



LOUISVILLE FREE PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION

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 21st. 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 8th at the Shawnee branch.



LOUISVILLE FREE PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION

The Library Foundation will be hosting a fundraising event on April 14th 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 3rd. 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



LOUISVILLE FREE PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION

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.



LOUISVILLE FREE PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION

**Library Advisory Commission Minutes
February 21, 2023**

Attendance and Other items

Participating Commissioners were Keith Runyon, Florence Chang, Tiffany Stith, Allison Strickland, Marcus Walker, Aaron Miller, Lisa Pearce, and Carla Robinson

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

Others present included Deputy Mayor Nicole George.

Finance Committee Commissioner Chair, Florence Chang called the meeting to order at 4:35 pm.

A motion to approve the minutes of the January 17, 2023 was entered by Tiffany Stith, seconded by Marcus Walker, and approved unanimously.

A motion to approve the absences of Keith Runyon and Aaron Miller from the January 17, 2023 meeting was entered by Lisa Pearce, seconded by Marcus Walker and approved unanimously.

Commissioner Aaron Miller stated that he would need to exit the meeting at 5:10 pm, and requested that any pending votes be completed early.

Commissioner Florence Chang introduced Deputy Major Nicole George. Ms. George stated that she is honored to be here, and shared that she had previously served as the Metro Councilwoman for District 21.

Planning Report

Due to the absence of Commissioner Nathan Smith, Library Director Lee Burchfield gave the Planning Report. He shared that the contract for the Master Plan development had been awarded to Group 4 Architecture. An initial meeting was held to discuss the scope of the Master Facilities Plan, and a quote will be provided soon. The timeline for completion is 10 to 12 months/

Finance Report

Commissioner Florence Chang shared she has reached out to Library Foundation member and Controller Susan Nicholson. They will be researching the restricted funds, plans for the capital campaign, to determine a source for an LAC Contribution. Ms. Nicholson will attend future LAC meetings.

Librarian's Report

Library Director Lee Burchfield shared that the Foundation will be hosting a fundraiser, "A Night at the Library." on Friday, April 24, 2023. Author and sociologist Eric Klinenberg will speak at the event.



LOUISVILLE FREE PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION

Mr. Burchfield relayed Library Foundation Director Chandra Gordon's enthusiasm for the event and encouraged commissioners who can to attend.

Mr. Burchfield reported that the core metrics continue to increase toward pre-COVID norms. There was a 9% increase in circulation from January 2022 to January 2023. There was a 41% increase in door count from January 2022 to January 2023.

Mr. Burchfield gave a few updates regarding the capital projects. A public meeting will be held on February 23rd in order to give members of the public the opportunity to voice their comments, concerns, and needs regarding the Parkland Library.

Finally Mr. Burchfield shared that the Library had an initial meeting with the Office of Management and Budget in the past week to review the proposed budget for next year.

Chair Person's Report

No Chair Person's report.

Old Business

Lee Burchfield reintroduced the request for the LAC to disburse funds to branches in order to cover the cost of various programming.

A motion to approve the request — see attached detail — was entered by Allison Strickland, seconded by Lisa Pearce, and approved.

New Business

A motion to approve the Friends of the Northeast Library Booksale Requests for March 10 – March 12, June 23 – June 25, and September 15 – September 17, 2023 was entered by Keith Runyon, seconded by Lisa Pearce, and approved unanimously.

There being no other business, the meeting adjourned at 5:19 pm.

Minutes Prepared by Vanessa Fuller, Administrative Specialist.



LOUISVILLE FREE PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION

**Library Advisory Commission Minutes
March 21, 2023**

Attendance and Other items

Participating commissioners included Keith Runyon, Carla Robinson, Lisa Pearce, Marcus Walker, Tiffany Stith, and Aaron Miller.

Participating Library staff included Library Director Lee Burchfield, Communications Director Paul Burns, Assistant Director, Carrick Arehart, and Executive Administrator Ben Tipton. Participating Library Foundation staff were Director Chandra Gordon and Foundation Community Engagement Coordinator, Mathew Ruberg.

Commissioner Keith Runyon called the meeting to order at 4:31 pm.

A motion to approve the minutes of the February 21, 2023 LAC meeting was entered by Tiffany Stith, seconded by Lisa Pearce, and approved.

