



## NDF, CIF, MAP OR PAV INTERAGENCY CHECKLIST

<b>Interagency Name:</b> Public Works and Assets	
<b>Program/Project Name:</b> Little Libraries in District 21	
	<b>Yes/No/NA</b>
<b>Request Form:</b> Is the Request Signed by all Council Member(s) Appropriating Funding?	Yes <input type="checkbox"/>
<b>Request Form:</b> If matching funds are to be used, are they disclosed with account numbers in the request form description?	NA <input type="checkbox"/>
<b>Request Form:</b> If matching funds are to be used, does the amount of the request exclude the matching fund amount?	NA <input type="checkbox"/>
<b>Request Form:</b> If other funds are to be used for this project, are they disclosed with account numbers in the request form description?	NA <input type="checkbox"/>
<b>Funding Source:</b> If CIF is being requested, does Metro Louisville own/will own the real estate, building or equipment? If not, the funding source is probably NDF.	NA <input type="checkbox"/>
<b>Funding Source:</b> If CIF is being requested, does the project have a useful life of more than one year? If not, the funding source is probably NDF.	NA <input type="checkbox"/>
<b>Ordinance Required:</b> Is the NDF request to a Metro Agency greater than \$5,000? If so, an ordinance is required.	No <input type="checkbox"/>
<b>Ordinance Required:</b> Is the request a transfer from NDF to cost center? If so, is the amount given for the fiscal year \$25,000 or less?	No <input type="checkbox"/>
<b>Supporting Documentation:</b> Does the attachment include a valid estimate and description of cost?	Yes <input type="checkbox"/>

**Submitted by:** Rachel Roarx, District 21 Legislative Aide

**Date:** 6/6/2022

## Roarx, Rachel G.

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**From:** Brown, Jeffrey E  
**Sent:** Thursday, June 2, 2022 7:42 AM  
**To:** Roarx, Rachel G.  
**Cc:** George, Nicole A.; Katz, Rebecca A.  
**Subject:** RE: Little Libraries

Public Works will accept funds for the Little Libraries in District 21.

Jeffrey Brown, PE

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**From:** Roarx, Rachel G. <Rachel.Roarx@louisvilleky.gov>  
**Sent:** Wednesday, June 1, 2022 7:41 PM  
**To:** Brown, Jeffrey E <Jeffrey.Brown@louisvilleky.gov>  
**Cc:** George, Nicole A. <Nicole.George@louisvilleky.gov>; Katz, Rebecca A. <rebecca.katz@louisvilleky.gov>  
**Subject:** RE: Little Libraries

Jeff,

I working to compile the permissions of the private property owners to send to you. In the meantime, I would like to proceed with the appropriations paperwork. Will Public Works accept the funds of \$2,220 for Little Libraries in District 21 to be installed outside of the public right of way but available to the public to access?

The plan is still for PW to direct the funds to Metro United Way.

### Rachel Roarx | Legislative Aide

Office of District 21 Councilwoman Nicole George  
City Hall | 601 W. Jefferson St. | 3<sup>rd</sup> Floor  
Office: (502) 574-1121



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**From:** Brown, Jeffrey E <Jeffrey.Brown@louisvilleky.gov>  
**Sent:** Monday, April 11, 2022 3:36 PM  
**To:** Roarx, Rachel G. <Rachel.Roarx@louisvilleky.gov>  
**Cc:** George, Nicole A. <Nicole.George@louisvilleky.gov>; Katz, Rebecca A. <rebecca.katz@louisvilleky.gov>  
**Subject:** RE: Little Libraries

Public Works can accept the NDF funds if the Little Libraries are outside the public right-of-way.

Jeffrey Brown, PE

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**From:** Roarx, Rachel G. <Rachel.Roarx@louisvilleky.gov>  
**Sent:** Monday, April 11, 2022 3:34 PM  
**To:** Brown, Jeffrey E <Jeffrey.Brown@louisvilleky.gov>

## Roarx, Rachel G.

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**From:** Dulce Solorio <dulce.solorio@metrounitedway.org>  
**Sent:** Friday, April 22, 2022 3:03 PM  
**To:** Roarx, Rachel G.  
**Cc:** George, Nicole A.; Katz, Rebecca A.  
**Subject:** RE: Little Libraries - MUW

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**Categories:** Waiting on Nicole's reply

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Hi Rachel,

Thank you so much for reaching out and for your interest in our Little Free Library program. I am so sorry for my delay in getting back to you – we are currently a staff member short on our team and are trying to catch up on all the work.

