



Library Advisory Commission Minutes
January 18, 2022

The Louisville Free Public Library Advisory Commission met on Tuesday, January 18, 2022 in the Board Room of the Main Library, located at 301 York Street. Due to the ongoing COVID-19 pandemic, Commissioners were able to attend the meeting via WebEx video conferencing.

Commission Chair Lisa Pearce called the meeting to order at 4:35 p.m.

Attendance and other items:

Commissioners present via WebEx were Florence Chang, Carla Robinson, Allison Strickland, Marcus Walker, Tiffany Stith, Aaron Miller, and Commission Chair Lisa Pearce.

Also in attendance were Library Director Lee Burchfield, Assistant Director Carrick Arehart, Communications Director Paul Burns, and Executive Administrator Benjamin Tipton.

Absent from the meeting were Commissioners Nathan Smith and Keith Runyon.

Planning Report

There was no planning report.

Finance Report

Finance Committee Chair Florence Chang gave the finance report. The LAC investment portfolio balance is at an all-time high, and will be evaluated by the Library Foundation Finance and Audit Committee to determine whether investments need to be rebalanced to meet investment targets.

Ms. Chang also reported a total of \$1300 was spent to finance the staff appreciation event. After March the LAC spending policy will be reevaluated. Any changes made to the investment balances by the Finance and Audit committee will take effect in early February.

Librarian's Report

Director Lee Burchfield reported that item circulation was 271,151, which was up by 16% over Dec 2020, but down by 12% vs 2019 (310,769). The latest door count was 92,158, which is up from 2020, but still only 60% of Dec 2019. Library utilization continues to increase toward pre-COVID norms but is not there yet.

Mr. Burchfield also shared that the first Café Louie of the season was last Saturday and was held virtually at the Middletown branch. The upcoming Café Louie event will also be virtual and will include elected officials from the neighborhoods served by the Western Branch.



Starting next month we will be adding a new statistic to the monthly report: public computer sessions, which will be reported by branch and combined in a yearly total.

In-person programming continues to be suspended through this weekend. A final decision will be made this week on whether or not to extend this suspension.

We are still awaiting word on American Rescue Plan funding for four proposed capital projects at Parkland, Portland, Main, and Fern Creek. The Parkland Library design contract recommendation has been made, and we will soon be releasing a request for proposals for a design and construction contract for the Portland branch expansion.

Chairperson's Report

There was no Chairman's report.

Old Business

There was no old business.

New Business

There was no new business

Adjournment

There being no other business, the meeting adjourned at 4:58 p.m.

Minutes submitted by Administrative Specialist Vanessa Fuller



Library Advisory Commission Minutes
February 15, 2022

The Louisville Free Public Library Advisory Commission met on Tuesday, February 15, 2022 in the Board Room of the Main Library, located at 301 York Street. Due to the ongoing COVID-19 pandemic, Commissioners were able to attend the meeting via WebEx video conferencing.

Commission Chair Lisa Pearce called the meeting to order at 4:32 p.m.

Attendance and other items:

Commissioners present via WebEx were Carla Robinson, Florence Chang, Allison Strickland, Keith Runyan, Marcus Walker, and Tiffany Stith. Commissioners present in person were Commissioner Nathan Smith and Commission Chair Lisa Pearce

Others present was Library Director Lee Burchfield, Assistant Director Carrick Arehart, Communications Manager Paul Burns,

Planning Report

Commissioner Nathan Smith gave the planning report. He reported that ARP funds are still pending, and the plans for the pending funds will be released before the end of March.

Finance Report

There was no finance report.

Librarian's Report

Library Director Lee Burchfield gave the librarians report. Core metrics continue to increase toward pre-COVID norms. Circulation for Jan was 281,692. Up 18% over last year, but should be closer to 325,000. Door count was 86,025. Should be closer to 200,000. You'll see public computer sessions has been added to the monthly report. Other news from LFPL After shutting down in-person programming for several weeks we are now back to fully open. We are requesting additional money to be transferred to the Foundation for the Professional Development fund. Sending 10 people to Public Library Association Annual Meeting in March. Project Updates Still awaiting news on four Library proposals are being considered for ARP Funding: Parkland Reopening, Main Library Improvements, Portland Library Expansion, and Fern Creek reopening. Contract for Parkland Design has been awarded to JRA Architects. Already had kickoff meeting with Colin Drake. Once we have funding, the building is vacant, and we have drawings we'll bid out construction. We also have an RFP out for a redesign of the Library website. Going to extend the response time due to questions, but should award a contract in the next few weeks. We have previously discussed the possibility of the LAC funding that out of technology fund. Introduction and status update on the Patron Engagement Project.