A motion to approve the absence of Commissioner Nathan Smith from the February 21, 2023 LAC meeting was entered by Lisa Pearce, seconded by Carla Robinson, and approved.

Planning Report

Library Foundation Director Chandra Gordon gave an update on upcoming events occurring at the library. She reported that on April 14th, sociologist and author Eric Klinenberg will sit down with Mayor Greenburg, and University of Louisville College of Business Assistant Dean, Nat Irvin, for a community conversation about social infrastructure, moderated by Louisville Public Media VP Gabrielle Jones.

A private fundraising event will be held after the Community Conversation at 6:00 pm. The event will feature a Healing Walls Art Installation reflecting how books open doors in our community.

Ms. Gordon shared that the Library Foundation has been collecting stories about the library's impact for a story bank that will be presented at the event. Sponsors will be recognized and thanked the night of the event.

She then introduced Mathew Ruberg, the new Community Engagement Coordinator for the Library Foundation. Mr. Ruberg shared his enthusiasm for working with the Library.

Finally, Ms. Gordon gave an update regarding the One Library, One Louisville campaign. A Board meeting was held on Tuesday, March 21st, where a case statement was made. A funding goal of \$8.5 million was discussed with the aim of \$3.5 million coming from public funding.



LOUISVILLE FREE PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION

The Library Foundation will be meeting with the LAC to discuss future funding opportunities.

Lee Burchfield gave an update on the upcoming projects for LFPL. A community meeting was held to discuss the status of the Parkland Library on February 23, and a community meeting to discuss the status of the Portland Library was held on March 16. Mr. Burchfield shared that there was a lot of excitement in the community regarding these projects. Work continues on the production of design and construction drawings.

Mr. Burchfield asked for the Planning Committee for a joint committee meeting with Library Administration in the near future.

Finance Report

No Finance Report.

Librarian's Report

Lee Burchfield gave the Librarians Report. There has been an 8.7% increase in circulation over the past month. This number is on par with pre-Covid norms seen in 2019. Door count has continued to increase, but slower than circulation.

The Budget meeting for LFPL has been scheduled for May 31st, 2023, and will be livestreamed on Metro TV.

Chair Person's Report

No Chair Person's report.

Old Business

No Old Business

New Business

Lee Burchfield presented the most current Benchmark Cities Report. He gave an update on where LFPL compares to similar cities such as Nashville, Columbus, and St. Louis in regards to total income, population size, service area population, and other key metrics.

A motion to adjourn the meeting was entered by Carla Robinson, seconded by Aaron Miller, and approved unanimously.

There being no other business, the meeting was adjourned at 5:15 pm.

Minutes Prepared by Vanessa Fuller, Administrative Specialist.



LOUISVILLE FREE PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION

**Library Advisory Commission Minutes
April 18, 2023**

Attendance and Other Items

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

Keith Runyon called the meeting to order at 4:34 pm.

A motion to approve the minutes of the March 21, 2023 meeting was entered by Lisa Pearce, seconded by Marcus Walker, and approved.

A motion to excuse the absences of Commissioners Allison Strickland, and Florence Chang from the March 21, 2023 meeting was entered by Lisa Pearce, seconded by Marcus Walker, and approved.

Library Director Lee Burchfield gave a rundown of the Night at the Library Fundraising event. He gave thanks to everyone who was able to attend, and shared the various highlights of the event.

Planning Report

No planning report. Discussions were had in regards to the Planning Committees role in the ongoing Capital Campaign projects.

Finance Report

Florence Chang shared that the LAC has a total of \$6.1 million in restricted and unrestricted funds. There will be continuing conversation held on how much the LAC can contribute to the Capital Campaign funding.

Librarian's Report

Lee Burchfield shared that circulation numbers are in line to what was seen pre-COVID. Door count is improving, but not as quickly as circulation.

The documentation for the Capital Campaign is nearly complete. We are in the final stages of developing the scope of the master facilities plan.

Mayor Greenberg will present his proposed budget on April 27, 2023. The budget hearing for LFPL will be held on May 31st.



LOUISVILLE FREE PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION

Finally, on Saturday, May 13th, the Library will be hosting our 11th annual How-To-Festival at the Main Library.

Chair Person's Report

No Chair Person's Report.

