



LOUISVILLE FREE PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION

Library Advisory Commission
Finance Committee Quarterly Meeting Minutes
Friday, October 31, 2025
[Draft for Approval]

I. Quorum and Call to Order

The quarterly meeting of the Library Advisory Finance Committee was held via Webex on Friday, October 31st, 2025. Finance Committee Chair, Marcus Walker called the meeting to order at 10:05 am.

Commissioners in attendance were Marcus Walker, Anita Riley Hall, Brelin Tilford, and Demiche Sewell.

Others present included Barbara Sexton Smith: Library Interim Executive Director, Carrick Arehart: Director of Public Services, Susan Nicholson: Library Foundation Controller, and Vanessa Fuller: Library Administrative Assistant.

II. New Business

Library Foundation Controller Susan Nicholson reviewed the quarterly finance report for the commission. The full report is attached to these minutes.

Ms. Nicholson also shared that Eric Shrader made a donation of \$25,000 to the Jo Lynn Baker Fund for books and materials.

Library Interim Executive Director Barbara Sexton Smith shared concern regarding the technological access allotted to each branch. The commission agreed to hold a future discussions.

III. Adjournment

There being no other business, the meeting adjourned at 10:55 am



LOUISVILLE FREE PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION

Library Advisory Commission

Monthly Meeting Minutes

Tuesday, October 21, 2025

[Draft for approval]

I. Quorum and Call to Order

The regular meeting of the Library Advisory Commission was called to order by Commission chair Anita Riley Hall at 4:30 pm on Tuesday, October 21, 2025. The meeting was held on the Board Room of the Main Library. Commissioners joined both in person and via WebEx.

Commissioners in attendance were Anita Riley Hall, Brelin Tilford, Carla Robinson, Charity Garnett, Demiche Sewell, Marcus Walker, and Whitney Soergel.

Absent Commissioners were Nathan Smith and Tiffany Stith.

Others present included other's present included Library Director of Public Services, Carrick Arehart; Library Foundation Director, Chandra Gordan; Library Executive Administrator, Benjamin Tipton; Library Communications Manager: Paul Burns; and Library Administrative Assistant, Vanessa Fuller.

A motion to approve the minutes of the meeting held on Tuesday, September 16 was entered by Marcus Walker, seconded by Brelin Tilford, and approved.

A motion to excuse the absences of commissioner Tiffany Stith from the meeting held on Tuesday, September 16 was entered by Brelin Tilford, seconded by Marcus Walker, and approved.

II. Planning Report

There was no planning report.

III. Finance Report

There was no finance report.

IV. Library Executive Director's Report

Carrick Arehart, Director of Public Services, gave a written report. Highlights from the report were reviewed by the commission. A full copy of the report is attached to these minutes.

V. Chair person's report

Anita Riley Hall invited Chandra Gordan, the Library Foundation Director, to speak to the commission. Ms. Gordon shared that the Library Foundation has hired



LOUISVILLE FREE PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION

a new engagement coordinator, Rebecca Hollenbach. Ms. Hollenbach shared her enthusiasm to serve the library.

Chairperson Hall then shared that there was a vacancy on the Library Foundation Board. Ms. Hall clarified that the vacancy is usually filled by a member of the Library Advisory Commission, and asked commissioners Marcus Walker and Whitney Soergel if they would be willing to join.

A discussion was held regarding the location of future LAC meetings.

Anita Riley Hall shared that the open Library Director Position has been filled by Heather Lowe, who will officially start on Monday, November 10th, 2025.

VI. Old Business

There was no old business.

VII. New Business

There was no new business.

Adjournment

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

Minutes prepared by Vanessa Fuller, Administrative Assistant.



LOUISVILLE FREE PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION

Library Advisory Commission
Finance Committee Special Meeting Minutes
Wednesday, November 12, 2025
[Draft for Approval]

I. Quorum and Call to Order

The special meeting of the Library Advisory Finance Committee was held via WebEx on Wednesday, November 12th, 2025. Finance Committee Chair Marcus Walker

Commissioners in attendance were Marcus Walker, Anita Riley Hall, and Brelin Tilford.

Others present included Barbara Sexton Smith: Library Interim Executive Director, Carrick Arehart: Director of Public Services, Susan Nicholson: Library Foundation Controller, and Vanessa Fuller: Library Administrative Assistant.

II. New Business

A motion to approve the transfer \$25,000 from the Eric Shrader Fund to the Louisville Free Public Library to purchase books and materials related to the US Constitution, the American Flag, and patriotism was entered by Anita Riley Hall, seconded by Brelin Tilford, and approved.

A motion to approve the transfer of \$200,000 from the LAC Restricted Technology Fund to the Louisville Free Public Library to be dispersed in the following way:

- \$35,000 to attain ADA compliance for website and app applications
- \$90,000 to purchase computer kiosks and laptops for library branches
- \$75,000 for set-up costs and one year lease for a Remote Computer Center during temporary closure of the Main Library

was entered by Brelin Tilford, seconded by Anita Riley Hall, and approved.