Chairperson's Report

Commission chair Lisa Pearce gave the chairpersons report.

Old Business



New Business

Adjournment

Minutes submitted by Administrative Specialist Vanessa Fuller



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Library Advisory Commission Minutes

March 15, 2022

The Louisville Free Public Library Advisory Commission met on Tuesday, March 15, 2022 in the Board Room of the Main Library, located at 301 York Street. Due to the ongoing COVID-19 pandemic, Commissioners were able to attend the meeting via WebEx video conferencing.

Attendance and other items:

Chair Lisa Pearce attended in person. Commissioners present via WebEx were Keith Runyon, Marcus Walker, Florence Chang, Allison Strickland, Tiffany Stith, and Aaron Miller.

Absent Commissioners were Nathan Smith and Carla Robinson.

Others present were Library Director Lee Burchfield, Assistant Director Carrick Arehart, Web Content Manager Charlton Braganza, and Executive Administrator Benjamin Tipton.

Commission Chair Lisa Pearce called the meeting to order at 4:40 p.m.

A motion to approve the minutes from the previous month's meeting was passed by Marcus Walker, seconded by Keith Runyon, and approved unanimously.

A motion to approve the absence of Aaron Miller at the February 2022 meeting was made by Keith Runyon, seconded by Florence Chang, and approved unanimously.

Planning Report

Due to the absence of Commissioner Nathan Smith, Director Lee Burchfield presented the planning report in his stead.

Mr. Burchfield shared that LFPL is currently 49,000 square feet short of the state standard regarding library space. The planning proposal recently adopted by the Commission would close that gap by the 2030 fiscal year. The next priority for the planning committee is to engage a vendor to work with the Library on the completion of a new Master Facilities Plan.

Plans for the Parkland and Portland branches, the possibility of reopening the Fern Creek branch, the need for expansion of the Main and Highlands Shelby Park branches, and the need for a new Shively branch were also discussed.

Visitor Judy Lippmann asked about the planning commission, and a lengthy discussion followed regarding the Library's pending application for ARPA funds and the process for distribution of those funds.



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Finance Report

Commissioner Florence Chang gave the finance report. Commissioner Chang shared that she met with Commissioner Nathan Smith to discuss unrestricted and restricted funds. She discussed the process of allocating \$25,000 in funds to the professional learning fund allowing librarians to attend a biannual professional learning conference, or PLA to be held in Portland, Oregon this year.

A motion to approve the funds needed for the PLA conference was brought by Allison Strickland, seconded by Keith Runyon, and approved unanimously.

Another joint meeting of the finance committee will occur in the near future.

Librarian's Report

Library Director Lee Burchfield gave the librarian's report. Mr. Burchfield gave a brief summary of the statistical report highlights. Here shared that the core metrics continue to increase toward pre-COVID norms.

Mr. Burchfield shared that overall circulation for the month of February was 264,434, a 15% increase from last year's numbers, but still shy of the 290,000 norm. He shared that the door count for the month of February was 90,813, but should be closer to 189,000.

Mr. Burchfield also shared news on several of the events occurring in LFPL. He stated that the How-to-Festival will resume this year and will be held on Saturday, May 14th.

Mr. Burchfield then shared the status of several events held at Main, including the Preschool Party held on February 26th, and which saw a turnout of 500 people, and the "Russia, Ukraine, and War in Eastern Europe" event, held March 8, and which was attended by 186.

Mr. Burchfield also reported that thanks to the LAC's Professional Development Fund, 9 LFPL staffers will be attending PLA next week in Portland, Oregon.

Mr. Burchfield then gave an update on pending LFPL projects. He shared that we are still awaiting news on four Library proposals are being considered for ARP Funding: Parkland Reopening, Main Library Improvements, Portland Library Expansion, and the Fern Creek reopening.

