



LOUISVILLE FREE PUBLIC LIBRARY  
LIBRARY ADVISORY COMMISSION

**Library Advisory Commission Minutes**  
October 18, 2022

The Louisville Free Public Library Advisory Commission met on Tuesday, October 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.

Chairperson Lisa Pearce called the meeting to order at 4:35 pm.

***Attendance and other items:***

Participating Commissioners included Lisa Pearce, Florence Chang, Marcus Walker, Aaron Miller, Allison Strickland, Tiffany Stith, Nathan Smith and Keith Runyon.

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

Also present was MLIS student and LFPL employee, Andrew Goodman.

A motion to approve the minutes of the September 2022 meeting was entered by Commissioner Nathan Smith, seconded by Commissioner Allison Strickland, and approved unanimously.

A motion to excuse the absences of the September 2022 meeting was entered by Commissioner Keith Runyon and Commissioner Allison Strickland, seconded by Commissioner Marcus Walker, and approved unanimously.

***Planning Report***

No planning report.

***Finance Report***

No finance report.

***Librarian's Report***

Mr. Lee Burchfield reported that core metrics continue to increase towards pre-COVID norms. Circulation for September 2022 was 229,615, compared to September 2021's circulation of 286,843, resulting in a 4.5% increase over the past year. Door Count also continues to trend upward towards pre-COVID norms, but at a slower rate than circulation. During September 2022 there were 134,000 visits compared to 97,000 for September 2021.

Mr. Burchfield then shared the upcoming events being held at LFPL. Singer and writer Margo Price will be visiting the Main Branch and will be interviewed by S.G Goodman on October 18<sup>th</sup>.



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Former U.S. Ambassador and author Matthew Barzun will be visiting the Main Branch, along with Mayor Greg Fischer on December 8<sup>th</sup>.

Mr. Burchfield shared that in regards to the opening of the Parkland branch, the Library has hired a construction manager and is working on a new cost estimate. He expects pricing has increased in the months since the Middletown project was completed. LFPL will include a request for additional capital funding from Metro Louisville in its FY2023 budget request, in addition to working with the Library Foundation in support of their capital fundraising campaign.

In regards to the renovation of the Portland branch, Mr. Burchfield stated that administration is having biweekly meetings with the design team and getting close to having a preliminary design. Once that is complete they will be able to request a cost estimate from the construction manager.

In terms of the opening of the Fern Creek branch, Mr. Burchfield stated that LFPL has taken possession of the property and is working on acquiring the permits to begin demolition of the existing buildings on the site. He hopes to announce a groundbreaking date sometime in early November.

Finally, Mr. Burchfield reported that the Library Foundation is continuing work with fundraising consulting group Ashley Rountree. Foundation Executive Director Chandra Gordon will be invited to future LAC meetings to give updates as that program progresses.

***Chairperson's Report***

No Chairperson's report.

***Old Business***

Mr. Burchfield updated the committee on the New York Times funding request. He shared that the new subscription will allow cardholding patrons to have free access to most of the features that the New York Times provides on their website including the full archive.

Funding from the LAC would require a onetime cost of \$11,908.

Commission Chair Lisa Pearce inquired as to how patrons would be informed that about the new access to the New York Times. Communications Director Paul Burns shared that patrons were informed through a successful social media campaign, and if usage was low, the campaign would be pushed harder.

Commissioner Keith Runyon shared his enthusiasm for the project.



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A motion to approve the funding request was entered by Commissioner Keith Runyon, seconded by Commissioner Allison Strickland, and approved unanimously.

***New Business***

A motion to approve the Friends of the Middletown Branch Booksale request for November 12<sup>th</sup> was entered by Commissioner Marcus Walker, seconded by Commissioner Florence Chang, and approved unanimously.

***Adjournment***

There being no other business, the meeting adjourned at 4:57 pm.

*Minutes prepared and submitted by Vanessa Fuller, Administrative Specialist.*



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**Library Advisory Commission Minutes**  
November 15, 2022

The Louisville Free Public Library Advisory Commission met on Tuesday, November 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.

Chairperson Lisa Pearce called the meeting to order at 4:37 pm.