III. Adjournment

There being no other business, the meeting adjourned at 10:44 pm.



LOUISVILLE FREE PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION

Library Advisory Commission
Meeting Agenda
Tuesday, November 18, 2025

I. Quorum and Call to Order

- ◆ Approve the meeting minutes of the meeting held on Tuesday, October 21, 2025
- ◆ Approve the meeting minutes of the Finance Committee quarterly meeting held on Friday, October 31, 2025.
- ◆ Approve the meeting minutes of the Finance Committee special meeting held on Wednesday, November 12, 2025.
- ◆ Excuse the absences of commissioners Nathan Smith and Tiffany Stith from the meeting held on Tuesday, October 21, 2025.

II. Planning Report

III. Finance Report

IV. Library Executive Director's Report

V. Chair Person's Report

- ◆ Discussion to set location for upcoming LAC meetings

VI. Old Business

VII. New Business

- ◆ Action Item #1
 - Motion needed to transfer \$25,000 from the Shrader Fund to LFPL according to the restriction.
- ◆ Action Item #2
 - Motion needed to transfer \$200,000 from the LAC Restricted Technology Fund

VII. Adjournment



Library Advisory Commission Monthly Meeting – October 21, 2025

Louisville Free Public Library

Interim Executive Director's Report – Barbara Sexton Smith

Monthly Statistical Report Highlights for September

Monthly Active Patrons	50,580	Decreased by 270 over last month.
Circulation	322,926	Decreased by 7,344 over last month.
Door Count	156,736	Decreased by 4,350 over last month.
Program Attendance	11,736	Increased by 5,162 over last month.
Items in Collection	1,681,325	Increased by 1,307 over last month.

12 Month Running Totals

Circulation	3,789,451	0.1% increase
Door Count	1,801,684	1.8% increase
Computer Usage	349,665	1.1% increase
Program Attendance	196,811	6.4% increase

Operations

November 10th – Heather Lowe begins as new Executive Director for LFPL

- ✓ **Temporarily pausing the closure of Main due to renovation until further notice.** An announcement will be made when it becomes clear we are prepared and it is necessary to do so. We are confirming additional resources and community partnerships that need to be available to help fill our gaps during a closure.
- ✓ **21% of Strategic Action Plan (SAP) has made progress and 69% of SAP is on track.**
- ✓ **30,000+ new physical, 12,652 eBooks, and 37,148 downloadable audiobooks added since July.**
- ✓ October 27th: Begin standardized operating hours across the system, 9:00am-8:00pm Monday-Thursday 5:00pm closure Friday and Saturdays, Sundays remain 1:00pm-5:00pm at eight locations.
- ✓ November 2nd: Begin Sunday hours 1:00pm-5:00pm at Highland-Shelby Park.
- ✓ Union contract negotiations are ongoing.
- ✓ More than 45 supervisors/managers participated in Leadership Training led by Executive Director using the **"Five Behaviors of a Cohesive Team"** training material and the **"Conflict Behavior Mode"** testing.

Construction

- Fern Creek:** Foundation and concrete slabs are complete. All structural steel has been placed. Interior wall framing has begun.
- Main:** Building temporary construction walls on first floor to restrict access by Patrons and employees in areas to be demolished. Placing all books, CD's and DVD's from first floor on carts to roll into storage areas during the renovation. Centennial Room renovation on lower level is complete with 27-30 employees moved in. All marble and soils have been removed from stacks area. Preparing to install concrete piers to support structural steel used to remove stacks walls.
- Portland:** All inspections and complete. We have received the Certificate of Occupancy allowing employees to shelve the collection. Projecting a grand re-opening date before end of December.
- Other:** Completed Crescent Hill exterior cleaning and replaced 3 of the 6 historic windows. Completed landscaping at Shawnee, Newburg and Western. Begun sanding and painting exterior railings at five locations.



October 2025 Community Impact Report

Circulation



Oct 2025

322,387

↑ Increased by 18,327
▲ 6.0%

Compared to Oct 2024

[Click for data summary](#)

Door Count



Oct 2025

158,913

↑ Increased by 2,458
▲ 1.6%

Compared to Oct 2024

[Click for data summary](#)

Public Computer Usage



Oct 2025

31,737

↓ Decreased by 238
▼ 0.7%

Compared to Oct 2024

[Click for data summary](#)

Program Attendance



Oct 2025

19,508

↑ Increased by 1,104
▲ 6.0%

Compared to Oct 2024

[Click for data summary](#)

New Registrations



Oct 2025

1,575

↑ Increased by 89
▲ 6.0%

Compared to Oct 2024

[Click for data summary](#)

Patrons Active in the Last Year



Oct 2025

133,221

↑ Increased by 1,272
▲ 1.0%

Compared to Oct 2024

[Click for data summary](#)