He shared that Manager of design and construction Doug Foster has been meeting regularly with JRA Architects on the Parkland project. They have been onsite for an initial visit. They also had a meeting with LFPL staff to discuss things we've learned from our most recent projects.



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Finally Mr. Burchfield shared the status of two additional projects: including reviewing proposals for the redesign of the Library website, and the introduction and status update on the West Region Patron Engagement Project.

Chairperson's Report

Commission Chair Lisa Pearce gave the Chairperson's report. She shared the upcoming dates of the Café LOUIE events: one to be held on March 19 at the Bon Air branch, and the other the following week on March 26 at Newburg. She then shared how Café LOUIE events were great opportunities to advocate for Library services and encouraged Commissioners to attend when possible.

Old Business

There was no old business.

New Business

Commissioner Chair Lisa Pearce asked for a motion to approve the Shawnee Library book sale. The motion was brought by Aaron Miller, seconded by Allison Strickland, and approved unanimously.

A motion to approve the Jeffersontown Branch book sale request was made by Marcus Walker, seconded by Florence Chang, and approved unanimously.

Adjournment

There being no other business, the meeting adjourned at 5:36 pm.

Minutes prepared and submitted by Administrative Specialist Vanessa Fuller



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April 19, 2022

The Louisville Free Public Library Advisory Commission met on Tuesday, April 19, 2022 in the Board Room of the Main Library, located at 301 York Street. Due to the ongoing COVID-19 pandemic, Commissioners were able to attend the meeting via WebEx video conferencing.

Attendance and other items:

Chair Lisa Pearce attended in person. Commissioners present via WebEx were Carla Robinson, Marcus Walker, Florence Chang, Allison Strickland, and Tiffany Stith.

Also present via WebEx was Library Director Lee Burchfield.

Absent Commissioners were Nathan Smith, Aaron Miller, and Keith Runyon.

Others present were Assistant Director Carrick Arehart, Communications Manager Paul Burns, and Executive Administrator Benjamin Tipton.

Commission Chair Lisa Pearce called the meeting to order at 4:34 p.m.

A motion to approve the absences from the March 2022 LAC meeting was brought by Florence Chang, seconded by Tiffany Stith, and approved unanimously.

A motion to approve the minutes of the March 2022 LAC meeting was brought by Marcus Walker, seconded by Tiffany Stith, and approved unanimously.

Planning Report

Due to the absence of Commissioner Nathan Smith, Library Director Lee Burchfield presented the planning report in his stead. Mr. Burchfield shared that an application for Federal grant funding for the Parkland project is ready to be submitted.

Finance Report

Commissioner Florence Chang gave the finance report. Ms. Chang shared the status of the unrestricted and restricted funds from March, going back three years. She then stated that though there was a five percent decrease in the unrestricted and restricted funds, due to staff gifts, as well as funding from the Monday Afternoon Club, a donation that helps nonnative English speakers learn the language, there is an expected replenishment of funds that will be reflected in the upcoming quarterly report.



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Librarian's Report

Library Director Lee Burchfield gave the Librarian's report. Mr. Burchfield shared that there was an increase in circulation of the month of March, as well as an increase in door count, and an increase in computer and Wi-Fi sessions.

Mr. Burchfield then reported on his attendance at the Public Library Association conference held in April. One purpose for attending was to staff a table in the career center at the conference. As a result of the recruitment program LFPL has received several new applications for current open positions.

Finally Mr. Burchfield gave a brief update on the upcoming events at LFPL: the How – To – Festival, which will be held on Saturday, May 14th, and the Summer Reading Program which will commence during the first week of June.

Chairperson's Report

Chair Lisa Pearce gave the Chairperson's report. Ms. Pearce shared that the Foundation is currently working towards advocacy goals, primarily equitable access, which will expand the hours at the Western, Portland, and Fairdale branches, so that patrons can have more readily available access to branch services at equal hours.

Old Business

There was no old business.