***Attendance and other items:***

Participating Commissioners included Florence Chang, Lisa Pearce, Marcus Walker, Allison Strickland, and Carla Robinson.

Participating Library staff included Library Director Lee Burchfield, Executive Administrator Ben Tipton.

Library Foundation Director Chandra Gordon was also in attendance.

Those absent were Tiffany Stith, Aaron Miller, Nathan Smith, and Keith Runyon

Library Foundation Director Chandra Gordon shared an update regarding the Capitol Campaign. Her research was presented at the Foundation board meeting on Tuesday, November 15th.

A motion to approve the minutes of the October 18, 2022 meeting was entered by Carla Robinson, seconded by Allison Strickland, and approved unanimously.

A motion to approve the absences of the October 18, 2022 meeting was entered by Allison Strickland, seconded by Florence Chang, and approved unanimously.

***Planning Report***

No planning report

***Finance Report***

Florence Chang shared that a joint meeting between the Finance and Planning Committees was held in order to discuss how to help with Capitol Campaign funding.

Ms. Chang gave an update on the status of restricted and unrestricted LAC funds. Funding for the website redesign and printing on demand software will be withdrawn from unrestricted funds. Projections indicate that there will be around \$12,000 withdrawn to fund patron access to the New York Times. There will be an excess of funds left for the upcoming year.

***Librarian's Report***

Mr. Lee Burchfield shared that the core metrics continue to increase toward pre-COVID norms. He reported a 1.7% increase in circulation from 288,261 in October 2021 to 293,200 in October

2022, though, he reported that, the number should be closer to 320,000. Door count also continues to increase toward pre-COVID norms. He reported a 30% increase in door count from 100,576 in October 2021 to 132,201 in October 2022. Expected door count should be over 200,000.



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Mr. Burchfield shared that he, Assistant Director Carrick Arehart, and Executive Administrator Benjamin Tipton will all be submitting a resume and cover letter to Mayor-elect Craig Greenberg, in order to indicate their interest in remaining in their current position in the incoming administration. Mayor-elect Greenberg is expected to announce the members of his transition team during the week of November 14<sup>th</sup>. Mr. Burchfield also shared that Mr. Greenberg will be launching a transition website, which will allow citizens to submit input about what they would like to see from the new administration.

Mr. Burchfield gave a few updates on the ongoing capital projects. Design work continues for Parkland, and once the design is ready for showing a meeting will be held to gather community input. In regards to Portland, bi-weekly meetings are being held with the JRA Architects, to finalize design and renovation plans. The Fern Creek project has had several pending proposals, and a recommendation has been made. The program architect that will complete the program design work for Fern Creek will also be the firm to work on the Master Facilities Plan. Once the contract is finalized, more information will be shared on the steps of the process. Mr. Burchfield shared that Doug Foster, Manager of Design and Construction for LFPL is working on proposals for the replacement of the steps at the entrance to the 1908 Carnegie building at the Main Library.

Finally, Mr. Burchfield shared that in regards to the West Region Patron Engagement Project, mailers will go out the week of November 14<sup>th</sup> to each household without a library card in the service areas for Western, Portland, and Shawnee libraries.

***Chairperson's Report***

Ms. Lisa Pearce gave the Chairperson's report. She shared her enthusiasm of the development of the Capital campaign. She encouraged her fellow Board members to attend the Matthew Barzun event on December 8<sup>th</sup>.

Ms. Pearce then shared that in the past, the December LAC meeting was often skipped over. The commissioners present all agreed to forgo the meeting for December 20<sup>th</sup>, 2022.

***Old Business***

No old business.

***New Business***

No old business.

***Adjournment***

There being no other business, the meeting adjourned at 5:16 pm.

*Minutes prepared and submitted by Vanessa Fuller, Administrative Specialist.*



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No meeting held for  
December 2022



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**Library Advisory Commission Minutes**

January 17, 2023

The Louisville Free Public Library Advisory Commission met on Tuesday, January 17, 2023 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:***

Participating Commissioners were Nathan Smith, Carla Robinson, Marcus Walker, Lisa Pearce, Allison Strickland, Tiffany Stith, and Florence Chang.