Just to clarify, are you all wanting to purchase, install, maintain and fill (maintaining a supply of books in each library on a regular basis) new libraries? Or are you only able to purchase and install? Also, how many libraries are you wanting to purchase?

Thank you for any additional information you are able to provide!

**Dulce Solorio** (*she/her/hers*)  
Manager of Corporate Volunteer Engagement



**Metro United Way**  
334 E. Broadway | Louisville, KY 40202  
Direct: 502-292-6124

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**From:** Roarx, Rachel G. <Rachel.Roarx@louisvilleky.gov>  
**Sent:** Tuesday, April 12, 2022 10:58 AM  
**To:** Dulce Solorio <dulce.solorio@metrounitedway.org>  
**Cc:** George, Nicole A. <Nicole.George@louisvilleky.gov>; Katz, Rebecca A. <rebecca.katz@louisvilleky.gov>  
**Subject:** Little Libraries - MUW

Good Morning Dulce,

I was looking back at some old emails about MUW and Little Libraries. Our office would like to fund a few and Public Works is willing to partner if the Little Library are located outside of the public right of way. Would MUW be willing to accept funds from Public Works for the purchase and installation of the locations we fund?

My phone number is below if you would like to discuss further.



**Rachel Roarx** | Legislative Aide  
Office of District 21 Councilwoman Nicole George  
City Hall | 601 W. Jefferson St. | 3<sup>rd</sup> Floor  
Office: (502) 574-1121

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Subject: RE: Little Libraries

Tuesday, October 20, 2020 3:21 PM

Hello all,

Thank you for looping me in Theresa. And thank you Elizabeth for sharing all the great information about our Little Free Libraries (LFLs).

Metro United Way has a network of 42 LFLs that we maintain and fill with books – books are donated by individuals, local companies, corporate book drives, book stores such as Half Price Books and Barnes and Noble, etc. We are proud to say that we have placed over 160,000 books in our libraries since we started thanks to our community partners and individual donors. We have a community of library hosts that allow LFLs to sit in their front yards and be shared with their neighbors. We also have a fantastic group of volunteer book runners that pick up books from MUW every two weeks and deliver to 36 of those libraries (the other 6 provide books on their own). I have attached a list of where all our LFLs are located for reference – locations were chosen primarily based on lowest reading rates for children attending JCPS schools in 2014 when we started our program. Although there are LFLs all over the county, we at MUW do not host or fill all of them.

To answer the question below, physical library boxes are available for purchase through this page -- <https://littlefreelibrary.myshopify.com/> for \$270 - \$370 each. We were lucky enough to have several of our libraries built by a couple different local companies – we only paid for materials for these. We often hear from community members wanting to host a LFL in their front yard but unfortunately, we do not have the allocated funds to provide libraries for them. We typically refer them to the National Little Free Library organization website's build page, <https://littlefreelibrary.org/build/>, to view their recommended library building plans or we send them our library building plans (attached) so they can build their own.

I hope this information is helpful. We would love to partner with BookWorks and Metro Council on a project to bring more Little Libraries to our community. Please keep us in the loop to see how we can help!

Best,

**Dulce Solorio**  
Manager of Corporate Volunteer Engagement

Metro United Way  
334 E. Broadway | Louisville, KY 40202

## Harward, Sonya

---

**From:** Bell, LaTonya J.  
**Sent:** Thursday, June 9, 2022 12:04 PM  
**To:** Harward, Sonya  
**Subject:** FW: D21 - NDF061522PW21 Questions

Please include this email in the NDF packet. Thanks.

**From:** Bell, LaTonya J.  
**Sent:** Thursday, June 9, 2022 12:03 PM  
**To:** Meador, Kathryn <Kathryn.Meador@louisvilleky.gov>; Brown, Jeffrey E <Jeffrey.Brown@louisvilleky.gov>  
**Cc:** Roarx, Rachel G. <Rachel.Roarx@louisvilleky.gov>; George, Nicole A. <Nicole.George@louisvilleky.gov>; Katz, Rebecca A. <rebecca.katz@louisvilleky.gov>  
**Subject:** RE: D21 - NDF061522PW21 Questions

Great!

