

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
March 17, 2015

The Louisville Free Public Library Advisory Commission met on Tuesday, March 17, 2015 in the board room at the Main Library, located at 301 York Street.

Tad Thomas called the meeting to order at 4:31 p.m.

***Attendance:***

Commissioners present were Tad Thomas, Carol Mullins, Yung Nguyen, Steve Amsler, Lisa Corpus, Jackie Bentley and Deborah Williams. Also present were interim director Lisa Sizemore, Julie Scoskie, Lee Burchfield, Belinda Catman, chief of public services Carrick Arehart and JRA architect Colin Drake.

A motion to excuse the absence of Melanie McCoy was entered by Deborah Williams, seconded by Lisa Corpus and approved unanimously.

A motion to approve the minutes of the January 20, 2015 was entered by Jackie Bentley, seconded by Deborah Williams and approved unanimously.

***Special Guest:***

Colin Drake of JRA presented on the design of the Southwest Regional Library.

***Planning Report:***

Steve Amsler said that Matt Frazure and his team reported that minor work is being completed at the Southwest Regional Library.

Mr. Amsler said the planning committee is considering various award options and more information will be available later.

Mr. Amsler reported that JRA and MSR have been selected as architects for the construction of the South Central Regional Library. Sullivan and Cozart have been selected for construction management. Mr. Amsler said it is a well-defined process with sealed bids.

Mr. Amsler reported that construction on South Central is scheduled to begin in the fall and should take one and a half years to complete. Mr. Amsler also reported that after discussion, the committee has decided to keep the name "South Central Regional Library."

Mr. Amsler reported that renovations at Bon Air are wrapping up, including finishing up the second floor and reorganization of the first floor. He also reported that the Main marble renovation projects will begin soon as two small projects. He said there is still work to be done at Iroquois, St. Matthews and Highlands-Shelby Park.

***Librarian's Report:***

Lisa Sizemore announced that the Library was able to stay open during the snow thanks to dedicated employees and staff members.

Ms. Sizemore announced that the Library's program, 1,000 Books before Kindergarten, won the "Breakthrough Guru" award, a major award through the Mayor's office.

Ms. Sizemore said that the first author of the Craig Buthod author series will be Alexander McCall Smith on April 9, 2015 at 7:00 p.m. Other authors confirmed for 2015 include Cokie Roberts on May 11, David K. Shieler on May 18, and H.W. Brands on June 15.

Ms. Sizemore read a letter from a patron complimenting both library staff and library programming.

Ms. Sizemore said the budget process is wrapping up. She thanked Belinda Catman for all her work on the budget.

Carrick Arehart stated that the Southwest Regional Library, in the first five months of being open, had 66,000 more visitors, 100,000 more books/materials checked out and 17,000 more library cards.

Julie Scoskie announced that 149,000 children's books were donated to the library. She said the donated books will benefit children in kindergarten through third grade in support of the program Share 100 Stories Before 4<sup>th</sup> Grade. Ms. Scoskie said that children will be given age appropriate books with corresponding bookmarks. The bookmarks will include guiding questions to encourage discussion about the books. A press conference was held with the Mayor last Monday.

Lee Burchfield provided the commission with a copy of the Louisville Free Public Library's Edge Assessment Peer Comparison Report. LFPL is considered a very large peer group, meaning it serves a population greater than 300,000.

Mr. Burchfield said LFPL scored 620/1000, compared to the average score of 664/1000. LFPL scored above average in the category of community value, average in the category of engaging the community and below average in the category of organizational management.

Mr. Burchfield reported that LFPL has added 70 points, 25 in community value, 10 in engaging the community and 35 in organizational management, by following the Edge action plan.

Mr. Burchfield said that the Edge Assessment has been grant funded for the last three years but the grant is now up. Participation fees for 2015 will be based on annual budget. He said LFPL would have to pay a fee to participate.

***Old Business:***

Nothing to report

***New Business:***

A motion to approve book sales of the Jeffersontown, Iroquois and Westport Friends of the Library was entered by Carol Mullins, seconded by Lisa Corpus and approved unanimously.

***Chairman's Report:***

Tad Thomas announced that the Commission would go into an Executive Committee session according to KRS 61.810 (1)(F).

KRS 61.810 (1)(F) states that all meetings of a quorum of the members of any public agency at which any public business is discussed or at which any action is taken by the agency, shall be public meetings, open to the public at all times, except for discussions or hearings which might lead to the appointment, discipline, or dismissal of an individual employee, member, or student without restricting that employee's, member's, or student's right to a public hearing if requested. This exception shall not be interpreted to permit discussion of general personnel matters in secret.

***Adjournment:***

There being no further business, the meeting adjourned at 5:38 p.m.

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
April 21, 2015

The Louisville Free Public Library Advisory Commission met on Tuesday, April 21, 2015 in the board room at the Main Library, located at 301 York Street.

Tad Thomas called the meeting to order at 4:33 p.m.

***Attendance:***

Commissioners present were Tad Thomas, Melanie McCoy, Carol Mullins, Yung Nguyen, Steve Amsler and Lisa Corpus. Also present were interim director Lisa Sizemore, Julie Scoskie, Lee Burchfield, Belinda Catman and chief of public services Carrick Arehart.

A motion to excuse the absences of Deborah Williams and Jackie Bentley was entered by Melanie McCoy, seconded by Yung Nguyen and approved unanimously.

A motion to approve the minutes of the March 17, 2015 was entered by Yung Nguyen, seconded by Carol Mullins and approved unanimously.

***Finance Report:***

Melanie McCoy said the commission is in good shape financially. She said the finance committee will focus on where money comes in and where money goes out over the next fiscal year. She also said the finance committee will evaluate sustainability and where most resources are allocated over the next fiscal year.

***Librarian's Report:***

Lisa Sizemore reported that the Southwest Regional Library has had a 75% increase in circulation and a 50% increase in door count.

Ms. Sizemore said the site for the new South Central Regional Library fared well in the rain storm. There were no puddles in the area where the building will be built.

Ms. Sizemore said the schematic design process for the South Central Regional Library is still going on.

Ms. Sizemore mentioned that she had a phone call with the state's library construction interest group. Currently the state construction grant is funding 10 library projects throughout the state. Ms. Sizemore will be part of the leadership team for this group. LFPL will need help from the LAC and the Foundation board to support the advocacy efforts. She said the first step is to have a budget projection for a construction project by August 1.

Ms. Sizemore announced that over 500 people attended the Alexander McCall Smith author event on April 9. She said a captioner was hired for the event. Cokie Roberts will be the next author in the Craig Buthod author series. She will speak at the Main Library on May 11.

Ms. Sizemore said the Library Journal wrote an article about Code Louisville.

Ms. Sizemore announced that Main Library renovation won a Cornerstone Award for significant contribution in 2014 to the revitalization of downtown.

Ms. Sizemore mentioned that the KET program “Louisville Life” includes a clip about the Southwest Regional Library.

Ms. Sizemore said that she is not expecting many budget cuts, but she is not expecting many enhancements either.

Julie Scoskie spoke about the summer reading program. She said “play, sing, read” has been added to the early childhood summer reading program. Ms. Scoskie also said the teen summer reading program will have a technology component this year.

Ms. Scoskie announced that Net-Tango will sponsor a three or four week pilot program, “Teen Code Louisville,” to encourage teens to consider coding as a career. Three iPads will be provided to encourage participation in the program. An additional iPad will be dedicated to the teen summer reading program.

Ms. Scoskie said the community loves lynda.com. More than 1,300 users have registered in less than one month. She said that Metro paid the fee for lynda.com and hopes to use it as a training resource for staff. She said that the education team will begin intentional marketing soon.

Ms. Scoskie announced that the How-To Festival will be held on Saturday, May 9. More than 100 presenters are expected to attend.

Lee Burchfield provided the commissioners with a chart that depicted the total library E-rate funding by year from fiscal year 1998-99 to 2015-16. He said there are two categories of expenses, the expenses to get internet, and the expenses to distribute the internet by updating and upgrading the network.

Mr. Burchfield said he expects LFPL to be approved for E-rate funding. If approved, 70% of the cost will be paid by E-rate.

***New Business:***

Nothing to report

***Old Business:***

Tad Thomas announced that the Commission would go into an Executive Committee session according to KRS 61.810 (1)(F).

KRS 61.810 (1)(F) states that all meetings of a quorum of the members of any public agency at which any public business is discussed or at which any action is taken by the agency, shall be public meetings, open to the public at all times, except for discussions or hearings which might lead to the appointment, discipline, or dismissal of an individual employee, member, or student

without restricting that employee's, member's, or student's right to a public hearing if requested. This exception shall not be interpreted to permit discussion of general personnel matters in secret.

***Adjournment:***

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

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
May 19, 2015

The Louisville Free Public Library Advisory Commission met on Tuesday, May 19, 2015 in the board room at the Main Library, located at 301 York Street.

Tad Thomas called the meeting to order at 4:32 p.m.

***Attendance:***

Commissioners present were Tad Thomas, Melanie McCoy, Carol Mullins, Steve Amsler and Lisa Corpus. Also present were interim director Lisa Sizemore, Julie Scoskie, Lee Burchfield, Belinda Catman, chief of public services Carrick Arehart and special guest Craig Buthod.

A motion to excuse the absences of Deborah Williams, Yung Nguyen, Jackie Bentley and Chris Hoganson was entered by Carol Mullins, seconded by Lisa Corpus and approved unanimously.

A motion to approve the minutes of the April 21, 2015 was entered by Melanie McCoy, seconded by Steve Amsler and approved unanimously.

***Special Guest:***

Craig Buthod presented on the current illustrations of the new South Central Regional Library. He also discussed aspects of the site.

***Finance Report:***

Melanie McCoy announced that the finance committee will meet in July.

***Chairman's Report:***

Tad Thomas said he would like to have an extended discussion on educating the public about all the services the library has to offer.

***Librarian's Report:***

Lisa Sizemore reported that the Cokie Roberts and David K. Shipler author events went very well. 700 people were in attendance for the Cokie Roberts event.

Ms. Sizemore reported that the Fraternity Communication Association raised and donated \$1,100 to the Library Foundation for the summer reading program.

Ms. Sizemore announced that the library will be conducting surveys regarding library services and patron satisfaction. The same survey will be conducted in two years and the results will be compared. This was a suggestion of the Edge Initiative.

Ms. Sizemore reported that the 30<sup>th</sup> annual Derby Fever event, held by the Friends of the Shawnee Library, was held on April 23. 300 guests were in attendance.

Ms. Sizemore announced that the summer reading program will run from June 1 – August 8. The theme is “Under the Sea.”

Ms. Sizemore reported that the Friends of the Library and the Library Foundation are working with consultants from Library Strategies to help build collaboration between the two support groups.

Julie Scoskie reported that the 4<sup>th</sup> annual How-To Festival held on May 9 at the Main Library went very well. 3,500 people were in attendance. She said the event received great media coverage.

Ms. Scoskie said the Mayor will announce the 2<sup>nd</sup> annual cultural pass on Friday. Library locations will be the primary distribution site. She expects 40,000 cultural passes to be delivered on Wednesday.

Carrick Arehart reported on the Southwest Regional Library statistics from October 2014 – April 2015. She said there has been a 120% increase in materials checked out, a 127% increase in door count, and a 127% increase in library card registrations when compared to the same time frame last year.