Participating Library staff included Library Director Lee Burchfield, Director of Communications Paul Burns, Assistant Director Carrick Arehart, and Executive Administrator Ben Tipton.

Others present included Library Foundation Director Chandra Gordon.

Deputy Mayor Nicole George was expected at the meeting, but was unable to attend.

Chairperson Lisa Pearce called the meeting to order at 4:34 pm.

A motion to approve the minutes of the November 15, 2022 meeting was entered by Marcus Walker, seconded by Allison Strickland, and approved unanimously.

A motion to excuse the absences of Commissioners Nathan Smith, Keith Runyon, Aaron Miller, and Tiffany Stith from the November 15, 2022 meeting was entered by Nathan Smith and seconded by Marcus Walker, and approved unanimously.

Library Foundation Director Chandra Gordon gave a brief update on the status of the Capitol Campaign. She shared that the Library has signed a contract with Ashley Rountree and stated that the \$14.6 million received in ARP funds has allowed the process to move forward.

Café LOUIE launched last week, and Ms. Gordon stated that several legislators from state, metro, and city government would be attending. The next Café LOUIE will be held at the Fairdale and Crescent Hill branches on Saturday, January 21<sup>st</sup>. State senator Gerald Neal, state representative Rachel Roarx, metro council member Andrew Owen, and state representative Sarah Stalker, will all be in attendance.

Ms. Gordon then shared several public events and fundraising opportunities that the Foundation will be involved with in the near future. The Foundation will be hosting a press conference announcing the PNC Grow Up Great Grant on February 8<sup>th</sup> at the Shawnee branch.



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The Library Foundation will be hosting a fundraising event on April 14<sup>th</sup> at the Main branch. Author Eric Klinenberg will be speaking at the event.

***Planning Report***

No planning report.

***Finance Report***

Commissioner Florence Chang shared that since the last LAC meeting, the second quarter report has been received. Investments were down, because of the market, but there has been an increase since the last quarter. There was an increase from \$6.1 million to \$6.5 million in restricted and unrestricted funds.

Plans for unrestricted funding involve aiding the Foundation in capital campaign funding, as well as expanding the library collection, pending LAC approval.

Florence Chang then requested that Foundation accountant Susan Nicholson be present at future finance committee meetings.

***Librarian's Report***

Library Director Lee Burchfield shared that core metrics continue to increase toward pre-Covid norms. Circulation for December 2022 was 270,664, which is a slight decrease from December 2021, where circulation was 271,151. Expected circulation would be closer to 300,000.

Door count continues to increase toward pre-Covid norms, but at a slower rate than circulation. There was a 17% increase from the 92,158 visits of December 2021 to the 107,528 visits of December 2022. Expected door count would be closer to 200,000.

Mr. Burchfield then gave an update on the Library's involvement in the new administration. The Departmental directors all met with Mayor Greenburg, along with his new leadership team, on January 3<sup>rd</sup>. The Library now reports directly to Deputy Mayor Nicole George, and will be having weekly meetings in the future. There will also be a bi-monthly meeting between the Library and other departments reporting to Deputy Mayor George.

Mr. Burchfield gave an update on the ongoing capital projects. There is ongoing design work on the Parkland and Portland branch, and demolition is now underway at Parkland. Plans have also begun to be able to host community meetings to discuss the designs of Parkland and Portland.

Mr. Burchfield gave an update on an upcoming news story regarding Library safety that is expected to air on Thursday, January 19. Mr. Burchfield then reaffirmed his dedication to library





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safety, future plans of camera installations, a new security contract, better software for managing incident reporting, staff training, and more communication between LMPD and the library, all to ensure the safety of all staff and patrons.

***Chairperson's Report***

No chairperson report.

***Old Business***

No old business.

***New Business***

A motion to approve the Friends of the Library Booksale request was entered by Marcus Walker, seconded by Nathan Smith, and approved unanimously.

Executive administrator Benjamin Tipton presented a proposal that would replenish programming funds from the branch funds. The total requested is \$16,000. The commissioners will receive an itemized list of needed funding, and the proposal will be revisited at the next LAC meeting.

***Adjournment***

The meeting was adjourned at 5:22 pm.

*Minutes prepared by Vanessa Fuller, Administrative Specialist.*