Old Business

No Old Business.

New Business

A motion to approve the Shively Library Booksale Request was entered by Lisa Pearce, seconded by Marcus Walker, and approved.

Lee Burchfield presented the 2023 Library Rankings Report. The report comprises of five key metrics comparing all of LFPL with all other libraries throughout the state. The highlights included LFPL being well above the median in circulation per capita. In regards to areas of improvement, we are aggressively pursuing an increase in square footage per capita. We would also like to see a boost in digital circulation with items such as EBooks and audiobooks.

Adjournment

There being no other business, the meeting was adjourned at 5:22 pm.

Minutes Prepared by Vanessa Fuller, Administrative Specialist.



LOUISVILLE FREE PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION

**Library Advisory Commission Minutes
May 16, 2023**

Attendance and Other Items

Participating Commissioners included Keith Runyon, Allison Strickland, Marcus Walker, Carla Robinson, and Aaron Miller.

Participating Library Staff included, Communications Manager Paul Burns, Library Director Lee Burchfield, Executive Administrator Ben Tipton, and Assistant Director Carrick Arehart

Other participants included Deputy Mayor Nicole George and Library Foundation Director Chandra Gordon.

Absent commissioners included Florence Chang, Lisa Pearce, Nathan Smith and Tiffany Stith.

A motion to approve the minutes of the April 18, 2023 meeting was entered by Marcus Walker, seconded by Aaron Miller, and approved.

Library Foundation Director Chandra Gordan gave an update regarding the Foundation. She stated that the Library Foundation's last Finance and Audit Committee meeting of the fiscal year was held today. The Foundation raised close to \$1.7 million with a month left in the fiscal year.

Ms. Gordan shared that she was hopeful that the Branch Out events, resuming in the 2024 fiscal year, will help secure more funds.

Just over a half a million has been raised for One Library One Louisville Capital Campaign.

A night at the library was very successful. Over 250 attendees, 40 percent of which had not yet attended an event at the library. 72 percent of those surveyed mentioned they left with a greater appreciation and understanding of the importance of the library.

Many donors were first time donors. A total of \$75,769 was raised from a combination of new donors, sponsorships, and monthly pledges.

Ms. Gordon gave a big thanks to the LAC members who were able to participate.

Planning Report

Lee Burchfield shared that we have been given a quote regarding the Master Facilities Plan.

Finance Report

No finance report.



LOUISVILLE FREE PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION

Librarian's Report

Circulation continues to trend towards pre-COVID norms. Door count continues to trends upwards, but is still not meeting pre-COVID norms. The discrepancy can be explained by the boost in usage of digital library materials.

Construction documents for the capital projects are still being reviewed.

The library budget hearing will be held on May 31 at 5:00pm. The meeting will be televised on Metro TV and on Louisville KY.gov. The library will be potentially receiving additional funding for a new assistant manager, as well as programing for Shawnee and Newburg. We will also be receiving funding for a new bookmobile.

Finally, Mr. Burchfield shared that LFPL hosts a series of summer events. There were 2200 participants in the How-to-Festival. The Summer Reading Kick-Off will be held on June 3, 2023. The annual Western Library Block Party will be held on June 10, 2023.

Chair Person's Report

No Chair Person's Report

Old Business

No old business.

New Business

A motion to approve the St. Matthews and Western Booksale request was entered by Marcus Walker, seconded by Carla Robinson, and approved.

Adjournment

There being no other business, the meeting adjourned at 5:05 pm.

Minutes Prepared by Vanessa Fuller, Administrative Assistant.



LOUISVILLE FREE PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION

Library Advisory Commission Minutes
June 20, 2023

Attendance and Other Items

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

Absent Commissioners were Lisa Pearce, Nathan Smith, Tiffany Stith, Aaron Miller and Keith Runyon.

Other participating library staff included Library Director Lee Burchfield, Communications Director Paul Burns, and Assistant Director Carrick Arehart.

Other participants included Library Foundation Executive Director Chandra Gordan.

In the chair's absence, Lee Burchfield called the meeting to order at 4:36 pm

Library Foundation Director Chandra Gordon shared that the Capitol Campaign had received a gift of \$50,000.

Planning Report

Mr. Lee Burchfield gave an update regarding the Master Facilities Plan. \$50,000 in funding was pledged to the project by the Foundation and an additional \$120,000 will be contributed from Metro Government.