**From:** Meador, Kathryn <Kathryn.Meador@louisvilleky.gov>  
**Sent:** Thursday, June 9, 2022 9:06 AM  
**To:** Brown, Jeffrey E <Jeffrey.Brown@louisvilleky.gov>; Bell, LaTonya J. <LaTonya.Bell2@louisvilleky.gov>  
**Cc:** Roarx, Rachel G. <Rachel.Roarx@louisvilleky.gov>  
**Subject:** RE: D21 - NDF061522PW21 Questions

I think it looks ok from a public purpose perspective. I don't see any other legal/policy issues.

**From:** Brown, Jeffrey E <Jeffrey.Brown@louisvilleky.gov>  
**Sent:** Thursday, June 9, 2022 7:42 AM  
**To:** Bell, LaTonya J. <LaTonya.Bell2@louisvilleky.gov>; Meador, Kathryn <Kathryn.Meador@louisvilleky.gov>  
**Cc:** Roarx, Rachel G. <Rachel.Roarx@louisvilleky.gov>  
**Subject:** RE: D21 - NDF061522PW21 Questions

We don't normally work outside the public right-of-way unless we have a right-of-entry from the property owner but in this situation I think Public Works is just purchasing the Little Libraries to turn over to the neighborhood group to install and maintain.

Jeffrey Brown, PE

**From:** Bell, LaTonya J. <LaTonya.Bell2@louisvilleky.gov>  
**Sent:** Wednesday, June 8, 2022 6:18 PM  
**To:** Meador, Kathryn <Kathryn.Meador@louisvilleky.gov>; Brown, Jeffrey E <Jeffrey.Brown@louisvilleky.gov>  
**Subject:** D21 - NDF061522PW21 Questions  
**Importance:** High

Good afternoon,

Based on the NDF packet, Public Works have agreed to perform the work. Normally, Metro Government has the right-a-way to the property that the work is performed on. I have requested from D21 the property owner's written

documentation granting Metro permission to place the little libraries on their property. Jeff, does Public Works normally perform work on private property without having right-a-way or some kind of agreement/contract?

Kathryn, do you see any legal or policy issue with this NDF request? Thanks.

- 18. NDF061522P W21** *APPROPRIATING \$2,220 FROM DISTRICT 21 NEIGHBORHOOD DEVELOPMENT FUNDS, THROUGH PUBLIC WORKS, TO METRO UNITED WAY'S LITTLE LIBRARY PROGRAM FOR SIX LITTLE LIBRARIES TO BE PLACED OUTSIDE THE RIGHT OF WAY WITH PROPERTY OWNER'S PERMISSION AND WILL BE ACCESSIBLE TO THE PUBLIC.*

**Sponsors:** Primary Nicole George (D-21)

**Attachments:** [NDF061522PW21.pdf](#)



**LaTonya J. Bell** | Council Financial Analyst  
Louisville Metro Council  
601 W. Jefferson Street, 1<sup>st</sup> floor | Louisville, KY 40202  
Phone: (502) 574-1351  
Email: [LaTonya.Bell2@louisvilleky.gov](mailto:LaTonya.Bell2@louisvilleky.gov)

## District 21 Little Library Locations

*\*Outside of the Public Right of Way but accessible/open to the public*

1. Americana Community Center – replacement of existing  
4801 Southside Dr, Louisville, KY 40214
2. Hope Collaborative  
5007 Southside Dr, Louisville, KY 40214
3. Louisville Fire Engine Company 23  
706 W Kenwood Dr, Louisville, KY 40214
4. Heritage Green Apartments  
5103 S 1st St, Louisville, KY 40214
5. Rutherford Elementary  
301 Southland Boulevard, Louisville, KY 40214
6. Trinity Park Neighborhood  
1300 Trinity Park Dr



**Roarx, Rachel G.**

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**From:** Emilie Dyer <emilie@americanacc.org>  
**Sent:** Tuesday, June 14, 2022 10:54 AM  
**To:** Roarx, Rachel G.  
**Cc:** George, Nicole A.; Katz, Rebecca A.  
**Subject:** Re: Americana Little Library Replacement

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Certainly.

On Tue, Jun 14, 2022 at 10:43 AM Roarx, Rachel G. <[Rachel.Roarx@louisvilleky.gov](mailto:Rachel.Roarx@louisvilleky.gov)> wrote:

Director Dyer,

Can you confirm that Americana Community Center is willing to accept a new little library funded by the Council Office?



**Rachel Roarx** | Legislative Aide

Office of District 21 Councilwoman Nicole George  
City Hall | 601 W. Jefferson St. | 3<sup>rd</sup> Floor

Office: (502) 574-1121

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## Roarx, Rachel G.