Unique Wifi Users



Oct 2025

15,390

↑ Increased by 3,318
▲ 27.5%

Compared to Oct 2024

[Click for data summary](#)

Items in Collection



Oct 2025

1,677,100

↑ Increased by 37,083
▲ 2.3%

Compared to Oct 2024

[Click for data summary](#)

Pages Printed



Oct 2025

225,058

↑ Increased by 9,530
▲ 4.4%

Compared to Oct 2024

[Click for data summary](#)

Information Requests



Oct 2025

75,522

↓ Decreased by 9,060
▼ 10.7%

Compared to Oct 2024

Meeting Room Bookings



Oct 2025

534

↑ Increased by 45
▲ 9.2%

Compared to Oct 2024

Meeting Room Attendance



Oct 2025

5,673

↓ Decreased by 1,352
▼ 19.2%

Compared to Oct 2024

Circulation Summary

Circulation



Oct 2025

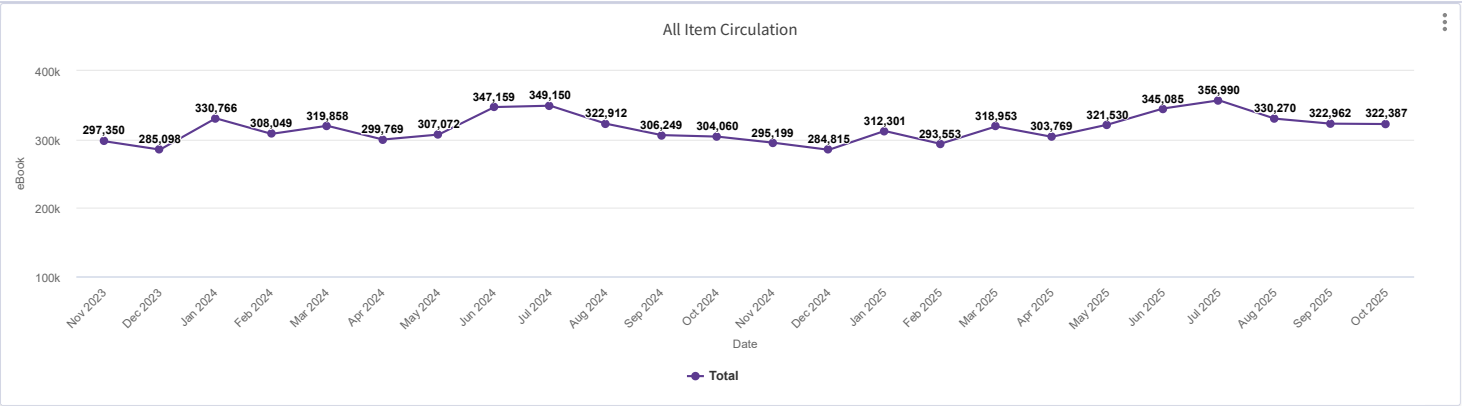
322,387

Increased by 18,327

6.0%

Compared to Oct 2024

[Click for data summary](#)