Lee Burchfield provided the commissioners with a three charts. The first chart depicted total circulation of all materials at all locations for the past 10 years. The second chart depicted the correlation between materials expenditures and total circulation. The third chart depicted the correlation between total expenditures and total circulation. He said the numbers were pulled from the PDLS survey.

***Old Business:***

Nothing to report

***New Business:***

Nothing to report

***Adjournment:***

There being no further business, the meeting adjourned at 5:19 p.m.

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
June 16, 2015

The Louisville Free Public Library Advisory Commission met on Tuesday, June 16, 2015 in the board room at the Main Library, located at 301 York Street.

Tad Thomas called the meeting to order at 4:34 p.m.

***Attendance:***

Commissioners present were Tad Thomas, Melanie McCoy, Carol Mullins, Steve Amsler, Lisa Corpus, Deborah Williams, and Chris Hoganson. Also present were interim director Lisa Sizemore, Lee Burchfield, Belinda Catman and chief of public services Carrick Arehart.

A motion to excuse the absence of Yung Nguyen and Jackie Bentley was entered by Deborah Williams, seconded by Lisa Corpus and approved unanimously.

A motion to approve the minutes of the May 19, 2015 was entered by Carol Mullins, seconded by Melanie McCoy and approved unanimously.

***Finance Report:***

Melanie McCoy announced that the finance committee will meet in July. She will also be meeting with Susan Nicholson of the Foundation regarding cash flow statements.

***Planning Report:***

Steve Amsler announced that the groundbreaking for the South Central Regional Library is scheduled for this fall, with a planned grand opening in winter 2017.

***Librarian's Report:***

Lisa Sizemore reminded the Commissioners to check their LFPL outlook e-mail accounts. This is how LAC business will be conducted, per the Mayor's request.

Ms. Sizemore said that she presented library statistics at the metro budget hearing. There were concerns over the statistics of the Portland, Fairdale and Western branches.

Ms. Sizemore announced that the library had secured funding for the pre-school program "Kindergarten Boot Camp." Camp will provide children and families the opportunity to participate in fun, hands-on learning experiences that will help build school readiness skills. Each program will feature a family meal, center-based learning activities, and brief a parent "meeting" that will discuss topics of kindergarten readiness. Families will receive activities and free books to take home and extend learning through the summer. Camp will last for four consecutive weeks.

Ms. Sizemore announced that summer reading is in full force. The library is up 200 more readers than this time last year.

She also announced that the Cultural Pass continues to be popular and are available at all library branches.

Ms. Sizemore said the H.W. Brands author event held on June 15, 2015 was fantastic. Mr. Brands was very knowledgeable and a great speaker.

Lee Burchfield presented the commission with the most recent library rankings, which are based on KDLA statistics.

***Chairman's Report:***

Tad Thomas announced that if another state construction grant was funded, LFPL would apply again. He said that a proposed budget for the Northeast Regional Library would need to be submitted in August.

Mr. Thomas said there is no news from the Mayor regarding the director search.

***Old Business:***

Tad Thomas inquired about the Bike Share program. Lisa Sizemore stated that Matt Frazure was in contact regarding the program.

***New Business:***

Tad Thomas said that Mary Hunt of the Library Foundation would like the commission to supplement the remaining cost (what the Foundation does not raise) of the summer reading program. Ms. Hunt told Mr. Thomas that many previous summer reading donors are interested in donating to other events and programs, such as the How-To Festival and 1,000 Books before Kindergarten. Mr. Thomas said he thinks the summer reading program is vital to library services.

A motion to table this proposal until the next LAC meeting was entered by Carol Mullins, seconded by Melanie McCoy and approved unanimously.

***Adjournment:***

There being no further business, the meeting adjourned at 5:25 p.m.

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
July 21, 2015

The Louisville Free Public Library Advisory Commission met on Tuesday, July 21, 2015 in the board room at the Main Library, located at 301 York Street.

Tad Thomas called the meeting to order at 4:32 p.m.

***Attendance:***

Commissioners present were Tad Thomas, Yung Nguyen, Carol Mullins, Chris Hoganson, Deborah Williams, Steve Amsler and Jackie Bentley. Also present were interim director Lisa Sizemore, Lee Burchfield, Julie Scoskie and chief of public services Carrick Arehart.

A motion to excuse the absences of Melanie McCoy and Lisa Corpus was entered by Yung Nguyen, seconded by Deborah Williams and approved unanimously.

A motion to approve the minutes of the June 16, 2015 was entered by Carol Mullins, seconded by Yung Nguyen and approved unanimously.

***Finance Report:***

Deborah Williams said the Finance Committee met and discussed plans to look more closely at spending in the upcoming years.

***Old Business:***

At the June LAC meeting, Tad Thomas said that Mary Hunt of the Library Foundation would like the commission to supplement the remaining cost (what the Foundation does not raise) of the summer reading program. The program continues to grow while fundraising has been increasingly difficult.

Mr. Thomas suggested reducing the sustainer's contribution by up to \$50,000 to help fund the summer reading program.

Mr. Thomas announced that Mary Hunt would speak at the LAC meeting in August.

A motion to disperse funds to support the Library Foundation for the summer reading program was entered by Carol Mullins, seconded by Jackie Bentley and approved unanimously.

***Planning Report:***

Steve Amsler announced that the Southwest Regional Library is the first Metro Louisville building that is LEED gold certified.

Mr. Amsler said that design work is complete for the South Central Regional Library. He said he expects to have estimated pricing soon and everything looks good budget-wise. He also said a rendering should be ready to be presented by the August LAC meeting.

Mr. Amsler announced that the groundbreaking for the South Central Regional Library is scheduled for September, with a planned grand opening in winter 2017.

Mr. Amsler spoke briefly about the miscellaneous work being done at other library locations, including Bon Air, Highlands-Shelby Park, Iroquois, St. Matthews and Main.

Mr. Amsler said there is no news to report about the bike share program.

***Librarian's Report:***

Lisa Sizemore said the library had a great fiscal year 14-15. When compared to the previous fiscal year, there was a 7% increase in circulation, with 4.1 million items circulated. There was also a 21% increase in library card registration, 7% increase in programs, 20% increase in meeting room usage, and a 23% increase in attendance. Door count increased by .4% and informational requests decreased by 6%.

Ms. Sizemore announced that Jim Blanton, the newly appointed Director of the Louisville Free Public Library, would start on Monday, August 24. She said planning for an event for the public to meet Jim is currently underway.

Ms. Sizemore also announced that Sandra Murphy, Executive Assistant in the Administrative Office, retired at the end of June.

Ms. Sizemore thanked the LAC for allowing some of the administrative team to attend the ALA conference in San Francisco. She said it was a very informative conference and the team learned a great deal.

Julie Scoskie shared information regarding an ALA session she attended at the ALA conference in San Francisco.

Ms. Scoskie announced that the 1,000 Books before Kindergarten program currently has 16,531 participants registered and the 1,000<sup>th</sup> person has completed the program. She also announced that 2,807 people are registered for the Share 100 Stories program.

Carrick Arehart shared statistics for the Southwest Regional Library for the time period of October 2014 through June 2015. There was a 107% increase in circulation, a 131% increase in door count and a 107% increase in library card registrations.

***Chairman's Report:***

Tad Thomas said that he, Jim Blanton and Debra Murphy of the Foundation planned to meet on August 1. Mr. Thomas also said Mr. Blanton would be attending the next scheduled LAC meeting on August 18.

Mr. Thomas thanked the administrative team for all their work during the interim period.

***New Business:***

A motion to approve the Westport Friends of the Library book sale scheduled for Saturday, September 19 was entered by Jackie Bentley, seconded by Deborah Williams and approved unanimously

***Adjournment:***

There being no further business, the meeting adjourned at 5:23 p.m.

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
August 18, 2015

The Louisville Free Public Library Advisory Commission met on Tuesday, August 18, 2015 in the board room at the Main Library, located at 301 York Street.

Tad Thomas called the meeting to order at 4:33 p.m.

***Attendance:***

Commissioners present were Tad Thomas, Yung Nguyen, Chris Hoganson, Deborah Williams, Steve Amsler, Jackie Bentley, Lisa Corpus, and Melanie McCoy. Also present were interim director Lisa Sizemore, Lee Burchfield, Julie Scoskie, Belinda Catman, chief of public services Carrick Arehart, and future Director Jim Blanton.

A motion to excuse the absence of Carol Mullins was entered by Jackie Bentley, seconded by Deborah Williams and approved unanimously.

A motion to approve the minutes of the July 21, 2015 was entered by Yung Nguyen, seconded by Jackie Bentley and approved unanimously.

***Planning Report:***

Steve Amsler presented the rendering for the South Central Regional Library. It will also be 40,000 square feet, but longer and narrower than the Southwest Regional Library. Mr. Amsler said that bids are out.

Mr. Amsler announced that the groundbreaking for South Central Regional Library is scheduled for Friday, September 18, 2015 at 10: 30 a.m. The Governor will be attending.

Mr. Amsler spoke briefly about the marble restoration at Main, the renovation/expansion of St. Matthews, and the miscellaneous work being done at Iroquois. Mr. Amsler noted that the bids for the marble restoration project are high.

***Finance Report:***

Melanie McCoy announced that the next Finance Committee meeting will be held in October.

***Chairman's Report:***

Tad Thomas announced that the Foundation Board meeting was earlier today. He spoke briefly about the Sustainers program.

Mr. Thomas said that \$300,000 has been raised for the Craig Buthod Author Series. A total of \$700,000 is needed for the endowment to be self-sustaining.

Mr. Thomas announced that two advocacy committee meetings are coming up.

***Librarian's Report:***

Lisa Sizemore spoke about the State Construction Interest Group.

Ms. Sizemore said that LFPL supervisory positions are being reclassified to help make progress towards compression issues. Supervising librarian positions have new pay grades, so supervisors will reapply for all positions.

Ms. Sizemore announced that the state annual report is due on August 27. This is where rankings are derived. Ms. Sizemore said that she would share a section of the report at the next commission meeting.

Ms. Sizemore announced two new authors for the Craig Buthod Author Series: Emily Bingham on September 1 and Joby Warrick on October 22. She also mentioned that September is International Month at the Library.

Ms. Sizemore said the Library is preparing for Jim Blanton's arrival. His first day will be Monday, August 24.

Ms. Sizemore said the Friends of the Library retreat was successful. The Friends have drafted a preliminary strategic plan. They have decided to cancel the semi-annual book sale and have branch chapter book sales instead. They are currently in the process of creating a chapter for the Main branch.

Ms. Sizemore announced that she will be resigning from her position at LFPL. She will be taking a job as Library Director in Johnson County, Indiana. Her last day in the office will be Friday, September 18.

***New Business:***

A motion to approve the Highlands-Shelby Park Friends of the Library book sale scheduled for Saturday, October 17, 2015 and the Bon Air Friends of the Library books sale scheduled for Saturday, July 18, 2016 was entered by Yung Nguyen, seconded by Lisa Corpus and approved unanimously.

***Adjournment:***

There being no further business, the meeting adjourned at 5:02 p.m.

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
September 15, 2015

The Louisville Free Public Library Advisory Commission met on Tuesday, September 15, 2015 in the board room at the Main Library, located at 301 York Street.

Melanie McCoy called the meeting to order at 4:31 p.m.