Finance Report

Ms. Florence Chang shared that the Commission has \$113,000 in unrestricted funds allotted to spend this fiscal year. Chang suggested that the Commission use the funds to contribute to the Foundation Capital Campaign. Commissioner Allison Strickland inquired about any risk involving contributing funds to the Campaign. Ms. Chang assured her that the Commission could spend up to the limit set by the spending policy without depleting the principal funds. Mr. Burchfield added that the policy stipulated that the funds would be replenished at the beginning of the fiscal year.

Librarian's Report

Circulation for May 2023 was up slightly over May 2022 but circulation has generally recovered to pre-Covid norms.

Door count continues to recover, up 25% over May 2022, but is still about 30% below pre-Covid norms.

Parkland's construction documents have been completed. Construction work will start on the branch after the first week of July. Communications Director Paul Burns is working on plans for



LOUISVILLE FREE PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION

a communication plan to keep stakeholders updated on progress, which we expect to include a live webcam stream where patrons can view the construction sites.

Metro Council will meet and vote on Mayor Greenburg's recommended Executive Budget for the 2023-2024 fiscal year. The vote will be held on Thursday, June 22, and will be televised live.

In regards to Library Programming Mr. Burchfield shared about the annual Greatest Day of Play held at the Northeast Library. Summer Reading is another way young patrons can get involved with the Library.

Chair Person's Report

No report.

Old Business

No old business.

New Business

A brief discussion was had regarding the LAC moving away from virtual meetings. The item will be added to old business for consideration at next month's meeting.

Adjournment

A motion to adjourn the meeting was entered by Allison Strickland, seconded by Carla Robinson, and approved.

The meeting was adjourned at 5:03 pm.

Minutes Prepared by Vanessa Fuller, Administrative Assistant.

**NO LAC MEETING
HELD
JULY 2023**



LOUISVILLE FREE PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION

Library Advisory Commission Minutes
August 22th, 2023

Attendance and Other Items:

Participating commissioners included Marcus Walker, Florence Chang, Tiffany Stith, Allison Strickland, Carla Robinson, and Keith Runyon

Other participating Library Staff included Director Lee Burchfield, Assistant Director Carrick Arehart, Communications Director Paul Burns, and Executive Administrator Benjamin Tipton

Absent Commissioners were Lisa Pearce, Nathan Smith, and Aaron Miller.

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

A motion to approve the minutes of June 20th Meeting, the May 16th meeting as well as the excusing the absences of Florence Chang, Lisa Pearce, Nathan Smith, Marcus Walker from the May 16th meeting and excusing the absences of Lisa Pearce, Nathan Smith, Aaron Miller, and Keith Runyon was entered by Marcus Walker, seconded by Allison Strickland and approved.

Library Foundation Director Chandra Gordan gave an update on the capital campaign.

Paul Costel, Managing Director and Kentucky Region Manager for JPMorgan Chase Commercial Banking, has agreed to Co-Chair the campaign.

Over \$871,000 in funds have been raised for the campaign.

Planning Report:

Lee Burchfield shared that Library administration had met with the architects for the design of the Fern Creek and Main Libraries twice last week. There are currently four proposed designs for the Fern Creek branch.

Finance Report

The Finance committee has discussed what the LAC contribution would be for the Master Facilities Plan and the capital campaign. Ms. Chang shared that the Finance Committee has recommended a \$150,000 contribution from the unrestricted funds to be allocated to the Master Facilities Plan.

A multi-year donation of \$500,000 has been recommended from the restricted funds to be allocated to the capital campaign.

The items will be added to old business for the next meeting.



LOUISVILLE FREE PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION

Librarian's Report

Circulation has increased 3.6% from last year, which is the highest rate of circulation seen since October 2019.

Door count has been increasing less quickly than circulation. There was a 16.8% increase over last year, but still down 10% percent from pre-COVID norms.

Construction bids for the Parkland branch are still out, and bidding will close on July 22.

Construction documents for Portland are being finalized.

The children's department will be receiving a new bookmobile, expected in August 2023.

Chair Person's Report

Keith Runyon mentioned that there are open slots for the Planning and Finance Committee, and informed commissioners if they would like to serve they should let him know.