Circulation Running Total



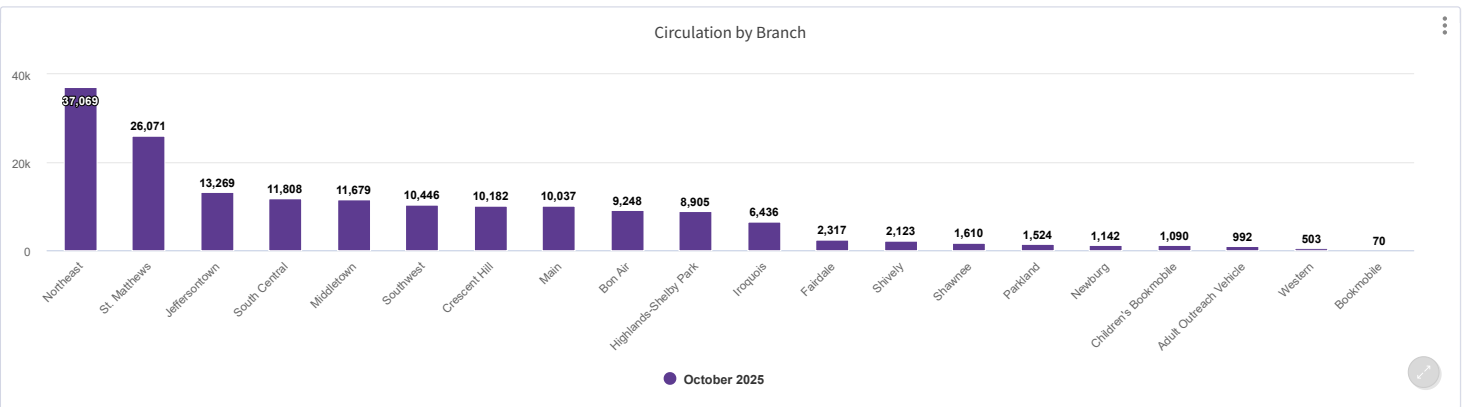
12 Month Running Total

3,807,814

Increased by 30,322

0.8%

Compared to the Previous Year



eBook Circulation



Oct 2025

155,866

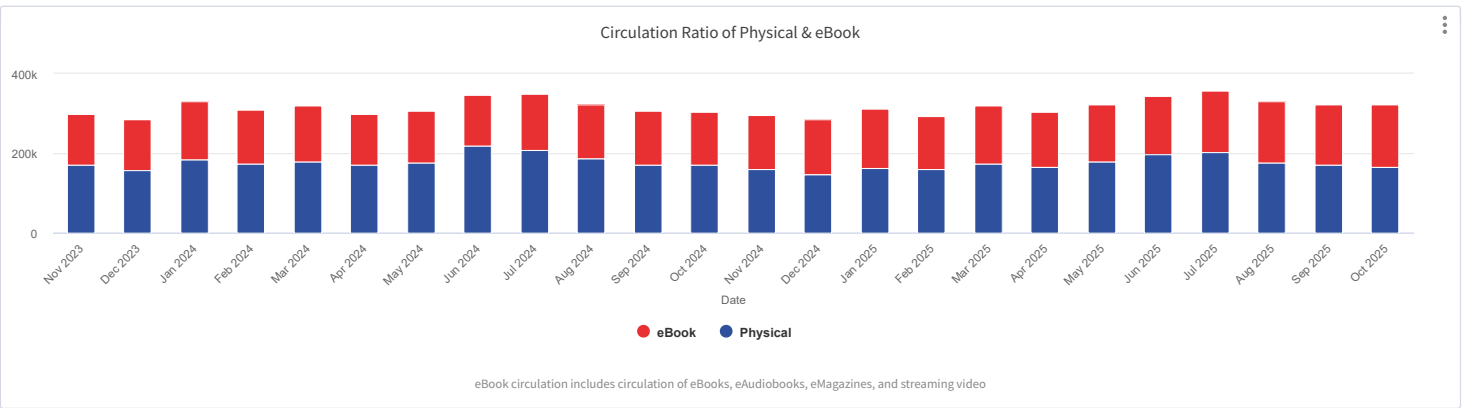
Increased by 22,349

16.7%

Compared to Oct 2024

[Click for data summary](#)

eBook circulation includes circulation of eBooks, eAudiobooks, eMagazines, and streaming video



Door Count

Door Count



Oct 2025

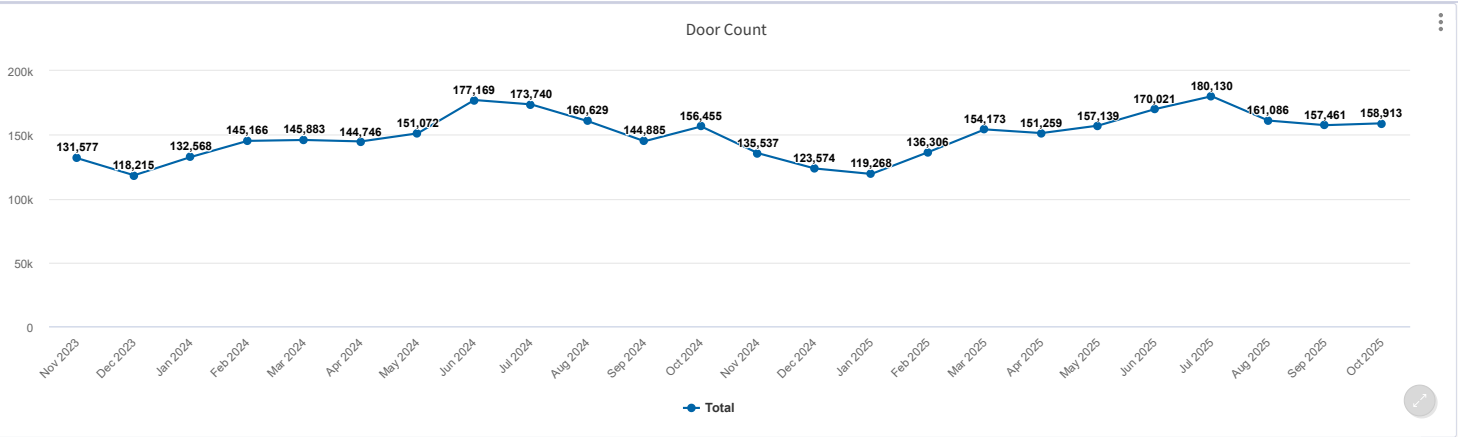
158,913

↑ Increased by 2,458

▲ 1.6%

Compared to Oct 2024

[Click for data summary](#)