***Attendance:***

Commissioners present were Yung Nguyen, Deborah Williams, Steve Amsler, Lisa Corpus, Carol Mullins and Melanie McCoy. Also present were Director Jim Blanton, Assistant Director Lisa Sizemore, Lee Burchfield, Julie Scoskie, Belinda Catman and Chief of Public Services Carrick Arehart.

A motion to excuse the absences of Tad Thomas, Jackie Bentley and Chris Hoganson was entered by Lisa Corpus, seconded by Carol Mullins and approved unanimously.

A motion to approve the minutes of the August 18, 2015 was entered by Carol Mullins, seconded by Deborah Williams and approved unanimously.

***Finance Report:***

Melanie McCoy announced that the next Finance Committee meeting will be held next month.

***Planning Report:***

Mr. Amsler announced that the groundbreaking for South Central Regional Library is scheduled for Friday, September 18, 2015 at 10: 30 a.m.

***Librarian's Report:***

Jim Blanton announced that over 600 people attended Dustin Strong's memorial service at the Main Library on September 12, 2015.

Mr. Blanton said he is finishing up meet and greets with the public. He said they have all went really well.

Mr. Blanton announced that several library staff members would be able to attend the IdeaFestival at a reduced rate.

Mr. Blanton announced that he would be attending the KLA luncheon on Thursday. He is Vice Chair of KPLA.

Mr. Blanton announced that a program he launched at Daviess County ePublish or Bust was mentioned in Library Journal.

Lee Burchfield presented the commission with a summary of the LibQUAL survey results.

Julie Scoskie announced that LFPL received a national grant for \$175,000 for a family education program at Main.

Ms. Scoskie announced that the library distributed 40,200 cultural passes and 30,480 youth completed LFPL's summer reading program this year. ¼ of cultural pass holders completed LFPL's summer reading program.

***Adjournment:***

There being no further business, the meeting adjourned at 5:23 p.m.

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
October 20, 2015

The Louisville Free Public Library Advisory Commission met on Tuesday, October 20, 2015 in the board room at the Main Library, located at 301 York Street.

Deborah Williams called the meeting to order at 4:30 p.m.

***Attendance:***

Commissioners present were Yung Nguyen, Deborah Williams, Steve Amsler, Lisa Corpus, Carol Mullins, Chris Hoganson and Melanie McCoy. Also present were Director Jim Blanton, Lee Burchfield, Julie Scoskie, Chief of Public Services Carrick Arehart, and Regional Librarian Chris Bischoff.

A motion to excuse the absences of Tad Thomas and Jackie Bentley was entered by Carol Mullins, seconded by Yung Nguyen and approved unanimously.

A motion to approve the minutes of the September 15, 2015 LAC meeting was entered by Yung Nguyen, seconded by Lisa Corpus and approved unanimously.

***Finance Report:***

Melanie McCoy announced that Finance Committee plans to consolidate unrestricted funds to one unrestricted fund. They will also research restrictions on restricted funds.

***Librarian's Report:***

Jim Blanton announced that the Southwest Regional Library won an AIA award.

Mr. Blanton announced that State Librarian Wayne Onkst would be retiring at the end of November.

Mr. Blanton said he will be attending his first LouieStat meeting tomorrow.

Mr. Blanton said ePublish or BUST is moving forward. BiblioBoard will go live on November 6.

Julie Scoskie said that books were distributed to grades K, 1, and 2 for Share 100 Stories. There will be a culminating Share a Story event with a storybook celebrity at four locations.

Ms. Scoskie announced that 635 people attended the Halloween party on Friday. She said LFPL partnered with the Junior League of Louisville and everyone received a book of their own.

Ms. Scoskie announced that 300 people signed up for the Death Class. Of the 300 people that signed up, 200 showed up for the class.

Ms. Scoskie said the Kentucky Youth Film Festival went great.

Carrick Arehart provided statistics for the Southwest Regional Library. In the one year it has been open, circulation increased by 98%, door count increased by 140% and new library card registrations increased by 90%.

Lee Burchfield presented the commission with a chart that comparing the service population of LFPL to the number of registered patrons. It showed the percent of the population that are library card holders.

***Adjournment:***

There being no further business, the meeting adjourned at 4:51 p.m.

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
November 17, 2015

The Louisville Free Public Library Advisory Commission met on Tuesday, November 17, 2015 in the board room at the Main Library, located at 301 York Street.

Tad Thomas called the meeting to order at 4:33 p.m.

***Attendance:***

Commissioners present were Tad Thomas, Chris Hoganson, Jackie Bentley, Deborah Williams, Lisa Corpus, Steve Amsler, and Melanie McCoy. Also present were Director Jim Blanton, Belinda Catman, Lee Burchfield, Julie Scoskie, and Chief of Public Services Carrick Arehart.

A motion to excuse the absences of Carol Mullins and Yung Nguyen was entered by Melanie McCoy, seconded by Deborah Williams and approved unanimously.

A motion to approve the minutes of the October 20, 2015 LAC meeting was entered by Deborah Williams, seconded by Jackie Bentley and approved unanimously.

***Finance Report:***

Melanie McCoy announced that Finance Committee plans to use some restricted funds to help supplement the Library Foundation's New Book Endowment. The Finance Committee will report back in January.

***Planning Report:***

Steve Amsler reported on the various construction and renovation projects.

Mr. Amsler said LFPL proposed a 4 million dollar expansion for the St. Matthews Branch. The Mayor of St. Matthews supports the proposed expansion. If accepted, the city of Louisville would pay 1 million dollars and St. Matthews would pay the remaining 3 million dollars.

Mr. Amsler said phase one is complete at Iroquois. The renovations should be complete by February. Iroquois will be closed for 3 weeks in January due to asbestos.

Mr. Amsler said renovations to Highlands-Shelby Park, which is housed in a leased space, will make 2 separate spaces look like 1 space. There will also be improvements to signage.

Mr. Amsler said bid packages for the South Central Regional Library are out.

Mr. Amsler said the marble restoration at Main is now underway.

***Librarian's Report:***

Jim Blanton announced that State Librarian Wayne Onkst would be retiring at the end of November. Mr. Blanton will be requesting a proclamation from the city of Louisville.

Mr. Blanton announced that the Louisville Free Public Library will be presenting about the “How-To” festival at PLA in April.

Mr. Blanton said 280 people attended the Staff Appreciation Event on Friday, November 13. It was a great success.

Mr. Blanton announced two upcoming events at the Library – the Betty Boyd Caroli author event on Thursday, November 19 and the Beneath the Same Sky Fast Class on Wednesday, December 9.

Julie Scoskie said the education team is working on new programs for LFPL, including ePublish or Bust, the Living Library, and a Holocaust college short course.

Carrick Arehart said there would be a meeting about South Central Regional Library’s collection on Thursday, November 19.

Lee Burchfield presented the commission with a chart depicting the percent of the population that has a library card by zip code.

***Chairman’s Report:***

Tad Thomas said the Library Foundation had a meeting earlier today that focused on advocacy.

Mr. Thomas announced that Mack Brown of the Library Foundation is on the Governor’s transition team.

Mr. Thomas announced that February 4 is Library Day in Frankfort. The Library plans to send representatives to pitch to the Governor to try and get in the state budget.

Mr. Thomas announced that this would be his last LAC meeting. He has been on the LAC for 6 years. This is the end of his third term.

***New Business:***

A motion to renew Craig Buthod’s contract for another was year entered by Melanie McCoy, seconded by Steve Amsler, and approved unanimously.

A motion to approve the Louisville Free Public Library’s new information security policy was entered by Melanie McCoy, seconded by Steve Amsler, and approved unanimously.

A motion to approve the purchase of a membership to the Urban Libraries Council – the cost of which would be split with the Library Foundation – was entered by Melanie McCoy, seconded by Deborah Williams, and approved unanimously.

A motion to approve the Southwest Friends request for a book sale in January was entered by Jackie Bentley, seconded by Lisa Corpus, and approved unanimously.

***Adjournment:***

There being no further business, the meeting adjourned at 5:24 p.m.

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
January 19, 2016

The Louisville Free Public Library Advisory Commission met on Tuesday, January 19, 2016 in the board room at the Main Library, located at 301 York Street.

Melanie McCoy called the meeting to order at 4:31 p.m.

***Attendance:***

Commissioners present were Melanie McCoy, Deborah Williams, Lisa Corpus, Yung Nguyen, Steve Amsler, and Carol Mullins. Also present were Director Jim Blanton, Belinda Catman, Lee Burchfield, Julie Scoskie, and Chief of Public Services Carrick Arehart.

A motion to excuse the absences of Jackie Bentley and Chris Hoganson was entered by Carol Mullins, seconded by Steve Amsler, and approved unanimously.

A motion to approve the minutes of the November 17, 2015 meeting was entered by Yung Nguyen, seconded by Deborah Williams, and approved unanimously.

***Finance Report:***

Melanie McCoy announced that the finance committee would meet in April. She invited all Commissioners to join to discuss the 2017 budget.

A motion to disperse \$29,665 for the 2016 summer reading program was entered by Deborah Williams, seconded by Lisa Corpus, and approved unanimously.

A motion to disperse \$300,000 from Fund 3C for new books for the South Central Regional Library was entered by Carol Mullins, seconded by Steve Amsler, and approved unanimously.

***Librarian's Report:***

Jim Blanton discussed Collection HQ and BiblioBoard and requested funds to purchase those services.

A motion to disperse \$63,850 over the next three years from the Technology Fund for Collection HQ was entered by Deborah Williams, seconded by Yung Nguyen, and approved unanimously.

A motion to disperse \$15,500 from the Technology Fund for BiblioBoard was entered by Carol Mullins, seconded by Yung Nguyen, and approved unanimously.

Jim Blanton announced that Kelly Creagh would be at the library on January 23 for a writer's workshop. He also announced that Isabel Wilkerson would be at the library on March 3.

He said the Craig Buthod Author Series currently has five authors booked through June. The goal is to have twelve over the course of the year.

Mr. Blanton announced that the proclamation for Wayne Onkst was approved by the city.

Mr. Blanton said that work has started at South Central and trees have been harvested.

Mr. Blanton announced that the Broadband Consortium dissolved at the state level.

Julie Scoskie announced that 18,246 children have enrolled in the 1,000 Books Before Kindergarten program.

She announced that 170 people were in attendance for the Holocaust Short Course. She also mentioned the *Anne Frank: A Private Photo Album* exhibit at the Main Library.

Ms. Scoskie announced two new programs – the Clifford pajama party at Southwest Regional Library on January 23 and the Living Library program at the Main Library on March 18.

Carrick Arehart announced that the Iroquois Branch is currently closed and hopes to open next week.

Lee Burchfield announced that four library staff members would be attending the PLA conference in Denver on April 5 – 9, 2016 thanks to the Enterprise Training Fund from the Office of Performance Improvement.

Mr. Burchfield said LFPL's request for \$336,000 in E-rate funding to upgrade the wireless and network infrastructure was approved by the state. This brings the total E-rate reimbursement to \$734,593 for this year.

Mr. Burchfield presented a chart depicting monthly hold request activity.

***New Business:***

A motion to approve the Jeffersontown Friends request for a book sale was entered by Carol Mullins, seconded by Lisa Corpus, and approved unanimously.

Melanie McCoy suggested moving the LAC meeting to the third Wednesday of each month.