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**From:** gearl@iglou.com  
**Sent:** Tuesday, April 26, 2022 5:19 PM  
**To:** Rhonda Perkins  
**Cc:** George, Nicole A.; Roarx, Rachel G.; Katz, Rebecca A.  
**Subject:** RE: FW: Hope Collaborative, 5007 Southside Drive - Potential Little Free Library Location

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

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Rhonda,

That is great news. I have copied Nicole George and her assistants on this email. As I indicated previously funding will come through Nicole George's office. I am not sure how long getting the funding in place will take. As anything government related, a lot of moving parts exist.

At least two other locations will also have Little Free Libraries installed, Rutherford Elementary and the fire station on West Kenwood Drive.

I don't have a timeline for when installation will occur. We will need to schedule a time with you to discuss the exact location at Hope Place.

As soon as I have additional information as to scheduling a time to meet with you, I will contact you.

Thank you for getting the approval for installation of a little free library at Hope Place.

Ann Ramser  
367-4840

On Tue, April 26, 2022 13:07, Rhonda Perkins wrote:

> Ann:  
> I apologize the delay in getting back to you. We did get the "go ahead"  
> for having the Little Free Library here at Hope Place. All I need now  
> is details regarding when it's going to be installed. Also, we'll  
> have to agree on an exact location somewhere on our property. When  
> you get an opportunity, just let me know if there is anything else you  
> need from me at this time. I look forward to hearing from you soon.

>  
>  
>

> -----Original Message-----

> From: gearl@iglou.com <gearl@iglou.com>  
> Sent: Thursday, April 21, 2022 2:52 PM

**Roarx, Rachel G.**

---

**From:** Roarx, Rachel G.  
**Sent:** Tuesday, June 7, 2022 5:28 PM  
**To:** gearl@iglou.com  
**Cc:** George, Nicole A.; Katz, Rebecca A.  
**Subject:** RE: Engine 23, 706 West Kenwood Drive - Potential Little Library Location]

Thanks Ann for working on the permission. I will work with the Chief to confirm a good placement on site.

-----Original Message-----

**From:** gearl@iglou.com <gearl@iglou.com>  
**Sent:** Thursday, April 21, 2022 2:28 PM  
**To:** Roarx, Rachel G. <Rachel.Roarx@louisvilleky.gov>; George, Nicole A. <Nicole.George@louisvilleky.gov>  
**Cc:** Cooper, Bobby <Bobby.Cooper@louisvilleky.gov>  
**Subject:** Engine 23, 706 West Kenwood Drive - Potential Little Library Location]

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Hi Rachel,

Bn Chf Bobby Cooper (email bobby.cooper@louisvilleky.gov phone 398-1788) agreed to installation of a Little Free Library at Engine 23, 706 West Kenwood Drive, HOWEVER, he wants to meet to discuss the location of the Little Free Library. He verbalized a legitimate concern that if the Little Free Library is near the driveway used by the fire truck, someone may decide to park in the driveway while dropping off/picking up books.

We need to determine what entity will perform the installation and then schedule a meeting.

Thank you.

Ann Ramser

----- Original Message -----  
**Subject:** Engine 23, 706 West Kenwood Drive - Potential Little Library Location  
**From:** gearl@iglou.com  
**Date:** Mon, April 18, 2022 11:48  
**To:** LFD@louisvilleky.gov

---

Please let me know whether or not Engine 23 is interested in this project.  
Thank you. Ann Ramser

## Roarx, Rachel G.

---

**From:** Susan <susan@5westgroup.com>  
**Sent:** Tuesday, June 7, 2022 6:04 PM  
**To:** Roarx, Rachel G.  
**Cc:** George, Nicole A.; Katz, Rebecca A.; hg  
**Subject:** RE: Little Libraries

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Absolutely!

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**From:** Roarx, Rachel G. <Rachel.Roarx@louisvilleky.gov>  
**Sent:** Tuesday, June 7, 2022 5:51 PM  
**To:** Susan <susan@5westgroup.com>  
**Cc:** George, Nicole A. <Nicole.George@louisvilleky.gov>; Katz, Rebecca A. <rebecca.katz@louisvilleky.gov>  
**Subject:** Little Libraries

Hello Susan,

Our office is looking to install Little Libraries in the Southside Neighborhood. Would Heritage Green be interested?

Funding for the Little Free Library and installation will be provided through the District 21 metro council office. The current plan is to provide funding through Public Works, but the libraries cannot be located in the public right of way. While not yet finalized, if Metro United Way agrees to accept funding, Public Works will direct the funding to MUW for the purchase and installation costs.



