarians Report:

Lee Burchfield gave the librarian's report. Circulation was up 5 percent from last year. Door count was up 8% from last year.

Capital Projects:

Parkland Renovation and Expansion: A press conference was held at the site on December 12, 2023 to announce the additional funding committed to the project. The exterior of the building has been cleaned, the eaves have been painted, the foundation for the addition has been laid, and there is a lot of public excitement regarding funding.

Portland Renovation: We are still evaluating subcontractor bids. Construction is expected to commence in January 2024.

Fern Creek Renovation and Reopening:

Demolition is scheduled to start in the coming weeks. The schematic drawings have been finalized, and they will be presented at a public meeting at Fern Creek High school on January 22, 2024.

Main Renovation:

Library leadership is working with the architects on relocation of staff who will be displaced by the renovations. Construction drawings should be completed by Spring of 2024.

Children's Bookmobile:

A press conference will be held tomorrow, December 20, 2023, at Engelhard Elementary to announce the arrival of LFPL's new bookmobile.

Chairpersons Report:

Commissioner Chair Keith Runyon shared that Commissioners Lisa Pearce, Aaron Miller, and Allison Strickland will be leaving the commission at the end of December 2023.

Three new mayoral appointed members will be joining the commission in January 2024: Anita Hall, Charity Garnett, and Demiche Sewell.

Old Business:

Professional Development Fund:



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Library Administration requested a total of \$35,000 from the LAC Commission to fund attendance to the 2024 PLA conference in Columbus Ohio. A motion to approve the funding request was entered by Florence Chang, seconded by Lisa Pearce, and approved.

New Business:

Booksale Request:

A motion to approve the Friends of the St. Matthews booksale request for 2024 was entered by Lisa Pearce, seconded by Allison Strickland, and approved.

There being no other business, Commission Chair Keith Runyon adjourned the meeting at 5:05 pm.

Minutes dictated and prepared by Vanessa Fuller, Administrative Assistant.