***Adjournment:***

There being no further business, the meeting adjourned at 5:35 p.m.

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
March 15, 2016

The Louisville Free Public Library Advisory Commission met on Tuesday, March 15, 2016 in the Board Room at the Main Library, located at 301 York Street.

Melanie McCoy called the meeting to order at 4:31 p.m.

***Attendance:***

Commissioners present were Melanie McCoy, Lisa Corpus, Steve Amsler, and Carol Mullins. Also present were Director Jim Blanton, Belinda Catman, Lee Burchfield, Julie Scoskie, Carrick Arehart, and Consultant Craig Buthod.

A motion to approve the minutes of the January 19, 2015 meeting was entered by Lisa Corpus, seconded by Carol Mullins, and approved unanimously.

A motion to excuse the absence of Yung Nguyen was entered by Carol Mullins, seconded by Steve Amsler, and approved unanimously.

***Planning Report:***

Craig Buthod joined the meeting to report as an Executive Level Consultant. He said his responsibilities include fundraising, meeting with Matt Frazure, and meeting with elected/appointed officials.

Mr. Buthod said the South Central project is doing well and is staying within budget. He reported \$2.2 million in fundraising. He said the expected finish date is the first quarter of 2017.

Mr. Buthod announced that funding for the St. Matthews expansion/renovation project was approved. \$3 million will come from the City of St. Matthews and \$1 million will come from Louisville Metro Government.

Jim Blanton said the budget committee voted 25-1 in favor of the St. Matthews project. The project will include 9,000 square feet of new construction and 7,000 square feet of renovated space.

Mr. Buthod announced Iroquois renovations are complete. The Grand Opening is scheduled for March 19 from 1:00-4:00 p.m.

Mr. Buthod said marble restoration continues at Main. The project is nearing completion.

Mr. Buthod said the Highland-Shelby Park Branch is expected to begin cosmetic renovations after the Summer Reading Program concludes.

***Finance Report:***

Melanie McCoy announced the finance committee meeting scheduled for April was rescheduled for June.

***Librarian's Report:***

Jim Blanton announced that Julie Scoskie was named an honorary Mover and Shaker by Library Journal. He also announced that the Library received the LibraryAware Community Award.

Mr. Blanton announced the Living Library program will be held on Friday, March 18.

Mr. Blanton said the Indie Lou website is up and BiblioBoard is live.

Mr. Blanton announced that original Star Wars memorabilia will be displayed at Random Fandom at the Southwest Regional Library.

Julie Scoskie announced the Kentucky Opera short course.

Ms. Scoskie announced that the grant for Wonderopolis was approved and will begin this summer.

Lee Burchfield said the Library will be partnering with American Printing House to work on an outdoor navigation app. He said the budget has allowed the Crescent Hill Branch to have an indoor beacon for GPS.

Mr. Burchfield said the Library has migrated to new model of Tree House, which is a 400 seat subscription.

Mr. Burchfield said collection building has started for South Central, with over 5,000 items already catalogued. The goal is 120,000 – 60,000 new items, and 60,000 items from the current Okolona Branch.

Mr. Burchfield announced that the Wi-Fi is being upgraded at Main and then will be updated at the branches.

***Chairman's Report:***

Melanie McCoy announced that the terms of Deborah Williams, Jackie Bentley, and Tad Thomas have expired. The Commission is actively seeking replacements.

***New Business:***

A motion to approve the Iroquois and Bon Air Friends requests for book sales was entered by Carol Mullins, seconded by Lisa Corpus, and approved unanimously.

***Old Business:***

Melanie McCoy announced LAC meetings will continue to be on the third Tuesday of every month according to the by-laws.

***Adjournment:***

There being no further business, the meeting adjourned at 5:17 p.m.

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
April 19, 2016

The Louisville Free Public Library Advisory Commission met on Tuesday, April 19, 2016 in the Board Room at the Main Library, located at 301 York Street.

Melanie McCoy called the meeting to order at 4:35 p.m.

***Attendance:***

Commissioners present were Melanie McCoy, Lisa Corpus, Christine Hoganson, and Yung Nguyen. Also present were Director Jim Blanton, Belinda Catman, Lee Burchfield, Julie Scoskie, Carrick Arehart, and former State Librarian Wayne Onkst.

A motion to approve the minutes of the March 15, 2016 meeting was entered by Lisa Corpus, seconded by Yung Nguyen, and approved unanimously.

A motion to excuse the absence of Carol Mullins was entered by Yung Nguyen, seconded by Lisa Corpus, and approved unanimously.

***Finance Report:***

Melanie McCoy confirmed the finance committee meeting was rescheduled for June.

Funds for the summer reading program were disbursed.

***Librarian's Report:***

Jim Blanton presented Wayne Onkst with a plaque expressing appreciation for his past service as State Librarian.

Mr. Blanton announced that the Library received the LibraryAware Community Award and the Masterminds Program held with school children was a success.

Mr. Blanton announced that LFPL was featured on the cover of Library Journal twice in one month.

Mr. Blanton updated the commission on funding for public library construction in the proposed state budget. A total of \$1,000,000 per year for two years is proposed which would be divided among applicants from across the state.

Mr. Blanton announced that the Library received funding from Louisville Forward for the Beanstack program in conjunction with the Summer Reading Program.

Mr. Blanton announced that there will be a press conference for the Will in the Ville program. The exhibit begins October 10<sup>th</sup>.

Mr. Blanton said that Pam Greenwell arranged a segment for the Mayor's Give-A-Day. Book sorting will be in the Centennial Room on Friday, April 22<sup>nd</sup>.

Mr. Blanton said the growing partnership with the Speed Museum is allowing Dean Otto to work with LFPL on programming.

Mr. Blanton announced that a roster of 6 candidates for the 3 vacancies on the Library Advisory Commission will be given to Katie Dailinger tomorrow.

A motion to make changes to the Collection Policy and the Weeding Guidelines was entered by Yung Nguyen, seconded by Christine Hoganson and approved unanimously.

Julie Scoskie announced the PLA Conference.

Ms. Scoskie announced that external outreach brought into the Library would be connected by calling the program 'at the Library'.

Lee Burchfield said he wants to create a dashboard to visualize statistics from monthly reports and add an "Items in the Collection" stat.

Mr. Burchfield announced the LouieStat forum and the approved new Key Performance Indicator.

***New Business:***

A motion to approve the Main, Southwest, and Shively Friends requests for book sales was entered by Yung Nguyen, seconded by Lisa Corpus, and approved unanimously.

***Adjournment:***

There being no further business, the meeting adjourned at 5:17 p.m.

Minutes taken by Cheryl Vice.

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
May 17, 2016

The Louisville Free Public Library Advisory Commission met on Tuesday, May 17, 2016 in the Board Room at the Main Library, located at 301 York Street.

Melanie McCoy called the meeting to order at 4:34 p.m.

***Attendance:***

Commissioners present were Melanie McCoy, Carol Mullins, Yung Nguyen, and Steve Amsler. Also present were Director Jim Blanton, Lee Burchfield, Belinda Catman, Julie Scoskie, Carrick Arehart, and Regional Consultant Chris Bischoff.

A motion to approve the minutes of the April 19, 2016 meeting was entered by Carol Mullins, seconded by Yung Nguyen, and approved unanimously.

A motion to excuse the absences of Lisa Corpus and Chris Hoganson was entered by Carol Mullins, seconded by Steve Amsler, and approved unanimously.

***Librarian's Report:***

Jim Blanton introduced Chris Bischoff, Regional Consultant for the Library. Mr. Bischoff discussed the construction grant process.

Mr. Blanton said approximately 3,900 people attended the How-To Festival at the Main Library on May 14.

Mr. Blanton announced the summer reading kickoff will be held on June 1. The summer reading program now utilizes Beanstack, which was funded by the City.

Julie Scoskie said "soft" registration of summer reading participants on Beanstack is going well. Beanstack will allow the Library to see how the cultural pass correlates with summer reading.

Ms. Scoskie said the Library's current short course, How to Write a Book in Six Weeks, had 109 participants.

Ms. Scoskie spoke briefly about the \$25,000 Women 4 Women grant. There will be a CODEvelop class for girls on Saturday at the Main Library.

Mr. Blanton announced the next authors scheduled for the Craig Buthod Author Series. Authors include Tim Shanahan, Geoff Dyer, and Joshua Kendall.

Lee Burchfield said the dashboard charts will be included in the monthly statistical report.

***Planning Report:***

Steve Amsler announced the marble restoration project is nearly complete.

Mr. Amsler announced the Iroquois project is complete under budget. The leftover funds will be allocated for the roof and gutters.

Mr. Amsler said construction at South Central is ongoing. 50% of the foundation is in place and steel work will begin in June.

Mr. Amsler spoke about the St. Matthews renovation project. A separate entrance will be constructed. The work will cause the St. Matthews Library to close for a period of time.

Mr. Amsler said the Highlands renovation project will begin after the conclusion of summer reading. He said the Library was approved for placement of a Library sign on Bardstown Road.

Mr. Amsler announced that 1 million dollars in the state budget is allocated for the Northeast Regional Library.

***Finance Report:***

Melanie McCoy confirmed the finance committee meeting will be held in June.

Ms. McCoy briefly discussed the endowment spending policy for the Craig Buthod Author Series.

***Chairman's Report:***

Melanie McCoy announced that the Library Foundation will be hosting a reception on Tuesday, June 7.

Ms. McCoy stated there has been no movement on replacement Commissioners.

***Adjournment:***

There being no further business, the meeting adjourned at 5:11 p.m.

Minutes taken by Terren Thomas.

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
June 21, 2016

The Louisville Free Public Library Advisory Commission met on Tuesday, June 21, 2016 in the Board Room at the Main Library, located at 301 York Street.

Melanie McCoy called the meeting to order at 4:30 p.m.

***Attendance:***

Commissioners present were Melanie McCoy, Lisa Corpus, Yung Nguyen, Chris Hoganson, Steve Amsler, and Carol Mullins. Also present were Director Jim Blanton, Lee Burchfield, Belinda Catman, Julie Scoskie, and Carrick Arehart.

A motion to approve the minutes of the May 17, 2016 meeting was entered by Yung Nguyen, seconded by Lisa Corpus, and approved unanimously.

***Planning Report:***

Steve Amsler reported that construction on the South Central Regional Library is moving along.

***Finance Report:***

Melanie McCoy stated that the Commission would approve the LAC budget in July.

Ms. McCoy said she would like the Commission to trace the source of gifts/restrictions on restricted funds.

Ms. McCoy announced that a \$15,000 bequest was received in June.

***Librarian's Report:***

Jim Blanton announced 40% of the steel beams are up at South Central.

Mr. Blanton said the Notice of Intent for the state construction grant for the Northeast Regional Library will be submitted this week.

Mr. Blanton said the Metro Louisville budget hearing went well, and he is optimistic that LFPL requests are on track for approval. At the hearing, Councilman David James asked about security at Newburg and staff demographics, Councilman Kevin Kramer thanked the Library for Northeast, and Councilman Bill Hollander asked about staff certification.

Mr. Blanton announced that LFPL executive staff attended a mediation session with LFPL Union on May 25 regarding state certification and self-checkout machines. He said another mediation session regarding certification is scheduled for next Monday.

Mr. Blanton announced that, according to the Kentucky Library Rankings report, LFPL has dropped in the categories of income per capita and local government income per capita.