Door Count Running Total



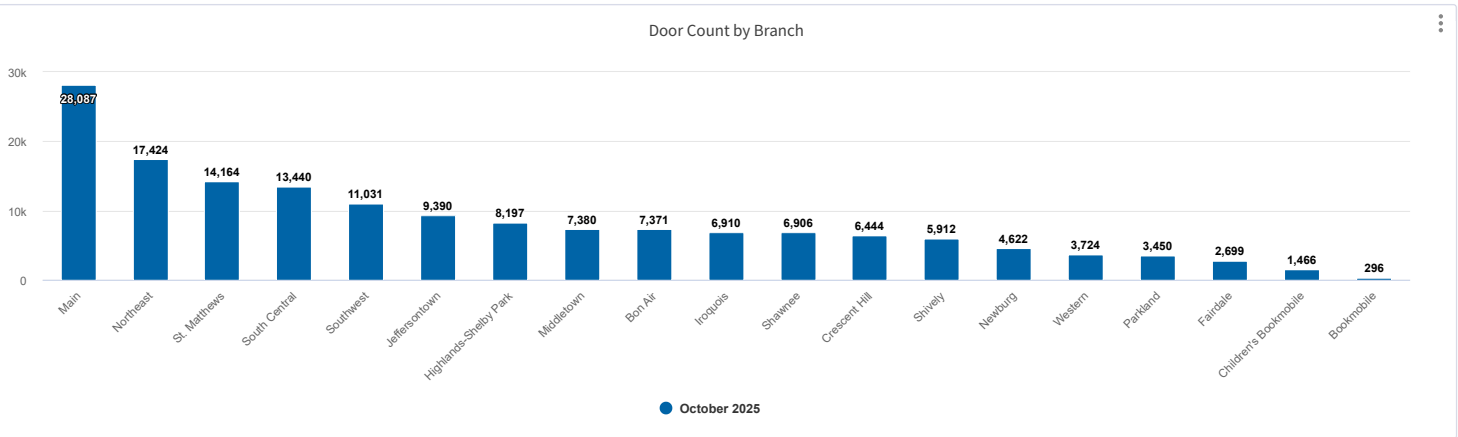
12 Month Running Total

1,804,867

↑ Increased by 22,762

▲ 1.3%

Compared to the Previous Year



Public Computer Use

Public Computer Usage



Oct 2025

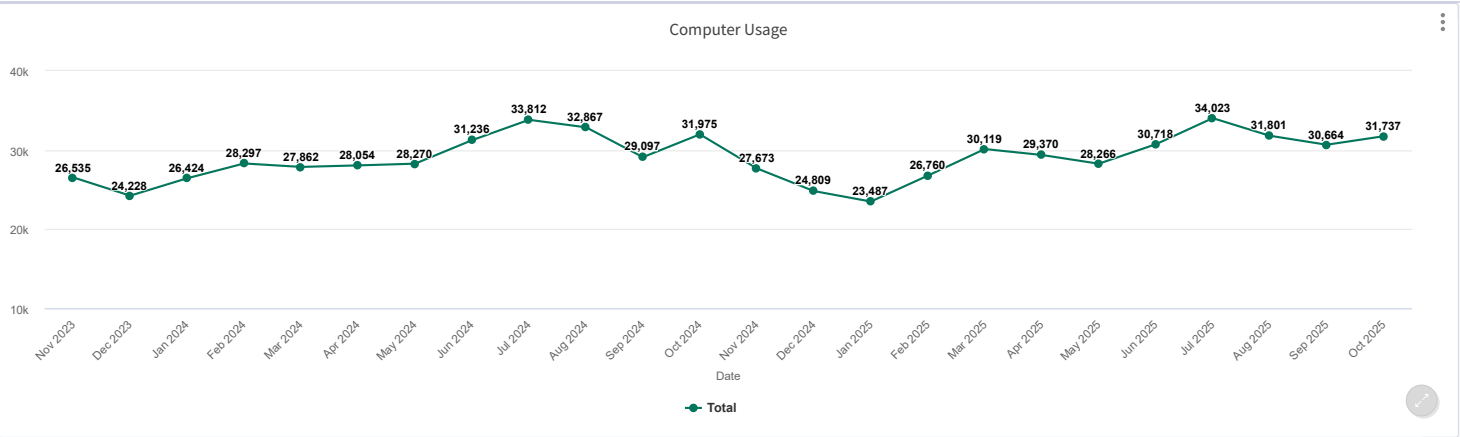
31,737

Decreased by 238

0.7%

Compared to Oct 2024

[Click for data summary](#)