Old Business

The Finance Committee presented a recommendation for funding amounts for the new Master Facilities Plan and the capital campaign. Those recommendations will be taken up at the next monthly meeting.

A very brief discussion was held regarding the location of future LAC meetings. No decision was made. The item will remain on old business.

New Business

None.

Adjournment

A motion to adjourn the meeting was entered by Marcus Walker, seconded by Allison Strickland and approved. There being no other business, the meeting was adjourned at 5:16 pm.

Minutes Prepared by Vanessa Fuller, Administrative Assistant.



LOUISVILLE FREE PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION

Library Advisory Commission Meeting
September 19, 2023

Attendance and Other Items

Participating commissioners included Lisa Pearce, Aaron Miller, Nathan Smith, Marcus Walker, Florence Chang, and Allison Strickland.

Absent Commissioners were Keith Runyon, Tiffany Stith, and Carla Robinson.

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

Acting Chair, Commissioner Lisa Pearce, called the meeting to order at 4:35 pm

A motion to approve the minutes of the August 22, 2023 meeting was entered by Allison Strickland, seconded by Florence Chang, and approved.

A motion to approve the absences from the August 22, 2023 meeting of Lisa Pearce, Carla Robinson, Tiffany Stith, and Allison Strickland was entered by Marcus Walked, seconded by Nathan Smith, and approved.

Lee Burchfield gave an update regarding the Capital Campaign. He shared that the Library Foundation has commitment of approximately \$2.8 million towards their \$5 million goal.

Planning Report

Commissioner Nathan Smith gave the planning report. The first meeting of the planning committee with Group 4 architecture has occurred, and another meeting is scheduled for the upcoming week.

Mr. Smith informed the committee that more members were needed for the Planning Committee. Commissioner Aaron Miller volunteered, and was added to the roster.

Future monthly meetings will be scheduled to ensure the Commission is kept up to date on planning.

Finance Report

Florence Change gave the finance report. She also thanked Commissioners for the vote on support for the Capital Campaign. The current portfolio balance as of June 30, 2023 is \$7.2 million. The change is largely a result of the rebound in the market.

Librarian's Report

Lee Burchfield gave the librarians report. Circulation was down by a small percentage for August 2023, however, this could be due to the change in what is included in circulation numbers. Hoopla database stats are no longer included in circulation, and will instead be



LOUISVILLE FREE PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION

included in database usage going forward. Door count had a 15 percent increase from August 2022. Though the expected count should be closer to 200,000, numbers are continuing to trend in a positive direction toward pre-COVID norms.

Construction Management company Sullivan Cozart has signed contracts with sub-contractors for the Parkland renovations and work will commence in October 2023. Subcontractor bids will go out in the coming week for Portland renovations. The Portland Branch will close for construction on September 30th. Current Portland staff will be stationed at other branches.

Schematic drawings for the Fern Creek branch will be reviewed on October 5, 2023.

JRA architects will be meeting on October 10th to discuss renovation plans for the Main Library.

The Next Master Facilities Plan meeting will be held on Tuesday, September 26th. Group 4 architecture staff will be returning for an in person meeting in October

The Library has received a gift of \$5,000 from a local donor to make improvements to the reading garden at the St. Matthews branch. The Planning Committee will discuss future renovations and bring a recommendation to the Commission.

The terms of Commissioners Allison Strickland, Lisa Pearce, Tiffany Stith, and Aaron Miller will expire in December 2023. All commissioners were advised to inform Library Administration if they plan on be reappointed for another term.

Chair Person's Report:

None.

Old Business:

A brief discussion was held regarding plans for the location of future LAC meetings. Due to the absence of Commissioner Keith Runyon, plans were tabled for another month.

New Business:

A brief discussion was held regarding an increase in pay for the Staff Appreciation recognition awards. These awards are given to staff celebrating significant anniversaries at the annual Staff Appreciation Event. The amount of awards has not changed in many years. In order to review funds available, the issue was tabled. Paul Burns will send historical data to Florence Change.

A motion to approve the Friends of Fern Creek Library book sale request for October 21, 2023 was entered by Allison Strickland, seconded by Marcus Walker, and approved.



LOUISVILLE FREE PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION

Adjournment:

There being no other business the meeting adjourned at 5:12 pm