Mr. Blanton announced that 31,000 have registered for summer reading in Beanstack. He said there were 650 people in attendance for the summer reading kickoff on June 4.

Julie Scoskie said LFPL is ranked #1 out of the 250 libraries using Beanstack.

Lee Burchfield presented the Commission with a chart of LFPL's collection inventory listed by format. Mr. Burchfield said LFPL is approaching 1.5 million materials. He attributes the increase in E-materials in March to the launch of Biblioboard.

Carrick Arehart announced the Library is currently conducting interviews for the Shively Branch Manager position.

Ms. Arehart announced that 150 people became U.S. citizens at the Naturalization Ceremony held at the Main Library on June 17.

Ms. Arehart announced that 300 people were in attendance for the Entrepreneur Fair held at the Main Library on June 11.

***Adjournment:***

There being no further business, the meeting adjourned at 4:53 p.m.

Minutes taken by Terren Thomas.

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
July 19, 2016

The Louisville Free Public Library Advisory Commission met on Tuesday, July 19, 2016 in the Board Room at the Main Library, located at 301 York Street.

Melanie McCoy called the meeting to order at 4:36 p.m.

***Attendance:***

Commissioners present were Melanie McCoy, Yung Nguyen, Chris Hoganson, and Steve Amsler. Also present were Director Jim Blanton, Lee Burchfield, Belinda Catman, and Carrick Arehart.

A motion to approve the minutes of the June 21, 2016 meeting was entered by Yung Nguyen, seconded by Chris Hoganson, and approved unanimously.

***Planning Report:***

Jim Blanton stated the St. Matthews schematic design is near completion. It has been narrowed down to two designs.

South Central is expected to open in spring 2017.

***Finance Report:***

Melanie McCoy reported the LAC will make limited disbursements in FY17. Disbursements will include Craig Buthod's consulting fee, funding for the Craig Buthod Author Series, and the Director of Education and Outreach's salary.

***Librarian's Report:***

Jim Blanton reported that the Notice of Intent for the Northeast construction funding was submitted. The full application will be released in August. Mr. Blanton said LFPL applied for the full funding amount.

A motion to approve the updated project plan schedule timeline was entered by Melanie McCoy, seconded by Steve Amsler, and approved unanimously.

Mr. Blanton reported that budget items/requests were approved.

Mr. Blanton said 45,000 have registered for summer reading on Beanstack.

Mr. Blanton announced the Harry Potter book release after-hours party on Saturday, July 8 from 8:00 p.m.-12:30 a.m. He also announced the Cannabis Conundrum fast class on August 4 at 7:00 p.m. and the Mark Cirino author event on August 31 at 7:00 p.m.

Mr. Blanton said LFPL has launched a café press online store. A percentage of all purchases benefit the Library Foundation.

Mr. Blanton announced the Library is launching a free faxing pilot program. Faxing is free at Main, Southwest, and Highlands-Shelby Park.

Mr. Blanton reported the Union's grievance regarding self-check was denied. LFPL is currently waiting on a recommendation from the mediator regarding certification.

Lee Burchfield presented the Commission with a map of summer reading profiles by zip code. The data for the map was extracted from Beanstack.

Belinda Catman reported that all LFPL staff members requiring certification have received their temporary certification.

***Chairman's Report:***

Melanie McCoy cancelled the August LAC meeting. All LAC committees will meet prior to the October LAC board meeting.

***New Business:***

A motion to approve the Fairdale, Shively, and Southwest Friends requests for book sales was entered by Yung Nguyen, seconded by Chris Hoganson, and approved unanimously.

***Adjournment:***

There being no further business, the meeting adjourned at 5:00 p.m.

Minutes taken by Terren Thomas.

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
September 20, 2016

The Louisville Free Public Library Advisory Commission met on September 20, 2016 in the Board Room at the Main Library, located at 301 York Street.

Melanie McCoy called the meeting to order at 4:37 p.m.

***Attendance:***

Commissioners present were Melanie McCoy, Steve Amsler, Lisa Corpus, and Carol Mullins. Also present were Director Jim Blanton, Lee Burchfield, Belinda Catman, Julie Scoskie, Carrick Arehart, and Regional Consultant Chris Bischoff.

A motion to excuse the absences of Yung Nguyen and Chris Hoganson was entered by Lisa Corpus, seconded by Steve Amsler, and approved unanimously.

A motion to approve the minutes of the July 19, 2016 meeting was entered by Carol Mullins, seconded by Lisa Corpus, and approved unanimously.

***Planning Report:***

Steve Amsler stated the St. Matthews project is in the bid phase. It is expected to be an eighteen month project with minimal closures. The project will add 11,000 square feet and a separate library entrance.

Mr. Amsler said work on South Central is ongoing and roofing is underway. It is expected to open in spring 2017.

Jim Blanton said a hardhat tour will be scheduled in the next month or so.

Mr. Blanton announced that Madonna Flood has provided funding to host an artist in residence at South Central. This concept is modeled after "The Bubbler" at Madison Public Library in Madison, Wisconsin.

Mr. Blanton said the design bids for North East Regional have been submitted and reviewed and are now at the City. The KDLA construction grant will be submitted in October.

Mr. Blanton announced that the Highlands-Shelby Park renovation project has been paused.

***Finance Report:***

Melanie McCoy announced the Library Foundation Finance Committee is scheduled to meet before the next LAC meeting.

***Librarian's Report:***

Jim Blanton reported that the new LAC commissioners are scheduled to be on the docket for vote by Metro Council on Thursday.

Mr. Blanton reported the final statistics for the 2016 Summer Reading Program. 51,657 enrolled, 26,175 completed, and 40,421 Cultural Passes were distributed.

Mr. Blanton announced the Library has received a discount on Idea Festival registration thanks to Kris Kimel. This allows over 30 LFPL staff members to attend.

Mr. Blanton announced he will be handing over his position as KPLA chair on Thursday.

Lee Burchfield reported on the Six Sigma Shipping and Delivery Project. The goal of this project was to reduce the time it took for an item to be pulled from the shelf and delivered to another branch location for patron pickup. Before this project, 10-20% of items were in a “shipped” status for 4 days or longer. It is now down to 1% or less.

Mr. Burchfield provided Commissioners with a final project run chart depicting the percent of items in shipped status for longer than 4 days from December 2015 to August 2016. He said this project has been sent to the Office of Improvement.

KDLA Regional Consultant Chris Bischoff discussed the Louisville Free Public Library’s annual report numbers. He said LFPL’s numbers are slightly down, but numbers are down across region 4 and the state of Kentucky as a whole. This is particularly true for print materials.

***Chairman’s Report:***

Melanie McCoy announced that all LAC committees will meet at 3:30 p.m., just prior to the October LAC board meeting.

***Adjournment:***

There being no further business, the meeting adjourned at 5:15 p.m.

Minutes taken by Terren Thomas.

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
October 18, 2016

The Louisville Free Public Library Advisory Commission met on Tuesday, October 18, 2016 in the Board Room at the Main Library, located at 301 York Street.

Melanie McCoy called the meeting to order at 4:31 p.m.

***Attendance:***

Commissioners present were Melanie McCoy, Steve Amsler, Lisa Corpus, Carol Mullins, Funto Seton, Florence Chang, and Shannon Floyd. Also present were Director Jim Blanton, Lee Burchfield, Belinda Catman, Julie Scoskie, and Carrick Arehart.

A motion to excuse the absences of Yung Nguyen and Chris Hoganson was entered by Lisa Corpus, seconded by Steve Amsler, and approved unanimously.

A motion to approve the minutes of the September 20, 2016 meeting was entered by Carol Mullins, seconded by Lisa Corpus, and approved unanimously.

***Planning Report:***

Steve Amsler provided a brief update on the current projects (South Central, St. Matthews, and North East).

***Finance Report:***

Melanie McCoy announced the Library Foundation Finance Committee is scheduled to meet on November 3. She will report at the November LAC meeting.

Ms. McCoy then proposed the Commission replenish three funds held at the Library Foundation with transfers in the following amounts:

- Cultural/Program Fund (\$18,075.01)
- Special Projects Fund (\$1,821)
- Training/Development Fund (\$5,098.69)

A motion to replenish these three funds was entered by Carol Mullins, seconded by Steve Amsler, and approved unanimously.

***Librarian's Report:***

Jim Blanton reported that JRA and MSR have been selected as architects for the construction of the North East Regional Library. Sullivan and Cozart have been selected for construction management. A public input session for the North East Regional Library will be held on-site on October 29.

Mr. Blanton attended a hardhat tour of the South Central Regional Library on October 7. The Mayor, Metro Council Members James Peden, Madonna Flood, and Vicki Aubrey Welch, and acting State Librarian Terry Manuel were also in attendance.

Mr. Blanton reported that the Mayor attended a press conference on October 11 that recognized the Unseld Early Learning Center in Newburg for 100 percent completion of the 1,000 Books Before Kindergarten program.

Mr. Blanton reported that the Louisville Youth Film Festival was held last Friday.

Mr. Blanton reported Louisville Mix, a platform for local artists and an online collection of music, launched in October.

Mr. Blanton attended Indie Author Day at the Louisville Free Public Library on October 8 and participated on the panel. The event also included Biblioboard training.

Mr. Blanton announced the Friends of the Library are having a membership drive this week. The Friends hosted a book drive on Saturday and received over 2,000 donated books.

Mr. Blanton announced 40 LFPL staff members attended the Idea Festival. The Idea Festival counts as continuing education hours for KDLA certification.

Julie Scoskie announced the Shakespeare and the Creation of the Modern Era Short Course. It begins tonight and continues for the next six weeks.

Ms. Scoskie introduced the Get Lit Lou program, which is geared toward Millennials.

Ms. Scoskie thanked the Commission for allowing her to attend the Urban Libraries Council Annual Forum in Kansas City.

Lee Burchfield presented the Commission with a chart depicting Cultural Pass usage by zip code.

***Chairman's Report:***

Melanie McCoy reported the memorandum of understanding with consultant Craig Buthod is up for renewal in November. The Commission will vote next month.

Ms. McCoy stated the current LAC by-laws are antiquated and need to be updated. She will ask for volunteers to help update the by-laws at the LAC meeting next month.

***New Business:***

Jim Blanton presented the Commission with a copy of the LFPL staff certification policy.

A motion to approve the LFPL staff certification was entered by Lisa Corpus, seconded by Steve Amsler, and approved unanimously.

***Adjournment:***

There being no further business, the meeting adjourned at 5:22 p.m.

Minutes taken by Terren Thomas.

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
November 15, 2016

The Louisville Free Public Library Advisory Commission met on Tuesday, November 15, 2016 in the Board Room at the Main Library, located at 301 York Street.

Melanie McCoy called the meeting to order at 4:33 p.m.

***Attendance:***

Commissioners present were Melanie McCoy, Steve Amsler, Lisa Corpus, Carol Mullins, Chris Hoganson, Funto Seton, and Shannon Floyd. Also present were Director Jim Blanton, Lee Burchfield, Belinda Catman, Julie Scoskie, Carrick Arehart, and KDLA Regional Consultant Chris Bischoff.

A motion to approve the minutes of the October 18, 2016 meeting was entered by Carol Mullins, seconded by Lisa Corpus, and approved unanimously.

A motion to excuse the absences of Yung Nguyen and Florence Chang was entered by Lisa Corpus, seconded by Steve Amsler, and approved unanimously.