Public Computer Usage Running Total



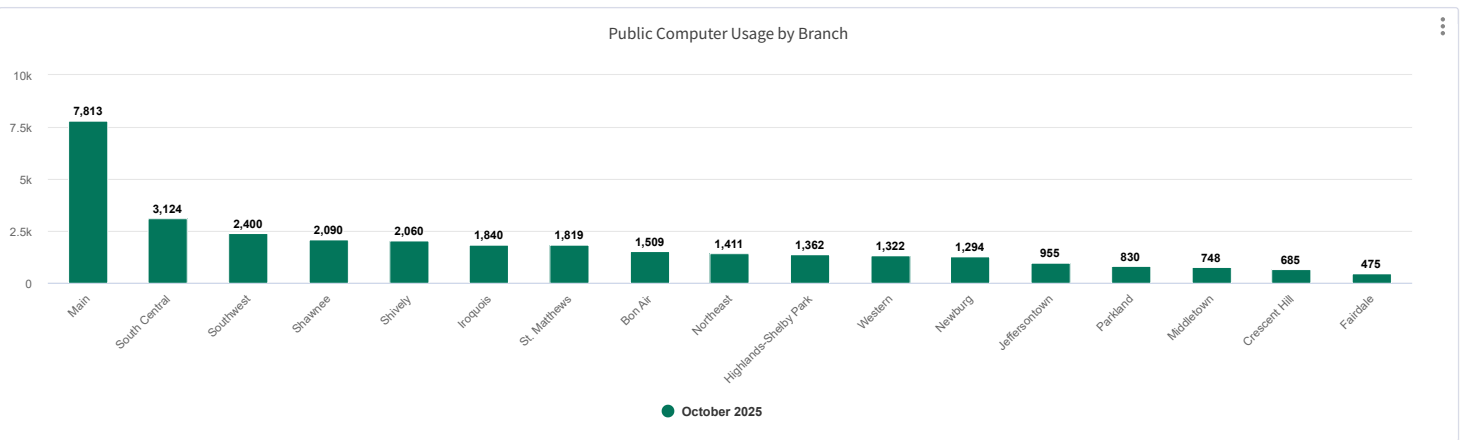
12 Month Running Total

349,427

Increased by 770

0.2%

Compared to the Previous Year



People Trained to Use Electronic Resources



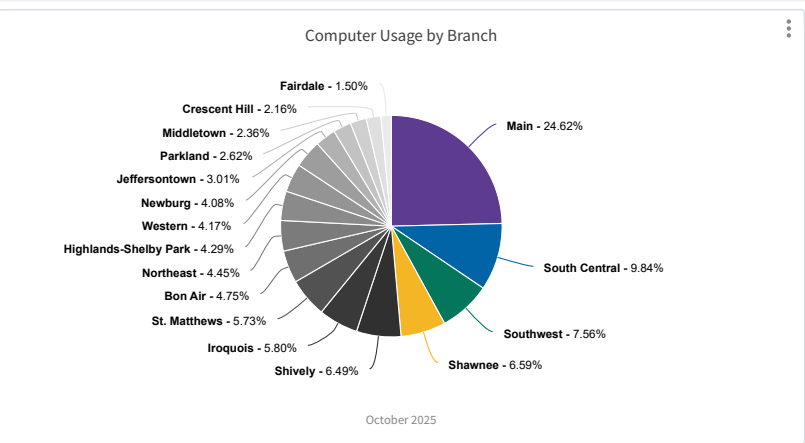
Oct 2025

68

Decreased by 8

10.5%

Compared to Oct 2024



Number of Programs



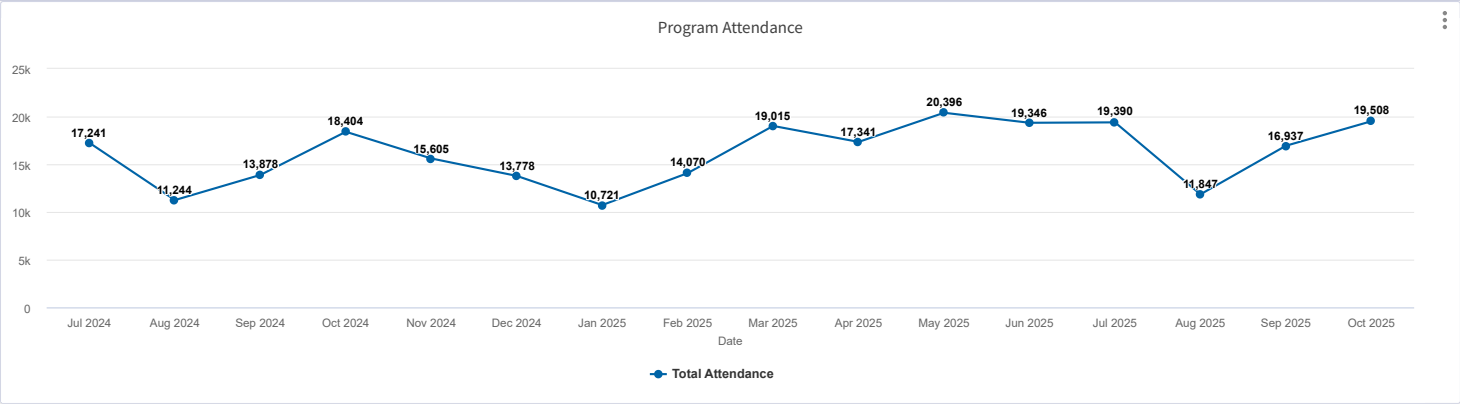
Oct 2025

1,081


↑ Increased by 54

▲ 5.3%

Compared to Oct 2024



Program Attendance



Oct 2025

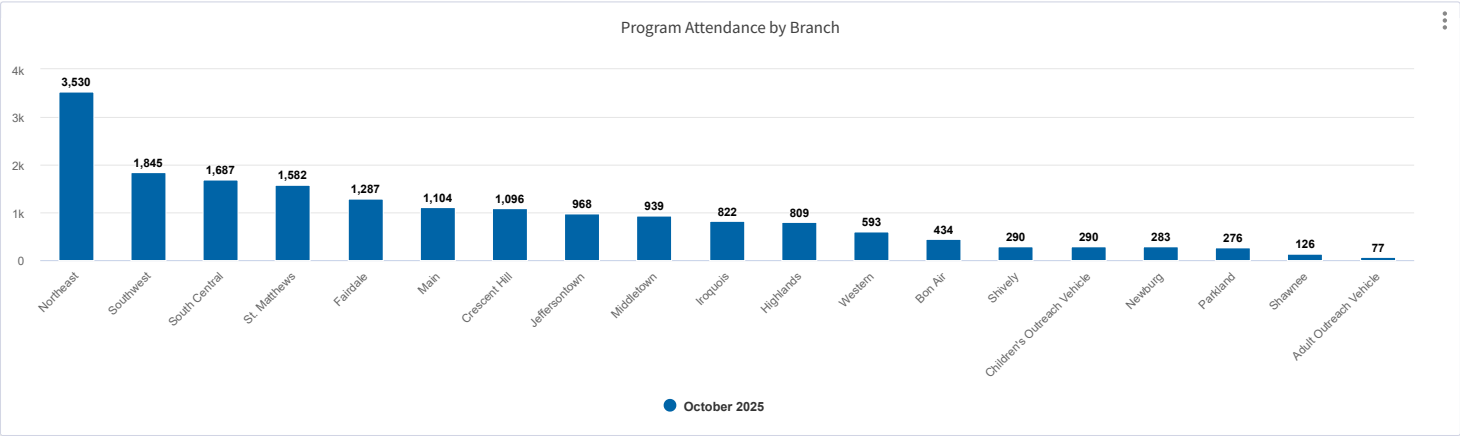
19,508

↑ Increased by 1,104


▲ 6.0%

Compared to Oct 2024

[Click for data summary](#)