New Business

Chairperson Lisa Pearce asked Library Director Lee Burchfield to present information on two new funding requests. Mr. Burchfield shared an initiative to enable mobile printing from personal devices and requested that the LAC allocate funds to fund the project. The printing solution will be purchased from Innovative Interfaces, which provides the Library's circulation technology software. Mr. Burchfield shared that there would be a onetime cost of \$6,375, as well as an annual subscription fee of \$34,531 for a three years subscription. After a lengthy discussion, Florence Chang shared that the LAC has \$1.4 million dollars for technology funds, and thus could fund the project.

Mr. Burchfield also shared that he will be submitting a future funding request for Master Plan Development. He stated that there is a need to have a new master facilities plan in place for the Library, and an RFP will be put out, and the contract will be awarded to an architectural firm. Once the proposals have been received we will have a better idea of what the cost will be. The Library Foundation is also prepared to assist with funding the development of the new plan.

Adjournment

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

Minutes prepared and submitted by Administrative Specialist Vanessa Fuller



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Library Advisory Commission Minutes
May 17, 2022

The Louisville Free Public Library Advisory Commission met on Tuesday, May 17, 2022 in the Board Room of the Main Library, located at 301 York Street. Due to the ongoing COVID-19 pandemic, Commissioners were able to attend the meeting via WebEx video conferencing.

Attendance and other items:

Chair Lisa Pearce attended in person. Commissioners present via WebEx were Keith Runyan, Carla Robinson, Marcus Walker, Allison Strickland, and Nathan Smith.

Absent Commissioners were, Aaron Miller, Tiffany Stith, and Florence Chang.

Others present were Library Director Lee Burchfield, Assistant Director Carrick Arehart, Communications Manager Paul Burns, and Executive Administrator Benjamin Tipton.

Commission Chair Lisa Pearce called the meeting to order at 4:34 p.m.

A motion to approve the absences from the April 2022 LAC meeting was brought by Allison Strickland, seconded by Marcus Walker, and approved unanimously.

A motion to approve the minutes of the April 2022 LAC meeting was brought by Allison Strickland, seconded by Marcus Walker, and approved unanimously.

Planning Report

No planning report.

Finance Report

No planning report.

Librarian's Report

Library Director Lee Burchfield gave the Librarian's report. Mr. Burchfield shared that core metrics continue to increase towards pre-COVID norms every month. He stated the circulation for April 2022 was 280,815 items, which is a 5.5% increase from last year. He shared that the door count for April 2022 was 109,925, which is a 77% increase from last year.

Mr. Burchfield then gave an update for the recent programs held at LFPL including the success of the How-To-Festival held the previous weekend, where there were 1,900 people in attendance. Authors Crystal Wilkinson and Emily Bingham spoke at an event held by LFPL to a crowd of around 150 people. Mr. Burchfield then shared that the Summer Reading Kick-off event will be held at Main on June 4, 2022 from 10:00 am – 1:00 pm.



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Mr. Burchfield then gave a debriefing of the Proposed Budget for the 2023 fiscal year. He shared that the revised budget for the 2022 fiscal year was \$22,668,400, while the proposed budget 2023 budget is \$23,691,300 resulting in a 4.5% increase in funds.

Mr. Burchfield shared the General Funds for the 2022 and 2023 fiscal year. The total revised general fund budget for the 2022 fiscal year was \$20,339,700, while the proposed general fund budget for the 2023 fiscal year is \$22,971,100, resulting in a 12.9% increase in funds.

Mr. Burchfield gave an update on Library engagement. He showed gratitude to the Metro Council and Mayor Fischer for the generous funds allotted to the Library from the American Rescue Plan funding. He then shared that LFPL is still funded 30% below the national per capita median, and added that even with the four newly funded capital projects, that we still fail to meet the minimum state standards for square feet of library space per capita. Loss of carry-forward and increased personnel costs means our materials budget is much smaller than last year, and additional funding may be needed for ARP funded projects. The Library will have a budget hearing with the Metro Council on Tuesday, June 7th at 5:00 pm.

Finally, Mr. Burchfield gave an update on the pending projects. He shared that the budget committee will consider the ARP funding ordinance in a meeting scheduled for Thursday, June 2nd.

He shared the status of two branches. Parkland has several construction management companies that are being evaluated, and the design is in progress. The bidding for the Portland design and construction management is underway and will close on May 20th.