***Planning Report:***

Jim Blanton provided an update on the current projects (Northeast, South Central, and St. Matthews).

***Finance Report:***

Melanie McCoy announced the Library Foundation Finance Committee continues to do well.

Ms. McCoy reported the finance report shows the dispersal of funds for books for South Central.

***Librarian's Report:***

Jim Blanton reported that he will meet with Owsley Brown III to discuss a proposal to support films being screened at every branch.

Mr. Blanton announced that poet Anne Trethewey will be presenting tonight at the Main Library. Natasha Trethewey will be speaking as a part of Spalding University's Master of Fine Arts in Writing Program's Distinguished Writer in Residence.

Mr. Blanton announced that author James Shapiro will be presenting at the Main Library this Thursday. A reception will follow his presentation.

Melanie McCoy reported that the Friends of the Library had a successful membership drive.

Chris Bischoff updated the Library Advisory Commission on the grant process.

Lee Burchfield presented the Commission with a chart depicting Cultural Pass distribution versus completion by zip code.

Carrick Arehart reported that hiring for South Central is continuing with the remainder of the supervisor positions and then the union staff.

Belinda Catman reported that the budget season will begin early this year. Work on the next fiscal year budget can begin in January.

Julie Scoskie reported that the Halloween Party at the Bad Kitty Author Event was a success.

Ms. Scoskie announced that the Courier-Journal had ads every day promoting the Share a Story events at Main and Southwest.

***Chairman's Report:***

A motion to approve the continued disbursement of funds for Craig Buthod's services was entered by Carol Mullins, seconded by Funto Seton, and approved unanimously.

Ms. McCoy called for volunteers to help update the LAC by-laws. Carol Mullins and Funto Sento offered to assist Ms. McCoy.

***New Business:***

Melanie McCoy cancelled the December 2016 LAC meeting.

***Adjournment:***

There being no further business, the meeting adjourned at 5:34 p.m.

Minutes taken by Cheryl Vice.

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
January 17, 2017

The Louisville Free Public Library Advisory Commission met on Tuesday, January 17, 2017 in the Board Room at the Main Library, located at 301 York Street.

Melanie McCoy called the meeting to order at 4:30 p.m.

***Attendance:***

Commissioners present were Melanie McCoy, Steve Amsler, Lisa Corpus, Funto Seton, Yung Nguyen, Florence Chang and Shannon Floyd. Also present were Director Jim Blanton, Lee Burchfield, Belinda Catman, Carrick Arehart, Education Manager Art Dietz, Foundation Executive Director Chandra Gordon, and Documentarian Morgan Atkinson.

A motion to approve the minutes of the November 15, 2016 meeting was entered by Lisa Corpus, seconded by Steve Amsler, and approved unanimously.

A motion to excuse the absences of Carol Mullins and Chris Hoganson was entered by Yung Nguyen, seconded by Lisa Corpus, and approved unanimously.

***Planning Report:***

Steve Amsler provided an update on the current projects. St. Matthews will be overseeing the project, not Louisville Metro. The St. Matthews Branch will remain active the entire time since this is a phase project. Estimated completion date is August 2018.

Mr. Amsler reported that the steel frame of the South Central Regional Branch was completed in October. Siding went up through the winter therefore a heating system was installed and is operating. Interior work will continue through April with an estimated completion date of late spring/early summer.

Mr. Amsler reported that the Northeast Regional Branch design work is about 50% completed and expected to finish in July.

Jim Blanton provided an update about the grant funding. It will be late spring or early summer before a final decision is made.

Steve Amsler stated there is nothing new to update about the Highlands Branch.

***Finance Report:***

Melanie McCoy announced that financials are looking good.

Ms. McCoy reported the finance report shows fourth quarter disbursements for the author series and talent.

Ms. McCoy stated that contributions for the Northeast Regional Branch are in process.

Chandra Gordon announced the upcoming Café LOUIE events at the library branches.

***Librarian's Report:***

Jim Blanton announced that Louisville Mix will be this Saturday, January 20, 2017. This event will promote the new online music portal for local musicians.

Mr. Blanton reported funding in the amount of \$50,000 for film program possibilities.

Mr. Blanton announced he is now the Vice Chair of the Arts and Culture Alliance.

Mr. Blanton announced that the Main Library will be hosting GonzoFest on April 15, 2017.

Carrick Arehart presented a revision to the code of conduct to include language that the Library will have alcohol on property during events with permission of the Director. A motion to approve the revision was entered by Lisa Corpus, seconded by Steve Amsler, and approved unanimously.

Jim Blanton reported a grievance was filed about violations of dress code. A compromise was reached allowing staff to include gender identity on their name tag.

Mr. Blanton stated that the tuition reimbursement policy allows up to \$2000/year and has been dispersed to several applicants.

Lee Burchfield presented the Commission with a chart depicting LFPL Circulation and LFPL Door Count by location over 20+ years.

Carrick Arehart announced the new Library Manager at Main, Nicole Dixon; the new Branch Manager at South Central Regional, Raechael Robertson; and the new Regional Manager at Southwest, Diane Bundy from New Orleans.

Belinda Catman reported that the budget deadline is this Friday, January 20, 2017. Budget process will continue through June.

Art Dietz announced several upcoming events and programs including Get Lit Lou, Gear Up For Gardening Short Course, Yoga for Beginners Fast Class, Craig Buthod Author Series with Elliot Ackerman, and Drop Your Drawers campaign in partnership with JCPS Family Resource Center.

Mr. Dietz stated that planning is ongoing for this year's How-To Festival on May 13, 2017.

***Chairman's Report:***

Melanie McCoy announced that she will meet with Commissioners Carol Mullins and Funto Seton to discuss the revisions to the LAC by-laws. This committee will meet before the next LAC meeting and then present the revisions at the LAC meeting.

***New Business:***

A motion to approve the Bon Air Friends request for a book sale was entered by Yung Nguyen, seconded by Lisa Corpus, and approved unanimously.

A motion to approve the Fairdale Friends request for a book sale was entered by Lisa Corpus, seconded by Yung Nguyen, and approved unanimously.

A motion to approve the Westport Friends requests for book sales was entered by Yung Nguyen, seconded by Lisa Corpus, and approved unanimously.

***Adjournment:***

There being no further business, the meeting adjourned at 5:08 p.m.

Minutes taken by Cheryl Vice.

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
February 21, 2017

The Louisville Free Public Library Advisory Commission met on Tuesday, February 21, 2017 in the Board Room at the Main Library, located at 301 York Street.

Melanie McCoy called the meeting to order at 4:34 p.m.

***Attendance:***

Commissioners present were Melanie McCoy, Steve Amsler, Carol Mullins, Florence Chang and Chris Hoganson. Also present were Director Jim Blanton, Lee Burchfield, Belinda Catman, Carrick Arehart, Education Manager Art Dietz, KDLA Regional Consultant Chris Bischoff, and Documentarian Morgan Atkinson.

Chair Melanie McCoy declared the absence of a quorum noting that no motions or voting will occur.

***Planning Report:***

Jim Blanton provided an update on the current projects. St. Matthews will be breaking ground in April and other projects continue progressing.

***Finance Report:***

Melanie McCoy asked the Library Foundation to allocate funds for a Library Advisory Commission legacy gift to the Northeast Regional Library.

Ms. McCoy called for a commissioner to volunteer to attend the May 4, 2017 Library Foundation Finance & Audit meeting at noon in the Board Room and join the committee.

***Librarian's Report:***

Jim Blanton announced the success of Louisville Mix that promoted the new online music portal for local musicians. 6 different bands of different genres performed and over 300 people attended.

Mr. Blanton announced Café LOUIE is in full swing and off to a strong start.

Mr. Blanton stated that program planning for GonzoFest continues. Library Journal has signed on as literary judges for the event.

Jim Blanton provided an update about the state construction grant. The appeal hearing will be held on Monday, February 27. The process should wrap up around April or May.

Jim Blanton reported that the gender identity name tags have been well-received and a model to other libraries. There was a feature in a Library Journal article about the change.

Mr. Blanton stated there will be a union protest rally at Main next Monday, February 27.

Art Dietz announced several upcoming events and programs including Gear Up For Gardening Short Course, Craig Buthod Author Series with Elliot Ackerman and Jessica Gordon Nembhard, Asian Acupressure Fast Class, and World War I Short Course.

Mr. Dietz stated that planning continues for this year's How-To Festival on May 13, 2017 and for Gonzofest on April 15, 2017.

Mr. Dietz announced that Get Lit Lou is wrapping up with over 600 entrants for the program.

Lee Burchfield presented the Commission with a chart depicting Total LFPL Operating Expenditure versus LFPL Circulation from 2003-2016.

***Chairman's Report:***

Melanie McCoy announced that the Friends of the Library annual meeting two weeks ago was well attended.

Ms. McCoy stated that the Library Foundation Board met today. There will be hard hat tours of the South Central Regional Library site on March 10, March 17, and April 7. Commissioners need to R.S.V.P. to Foundation Executive Director Chandra Gordon in order to attend one of the tours.

Melanie McCoy announced that the LAC Finance & Planning Committees will meet at 3:30 p.m., just prior to the April LAC board meeting.

Ms. McCoy called for a commissioner to serve, with the LAC Chair, as Directors on the Library Foundation Board.

***Old Business:***

Melanie McCoy stated the revisions to the LAC by-laws will be postponed until the Northeast campaign is up and running.

***Adjournment:***

There being no further business, the meeting adjourned at 5:02 p.m.

Minutes taken by Cheryl Vice.

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
March 17, 2015

The Louisville Free Public Library Advisory Commission met on Tuesday, March 17, 2015 in the board room at the Main Library, located at 301 York Street.

Tad Thomas called the meeting to order at 4:31 p.m.

***Attendance:***

Commissioners present were Tad Thomas, Carol Mullins, Yung Nguyen, Steve Amsler, Lisa Corpus, Jackie Bentley and Deborah Williams. Also present were interim director Lisa Sizemore, Julie Scoskie, Lee Burchfield, Belinda Catman, chief of public services Carrick Arehart and JRA architect Colin Drake.

A motion to excuse the absence of Melanie McCoy was entered by Deborah Williams, seconded by Lisa Corpus and approved unanimously.

A motion to approve the minutes of the January 20, 2015 was entered by Jackie Bentley, seconded by Deborah Williams and approved unanimously.

***Special Guest:***

Colin Drake of JRA presented on the design of the Southwest Regional Library.

***Planning Report:***

Steve Amsler said that Matt Frazure and his team reported that minor work is being completed at the Southwest Regional Library.

Mr. Amsler said the planning committee is considering various award options and more information will be available later.

Mr. Amsler reported that JRA and MSR have been selected as architects for the construction of the South Central Regional Library. Sullivan and Cozart have been selected for construction management. Mr. Amsler said it is a well-defined process with sealed bids.

Mr. Amsler reported that construction on South Central is scheduled to begin in the fall and should take one and a half years to complete. Mr. Amsler also reported that after discussion, the committee has decided to keep the name "South Central Regional Library."

Mr. Amsler reported that renovations at Bon Air are wrapping up, including finishing up the second floor and reorganization of the first floor. He also reported that the Main marble renovation projects will begin soon as two small projects. He said there is still work to be done at Iroquois, St. Matthews and Highlands-Shelby Park.