Program Attendance Running Total



12 Month Running Total

196,850

↑ Increased by 11,916

▲ 6.4%

Compared to the Previous Year

Storytime Attendance



Oct 2025


5,768

↑ Increased by 1,097

▲ 23.5%

Compared to Oct 2024

People Trained to Use Electronic Resources



Oct 2025

68

↓ Decreased by 8

▼ 10.5%

Compared to Oct 2024

Patrons Reached Through Outreach Programs



Oct 2025

8,410

↓ Decreased by 63

▼ 0.7%

Compared to Oct 2024

New Registration

New Registrations



Oct 2025

1,575

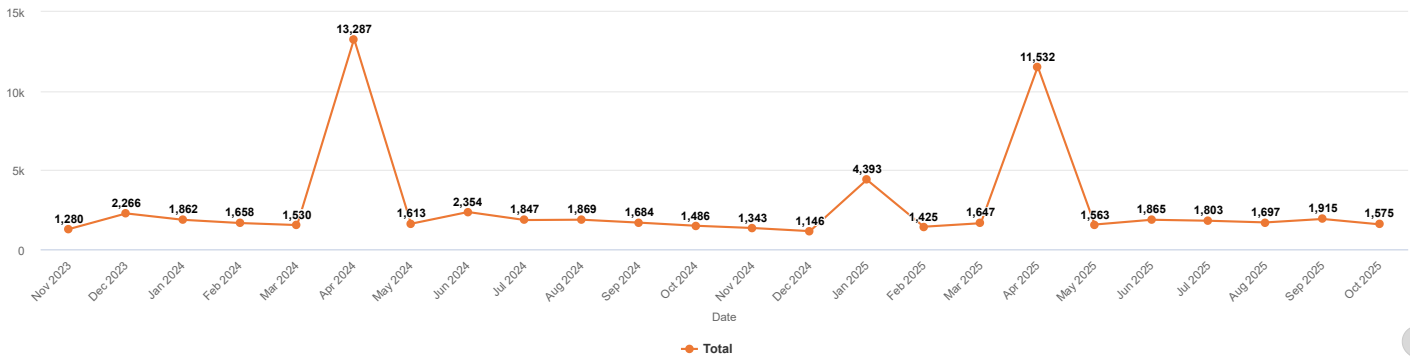
Increased by 89

6.0%

Compared to Oct 2024

[Click for data summary](#)