Chairperson's Report

No chairperson's report.

Old Business

Library Director Lee Burchfield gave an update on the plan to allow patrons to print from mobile devices. Mr. Burchfield explained that the funding from the project would come from the LAC's technology fund, pending the approval of the commissioners. Commission Chair Lisa Pearce called a motion to approve funding for a onetime cost of \$6,375, as well as a subscription fee of \$34,531 for a three years subscription; the motion was moved by Allison Strickland, seconded by Marcus Walker, and approved unanimously.

New Business

An RFP has been put out for design proposals of the new LFPL website. There are two bidders to choose from. Mr. Burchfield shared the potential cost of both proposals; the first having an upfront cost of \$49,138 with a \$28,000 maintenance fee, and the second having an upfront cost of \$81,727 with a maintenance fee of \$3,000. Mr. Burchfield asked for funding assistance from



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the Foundation and LAC to cover the upfront cost. After a lengthy discussion, commissioners decided to hold off the vote until a future date after the winning bidder has been determined.

Adjournment

There being no other business, the meeting adjourned at 5:10 p.m.

Minutes prepared and submitted by Administrative Specialist Vanessa Fuller



LOUISVILLE FREE PUBLIC LIBRARY
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Library Advisory Commission Minutes
June 21, 2022

The Louisville Free Public Library Advisory Commission met on Tuesday, June 21, 2022 in the Board Room of the Main Library, located at 301 York Street. Due to the ongoing COVID-19 pandemic, Commissioners were able to attend the meeting via WebEx video conferencing.

Attendance and other items:

Commissioners present included Aaron Miller, Florence Chang, Nathan Smith, Tiffany Stith, Marcus Walker, Allison Strickland, Keith Runyon, and Carla Robinson.

Others present included Library Director Lee Burchfield, Assistant Director Carrick Arehart, Communications Manager Paul Burns, Executive Administrator Benjamin Tipton, and KDLA Regional Library Consultant Chris Bischoff.

Due to the absence of Commission Chair Lisa Pearce, Commissioner Nathan Smith led the meeting. The meeting was called to order at 6:00 p.m.

A motion to approve the minutes of the May 17, 2022 meeting was brought by Allison Strickland, seconded by Marcus Walker, and approved unanimously.

A motion to excuse the absences from the May 17, 2022 meeting was brought by Allison Strickland, seconded by Marcus Walker, and approved unanimously.

Planning Report

There was no planning committee report.

Finance Report

Commissioner Florence Chang gave the finance report. She shared that Susan Nicholson, CPA of the Library Foundation asked for an estimate of Commission funds that will be transferred to the Library this year so that the Foundation can transfer the funds from investments to checking.

Librarian's Report

Library Director Lee Burchfield gave the Librarian's report. Mr. Burchfield introduced Chris Bischoff, the KDLA North Region Library Consultant.

Mr. Burchfield shared that there were nine days left in 2022 fiscal year. He shared that the Metro Council Budget Committee had met earlier today and amended the proposed FY 2023 Library budget to add \$200,000 for books and other print materials. And to add \$80,000 to to purchase automatic defibrillator devices for all library locations.

He also reported that last week the Metro Council had approved 14.6 million from American Rescue Plan Act funding for capital projects at Portland, Parkland, Fern Creek and the Main Library.



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Chairperson's Report

No chairperson's report.

Old Business

Mr. Lee Burchfield updated everyone on the funding for the new website redesign. He shared that the contract had been awarded to EBSCO services, he then requested that Benjamin Tipton give a financial breakdown of the new site.

Mr. Benjamin Tipton shared that the maintenance and implementation cost for the first year of the site would be \$49,148.

A motion to approve the funding for the website was brought by Keith Runyan and was seconded by Marcus Walker. It was approved unanimously.

New Business

Mr. Burchfield reported that due to the approval of ARP funding the Addendum to the Master Facilities Plan which the LAC approved in September 2021 will need to be adjusted to move the Fern Creek Library earlier in the timeline. An updated version will be presented to the Commission at the July meeting.

Adjournment

There being no other business, the meeting adjourned at 5:10 p.m.

Minutes prepared and submitted by Administrative Specialist Vanessa Fuller