***Librarian's Report:***

Lisa Sizemore announced that the Library was able to stay open during the snow thanks to dedicated employees and staff members.

Ms. Sizemore announced that the Library's program, 1,000 Books before Kindergarten, won the "Breakthrough Guru" award, a major award through the Mayor's office.

Ms. Sizemore said that the first author of the Craig Buthod author series will be Alexander McCall Smith on April 9, 2015 at 7:00 p.m. Other authors confirmed for 2015 include Cokie Roberts on May 11, David K. Shieler on May 18, and H.W. Brands on June 15.

Ms. Sizemore read a letter from a patron complimenting both library staff and library programming.

Ms. Sizemore said the budget process is wrapping up. She thanked Belinda Catman for all her work on the budget.

Carrick Arehart stated that the Southwest Regional Library, in the first five months of being open, had 66,000 more visitors, 100,000 more books/materials checked out and 17,000 more library cards.

Julie Scoskie announced that 149,000 children's books were donated to the library. She said the donated books will benefit children in kindergarten through third grade in support of the program Share 100 Stories Before 4<sup>th</sup> Grade. Ms. Scoskie said that children will be given age appropriate books with corresponding bookmarks. The bookmarks will include guiding questions to encourage discussion about the books. A press conference was held with the Mayor last Monday.

Lee Burchfield provided the commission with a copy of the Louisville Free Public Library's Edge Assessment Peer Comparison Report. LFPL is considered a very large peer group, meaning it serves a population greater than 300,000.

Mr. Burchfield said LFPL scored 620/1000, compared to the average score of 664/1000. LFPL scored above average in the category of community value, average in the category of engaging the community and below average in the category of organizational management.

Mr. Burchfield reported that LFPL has added 70 points, 25 in community value, 10 in engaging the community and 35 in organizational management, by following the Edge action plan.

Mr. Burchfield said that the Edge Assessment has been grant funded for the last three years but the grant is now up. Participation fees for 2015 will be based on annual budget. He said LFPL would have to pay a fee to participate.

***Old Business:***

Nothing to report

***New Business:***

A motion to approve book sales of the Jeffersontown, Iroquois and Westport Friends of the Library was entered by Carol Mullins, seconded by Lisa Corpus and approved unanimously.

***Chairman's Report:***

Tad Thomas announced that the Commission would go into an Executive Committee session according to KRS 61.810 (1)(F).

KRS 61.810 (1)(F) states that all meetings of a quorum of the members of any public agency at which any public business is discussed or at which any action is taken by the agency, shall be public meetings, open to the public at all times, except for discussions or hearings which might lead to the appointment, discipline, or dismissal of an individual employee, member, or student without restricting that employee's, member's, or student's right to a public hearing if requested. This exception shall not be interpreted to permit discussion of general personnel matters in secret.

***Adjournment:***

There being no further business, the meeting adjourned at 5:38 p.m.

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
April 18, 2017

The Louisville Free Public Library Advisory Commission met on Tuesday, April 18, 2017 in the Board Room at the Main Library, located at 301 York Street.

Melanie McCoy called the meeting to order at 4:30 p.m.

***Attendance:***

Commissioners present were Melanie McCoy, Carol Mullins, Shannon Floyd, Funto Seton, Steve Amsler, Lisa Corpus and Yung Nguyen. Also present were Director Jim Blanton, Lee Burchfield, Belinda Catman, Carrick Arehart, Art Dietz, KDLA Regional Consultant Chris Bischoff, JRA Architect Colin Drake, Consultant Craig Buthod, and Documentarian Morgan Atkinson.

A motion to approve the minutes of the March 21, 2017 meeting was entered by Carol Mullins, seconded by Funto Seton, and approved unanimously.

A motion to excuse the absences of Florence Chang and Chris Hoganson was entered by Funto Seton, seconded by Steve Amsler, and approved unanimously.

***Planning Report:***

Colin Drake from JRA Architects provided a slideshow presentation of the Northeast Regional Library plans. This branch is aiming to be finished by the end of 2018.

Steve Amsler described his tour of the South Central Regional Library. He was impressed how much the library is a part of the landscape.

Colin Drake stated the South Central Regional Library is wrapping up and in the final stages of construction.

Steve Amsler announced that the St. Matthews project will have a construction manager and it is estimated that the St. Matthews renovations will be a six-month project.

***Finance Report:***

Melanie McCoy stated the Library Foundation Finance Committee has their next meeting on Thursday, May 4.

Ms. McCoy announced that Florence Chang and Funto Seton have taken over responsibility for the financials of the LAC Board.

Ms. McCoy stated there will not be a joint committee meeting next month, but the Finance Committee will meet with Director Jim Blanton instead.

***Librarian's Report:***

Jim Blanton announced that GonzoFest was a success this past weekend on Saturday, April 15.

Mr. Blanton stated that negotiations of tuition reimbursement for certification of staff has been resolved.

Mr. Blanton announced that Café LOUIE has come to a conclusion and was attended by very engaged patrons.

Art Dietz announced the How To Festival coming up on Saturday, May 13 will have about 100 different presentations.

Mr. Dietz presented several upcoming events and programs including Over Here, Over There: World War I Short Course, a short course on American Sign Language beginning on May 25, and potential programming opportunities with Humana, Blackacre, and the Department of Public Health.

Carrick Arehart announced that the last of the positions for the South Central Regional Library have been posted.

Belinda announced the Mayor's Budget Address will be on Thursday, April 27.

Lee Burchfield presented the Commission with summary graphs of various statistics.

***Adjournment:***

There being no further business, the meeting adjourned at 5:27 p.m.

Minutes taken by Cheryl Vice.

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
May 16, 2017

The Louisville Free Public Library Advisory Commission met on Tuesday, May 16, 2017 in the Board Room at the Main Library, located at 301 York Street.

Melanie McCoy called the meeting to order at 4:32 p.m.

***Attendance:***

Commissioners present were Melanie McCoy, Steve Amsler, Shannon Floyd, Funto Seton, Carol Mullins, Florence Chang and Chris Hoganson. Also present were Director Jim Blanton, Lee Burchfield, Belinda Catman, Art Dietz, and Library Foundation Director Chandra Gordon.

A motion to approve the minutes of the April 18, 2017 meeting was entered by Carol Mullins, seconded by Florence Chang, and approved unanimously.

A motion to excuse the absences of Yung Nguyen and Lisa Corpus was entered by Carol Mullins, seconded by Funto Seton, and approved unanimously.

***Planning Report:***

Jim Blanton announced the tour of the South Central Regional Library with the mayor went well. Mr. Blanton stated the floor is down, the carpet is down and the shelving should be coming in later this month. Mr. Blanton stated the interviews for the Artist in Residence program have wrapped up. Mr. Blanton announced the South Central Regional Library should be open sometime in July.

Mr. Blanton announced that funding for the Northeast Regional Library was included in the budget from the mayor. Mr. Blanton stated that the mayor granted permission to include the Bellevoir Mansion in the Northeast Regional Library project.

Melanie McCoy stated she would like to review the master plan schedule at a later Library Advisory Commission meeting.

***Finance Report:***

Melanie McCoy stated that she, Funto, and Florence will meet before the July 2017 Library Advisory Commission meeting to go over the Library Advisory Commission budget. They will discuss cultural funding for the South Central Regional Library and also consider a contribution to the Northeast Regional Library campaign.

Chandra Gordon distinguished to the commissioners the difference between the Friends of the Library and the Library Foundation. Ms. Gordon announced they are wanting to expand the Friends membership with the Northeast Regional Library. Ms. Gordon stated the Foundation is committed to raising \$3.8 million towards the Northeast Regional Library project.

Melanie McCoy announced there will be a Finance Committee meeting in July.

Jim Blanton announced there is an opportunity to purchase back issues of the Courier-Journal newspaper. There is a one-time cost to purchase the content.

A motion to disperse \$25,000 from the Library Advisory Commission Technology Fund for back issues of the Courier-Journal was entered by Carol Mullins, seconded by Chris Hoganson, and approved unanimously.

***Librarian's Report:***

Jim Blanton announced that the How To Festival was a success with 2,500-3,000 in attendance. Mr. Blanton stated that attendance was great at all of the sessions.

Art Dietz presented several upcoming events and programs including the Entrepreneur Fair on June 17, 2017, a Health Department program series, a short course on American Sign Language beginning on May 25. Mr. Dietz stated that the American Sign Language short course filled in just two days. There will be a follow up program in July due to the high volume of participants for families and children to learn sign language. Mr. Dietz also announced the Potter Palooza! program on July 29 and upcoming Craig Buthod Author Series with Maureen Chiquet on May 25 and Sidney Blumenthal on June 6.

Art Dietz announced the Summer Reading Program with the Cultural Pass is about to begin.

Jim Blanton stated the Library is partnering with the Arts & Culture Alliance for the Summer Reading Kickoff on June 3, 2017.

Belinda Catman announced that the Main Branch marble restoration is listed on the National Historic Register and the Library received \$24,000 in historic tax credit.

***New Business:***

Jim Blanton announced there will be a preview event of the South Central Regional Library for the Library Advisory Board commissioners.

Melanie McCoy stated there will be a Finance Committee meeting in July at 3:30 p.m. before the Library Advisory Commission meeting.

Ms. McCoy stated there will be a Planning Committee meeting when Steve Amsler deems it necessary.

***Adjournment:***

There being no further business, the meeting adjourned at 5:23 p.m.

Minutes taken by Cheryl Vice.

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
June 20, 2017

The Louisville Free Public Library Advisory Commission met on Tuesday, June 20, 2017 in the Board Room at the Main Library, located at 301 York Street.

Melanie McCoy called the meeting to order at 4:35 p.m.

***Attendance:***

Commissioners present were Melanie McCoy, Steve Amsler, Shannon Floyd, Funto Seton, Florence Chang, Lisa Corpus and Yung Nguyen. Also present were Director Jim Blanton, Lee Burchfield, Belinda Catman, Carrick Arehart, and Art Dietz.

A motion to approve the minutes of the May 16, 2017 meeting was entered by Yung Nguyen, seconded by Funto Seton, and approved unanimously.

A motion to excuse the absences of Carol Mullins and Chris Hoganson was entered by Steve Amsler, seconded by Yung Nguyen, and approved unanimously.

***Planning Report:***

Jim Blanton announced the South Central Regional Library will open on Friday, July 21, 2017. The Library will be celebrating all weekend with a schedule of events to be announced at a later date. The Library Foundation will have a preview event on Thursday, July 20, 2017 from 6:00-8:00 p.m. There will be a preview for staff on Saturday, July 15, 2017 from 5:30-7:30 p.m. The Okolona Branch will remain open with limited services up until the opening of the South Central Regional Library.

Mr. Blanton stated the St. Matthews Branch bid packages for renovations should be delivered in late June.

Mr. Blanton announced that construction on the Northeast Regional Library is anticipated to begin in September.

***Finance Report:***

Florence Chang met with Library Foundation Controller Susan Nicholson to become acquainted with her new role on the Library Advisory Commission Finance Committee. They discussed the twelve month planning period for the cash flow of funds.

Mrs. Chang announced there will be a Library Advisory Commission Finance Committee meeting in July.

***Librarian's Report:***

Jim Blanton announced Summer Reading is in full swing. The Kick-Off event was on June 3<sup>rd</sup> and had about 900 in attendance. The Library is partnering with the Arts & Culture Alliance for this event.