New Registrations



New Registration Running Total



12 Month Running Total

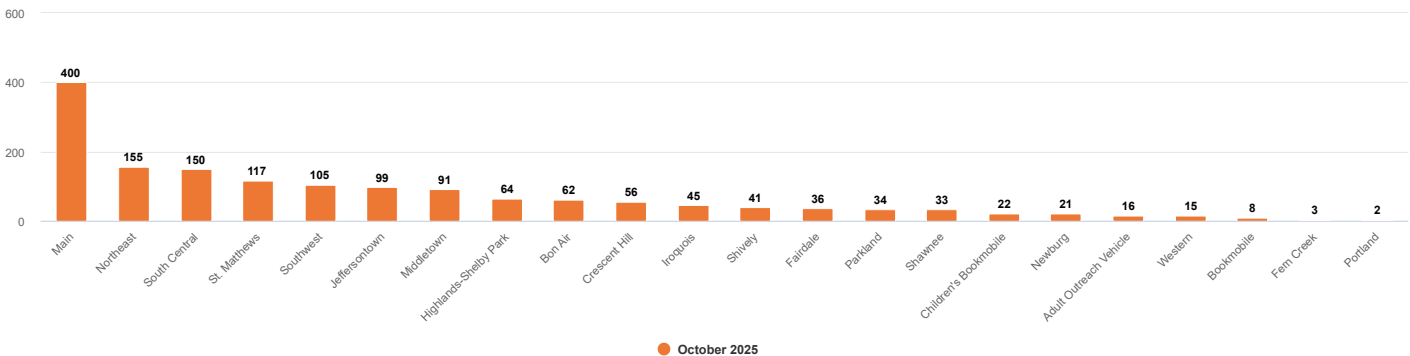
31,904

Decreased by 832

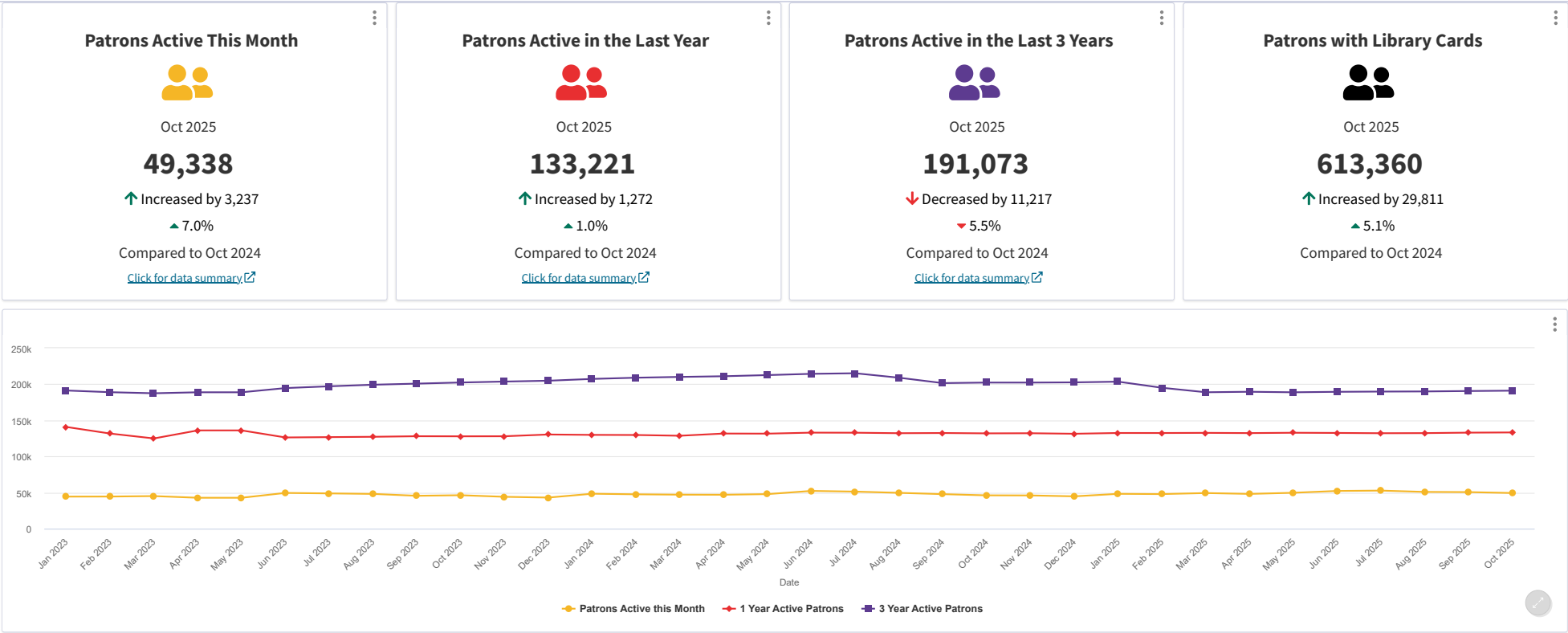
2.5%

Compared to the Previous Year

New Registration by Branch



Active Patrons



KPIs