**Rachel Roarx** | Legislative Aide  
Office of District 21 Councilwoman Nicole George  
City Hall | 601 W. Jefferson St. | 3<sup>rd</sup> Floor  
Office: (502) 574-1121

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**Roarx, Rachel G.**

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**From:** Day, Sheryl L. <sheryl.day@jefferson.kyschools.us>  
**Sent:** Tuesday, June 7, 2022 11:18 AM  
**To:** Roarx, Rachel G.; George, Nicole A.  
**Subject:** Little Library at Rutherford

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Hello Rachel,

Attached below is the location we would like the Little Library. This photo was captured in the front of the school near the bus circle.

Thanks,  
Sheryl

---

**From:** Hartlage, Catherine <catherine.hartlage@jefferson.kyschools.us>  
**Sent:** Tuesday, June 7, 2022 11:15 AM  
**To:** Day, Sheryl L. <sheryl.day@jefferson.kyschools.us>  
**Subject:** Re: Little Library

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**From:** Day, Sheryl L. <sheryl.day@jefferson.kyschools.us>  
**Sent:** Tuesday, June 7, 2022 9:25 AM  
**To:** Hartlage, Catherine <catherine.hartlage@jefferson.kyschools.us>  
**Subject:** Re: Little Library

Thank you so much! I really appreciate it!

---

**From:** Hartlage, Catherine <catherine.hartlage@jefferson.kyschools.us>  
**Sent:** Tuesday, June 7, 2022 9:11 AM  
**To:** Day, Sheryl L. <sheryl.day@jefferson.kyschools.us>  
**Cc:** Seay, Stephen W <stephen.seay@jefferson.kyschools.us>; Natsis, Kenya V <kenya.natsis@jefferson.kyschools.us>  
**Subject:** Re: Little Library

Good Morning !!  
Sheryl sure thing, No problem

Ms. Lynn, Plant Operator

---

**From:** Day, Sheryl L. <sheryl.day@jefferson.kyschools.us>  
**Sent:** Tuesday, June 7, 2022 9:01 AM  
**To:** Hartlage, Catherine <catherine.hartlage@jefferson.kyschools.us>  
**Cc:** Seay, Stephen W <stephen.seay@jefferson.kyschools.us>; Natsis, Kenya V <kenya.natsis@jefferson.kyschools.us>  
**Subject:** Little Library

Hello Ms. Lynn,  
I hope you are having a wonderful day. Thank you for your help in getting the Little Library building modification approved for our community. Can you please take a photo of the area where you think it should be placed? I will share the information with Councilwoman George.

Best Regards,  
Sheryl

## Roarx, Rachel G.

---

**From:** George, Nicole A.  
**Sent:** Friday, January 21, 2022 3:12 PM  
**To:** Kathryn Keith  
**Cc:** Roarx, Rachel G.  
**Subject:** RE: Check out this amazing find from Deluxe Little Sidewalk Library

**Categories:** Waiting on response!

FYI

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**From:** Kathryn Keith <klkeith@bellsouth.net>  
**Sent:** Tuesday, December 7, 2021 10:31 AM  
**To:** George, Nicole A. <Nicole.George@louisvilleky.gov>  
**Subject:** Re: Check out this amazing find from Deluxe Little Sidewalk Library

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It's Chris and Shelly OKeefe, their address is 1300 Trinity Pk Dr. Neither Susan nor I have their phone number. They are members of our Facebook group.

Thank you  
Kitty

Sent from my iPhone

On Dec 6, 2021, at 7:32 AM, George, Nicole A. <[Nicole.George@louisvilleky.gov](mailto:Nicole.George@louisvilleky.gov)> wrote:

Hey Kitty!

Trinity Park has funds available that were never used from our participatory budget project you started. So there is a path to funding a little library. Please send us the specific location and the property owner's contact info.

Metro United Way supports some little libraries. I've cc'ed our contact as they may be able to support with advice on ordering and/or installation. Again, the Council Office is willing to fund.

"Metro United Way has a network of 42 LFLs that we maintain and fill with books – books are donated by individuals, local companies, corporate book drives, book stores such as Half Price Books and Barnes and Noble, etc. We are proud to say that we have placed over 160,000 books in our libraries since we started thanks to our community partners and individual donors. We have a community of library hosts that allow LFLs to sit in their front yards and be shared with their neighbors. We also have a fantastic