Mr. Blanton stated that Summer Reading registrations are up tremendously this year: preschool registrations are at 9,637 (compared to 2883 last year), school-age registrations are at 16,289 (compared to 6,587 last year) and teen registrations are at 7,200 (compared to 2,289 last year).

Mr. Blanton stated the second annual Entrepreneur Fair was last Saturday, June 17, 2017. There were eight different workshops and all were well attended.

Art Dietz announced the Cultural Pass numbers are at 23,000 registrations compared to 7,070 registrations last year.

Mr. Dietz presented several upcoming events and programs including the Health Fair on June 24, a Louisville Health & Wellness program series, and the Wild & Woolly movie series beginning on Saturday, July 8. Poet Laureate Frederick Smock will be at the library on July 11, 2017. Mr. Dietz also announced the Potter Palooza! event on July 29 and storyteller program at Southwest on July 31.

Jim Blanton announced the English Conversation Club at the Iroquois Branch received recognition by being a finalist for the National Arts and Humanities Youth Program Award. Results should be announced at the end of June and the award is \$10,000 received from the First Lady.

Carrick Arehart stated the Main Branch is hosting the OverDrive Digital bus this Saturday, June 24 from 10:00 a.m. until 4:00 p.m.

Ms. Arehart announced that the South Central Regional Library is almost fully staffed.

Lee Burchfield stated that computer tables should arrive at the South Central Regional Library in about a week and a half.

***New Business:***

Jim Blanton stated that Louisville Metro's policy for naming opportunities specifies that naming opportunities must be approved by the Mayor's Office.

Melanie McCoy suggested that the first review of naming opportunities should go through the Library Advisory Commission before going to Louisville Metro for approval. Ms. McCoy also suggested that the Library Advisory Commission's policy on naming opportunities mirror that of Louisville Metro's.

A motion to approve the names of the two rooms – “The Edith and Jacob Horn Reading Room” and “Mary Hardaway Griffith Community Room” – at the South Central Regional Library as an exception to the existing Library Advisory Commission policy was entered by Funto Seton, seconded by Lisa Corpus, and approved unanimously.

A motion to adopt the new Naming Opportunity Policy was entered by Steve Amsler, seconded by Yung Nguyen, and approved unanimously.

A motion to ratify the approval of the Northeast Regional Library's current list of proposed naming opportunities as approved by the Mayor's Office was entered by Funto Seton, seconded by Yung Nguyen, and approved unanimously.

A motion to approve the Crescent Hill Friends of the Library ongoing book sale was entered by Yung Nguyen, seconded by Lisa Corpus, and approved unanimously.

A motion to approve the Fairdale Friends of the Library's book sale on Friday, September 8, 2017 and Saturday, September 9, 2017 was entered by Lisa Corpus, seconded by Florence Chang, and approved unanimously.

***Adjournment:***

There being no further business, the meeting adjourned at 5:15 p.m.

Minutes taken by Cheryl Vice.

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
July 18, 2017

The Louisville Free Public Library Advisory Commission met on Tuesday, July 18, 2017 in the Board Room at the Main Library, located at 301 York Street.

Melanie McCoy called the meeting to order at 4:31 p.m.

***Attendance:***

Commissioners present were Melanie McCoy, Lisa Corpus, Funto Seton, Florence Chang, Carol Mullins, Chris Hoganson, and Shannon Floyd. Also present were Director Jim Blanton, Lee Burchfield, Belinda Catman, Carrick Arehart, and Education Manager Art Dietz.

A motion to approve the minutes of the June 20, 2017 meeting was entered by Carol Mullins, seconded by Lisa Corpus, and approved unanimously.

A motion to excuse the absences of Yung Nguyen and Steve Amsler was entered by Funto Seton, seconded by Lisa Corpus, and approved unanimously.

***Planning Report:***

Jim Blanton announced the groundbreaking for the Northeast Regional Library and the St. Matthews renovation would take place early this fall. Construction documents are complete.

Mr. Blanton announced plans to repave the parking lot at the Newburg Library.

Mr. Blanton announced the grand opening of the South Central Regional Library will take place at 10:30 a.m. on Friday, July 21, 2017. The Library Foundation will have a preview event on Thursday, July 20, 2017 from 6:00-8:00 p.m.

***Finance Report:***

A motion to disburse \$300,000 from the Doward Emerson Fund for new books for the Northeast Regional Library was entered by Florence Chang, seconded by Chris Hoganson, and approved unanimously.

A motion to disburse \$150 to Bon Air from location specific funds was entered by Chris Hoganson, seconded by Florence Chang, and approved unanimously.

A motion to disburse \$575 to Fern Creek from location specific funds was entered by Chris Hoganson, seconded by Florence Chang, and approved unanimously.

A motion to disburse \$300 to Jeffersontown from location specific funds was entered by Chris Hoganson, seconded by Florence Chang, and approved unanimously.

A motion to disburse \$100 to Shawnee from location specific funds was entered by Chris Hoganson, seconded by Florence Chang, and approved unanimously.

A motion to disburse \$157.99 to Newburg from location specific funds and \$292.01 from unrestricted funds was entered by Chris Hoganson, seconded by Florence Chang, and approved unanimously.

A motion to disburse \$450 to Portland from location specific funds was entered by Chris Hoganson, seconded by Florence Chang, and approved unanimously.

A motion to disburse \$500 to Shively from location specific funds was entered by Chris Hoganson, seconded by Florence Chang, and approved unanimously.

A motion to disburse \$50 to Westport from location specific funds was entered by Chris Hoganson, seconded by Florence Chang, and approved unanimously.

A motion to disburse \$1,995.73 to Southwest from location specific funds and \$254.27 from unrestricted funds was entered by Chris Hoganson, seconded by Florence Chang, and approved unanimously.

A motion to disburse \$2,000 to South Central from the technology fund for STEAM programming was entered by Chris Hoganson, seconded by Florence Chang, and approved unanimously.

Ms. McCoy proposed that the Commission replenish two funds to the following amounts:

- LAC Cultural Fund (\$25,000)
- Executive Development Fund (\$20,000)

A motion to grant the replenishment of these funds was entered by Chris Hoganson, seconded by Florence Chang, and approved unanimously.

Ms. Chang stated the Finance Committee would discuss the LAC spending policy for the next fiscal year.

***Librarian's Report:***

Jim Blanton presented several upcoming events and programs including the *Heroin Hurts Louisville: What We Can Do* fast class at the Main Library on Tuesday, July 18 at 6:30 p.m. and at the Southwest Regional Library on Saturday, August 5 at 2:00 p.m., and *Potter Palooza* on Saturday, July 29, 2017 from 2:00 to 8:00 p.m.

Art Dietz presented several upcoming events and programs including the ASL for Families Short Course on Thursday evenings at 6:30 p.m., AnimeCon on Friday, August 4, from 9:30 a.m. to 4:00 p.m., *Girls in Science: Why So Few?* fast class on Tuesday, August 8, 6:30 p.m., a special screening of *Beargrass: The Creek in Our Backyard* by Morgan C. Atkinson, and the Kentucky History and Genealogy Conference on Friday, August 25 and Saturday, August 26 from 9:00 a.m. to 5:00 p.m.

Mr. Dietz announced Summer Reading ends on August 12.

Carrick Arehart announced the *Kentucky's Darkest Day* solar eclipse program would take place at Western on Friday, July 21 from 11:00 a.m. to 1:00 p.m.

Lee Burchfield presented a graph of the South Central collection by material type. The collection includes 140,000 items, 100,000 of which are books.

Mr. Burchfield also presented a graph of the South Central collection by assigned collection type.

***Adjournment:***

There being no further business, the meeting adjourned at 5:01 p.m.

*Minutes taken by Terren Thomas.*

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
August 15, 2017

The Louisville Free Public Library Advisory Commission met on Tuesday, August 15, 2017 in the Board Room at the Main Library, located at 301 York Street.

Melanie McCoy called the meeting to order at 4:37 p.m.

***Attendance:***

Commissioners present were Melanie McCoy, Lisa Corpus, Carol Mullins, and Steve Amsler. Also present were Director Jim Blanton, Lee Burchfield, Belinda Catman, Carrick Arehart, and Education Manager Art Dietz.

A quorum was not present therefore no official business was conducted.

***Planning Report:***

Jim Blanton announced that bids on the Northeast Regional Library are due August 31, 2017. Northeast Regional Library groundbreaking will take place on September 21, 2017 at 10:00 a.m.

Mr. Blanton announced that Library Administration recently met with Baker & Taylor to map out the collection for the Northeast Regional Library.

Mr. Blanton announced that South Central Regional Library usage is sky rocketing. The attendance at story time is phenomenal and for the COLLIDER program as well. A professional photographer will be on site this Wednesday and Thursday, August 16 and 17, 2017.

Mr. Blanton stated the Southwest Regional Library Team met to discuss repurposing the computer lab to a special programming space.

***Finance Report:***

No report.

***Librarian's Report:***

Jim Blanton announced that PotterPalooza on July 29, 2017 had almost 3,000 in attendance.

Mr. Blanton stated Summer Reading just wrapped up and Beanstack ran smoothly this year and is proving to be a useful tool for patron engagement and data collection.

Mr. Blanton stated the Prentice statue at the York Street entrance to the Library may be on the list of public art in the city to be reviewed due to the recent events in Charlottesville, VA.

Art Dietz presented several upcoming events and programs including a special screening of *Beargrass: The Creek in Our Backyard* by Morgan C. Atkinson on August 24, the Kentucky Opera Series with Dr. John Hale on August 3, a block party at the Western Branch on September 2, an International Fair at South Central Regional Library on September 16, a *Heroine Hurts*

*Louisville* fast class on September 22, and the Kentucky History and Genealogy Conference on Friday, August 25 and Saturday, August 26 from 9:00 a.m. to 5:00 p.m.

Mr. Dietz announced the *Kentucky's Darkest Day* solar eclipse program would take place at Western on Friday, July 21 from 11:00 a.m. to 1:00 p.m. All branches are out of eclipse glasses.

Mr. Dietz stated the Louisville Free Public Library will be at the Kentucky State Fair for a story time reading and will be handing out 4,000 fairytale books.

Lee Burchfield presented a chart of circulation at South Central Regional Library from July 21 until August 14, 2017 compared to the same time period at Okolona in 2016.

Mr. Burchfield stated the July 2017 monthly report showed combined totals for Okolona and South Central, but subsequent reports will transition from Okolona to South Central.

***Adjournment:***

There being no further business, the meeting adjourned at 5:35 p.m.

*Minutes taken by Cheryl Vice.*

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
September 19, 2017

The Louisville Free Public Library Advisory Commission met on Tuesday, September 19, 2017 in the Board Room at the Main Library, located at 301 York Street.

Melanie McCoy called the meeting to order at 4:38 p.m.

***Attendance:***

Commissioners present were Melanie McCoy, Lisa Corpus, Shannon Floyd, Yung Nguyen, and Steve Amsler. Also present were Director Jim Blanton, Lee Burchfield, Belinda Catman, Carrick Arehart, and Education Manager Art Dietz.

A motion to approve the minutes of the August 15, 2017 meeting was entered by Lisa Corpus, seconded by Yung Nguyen, and approved unanimously.

A motion to excuse the absences of Florence Chang, Funto Seton, Chris Hoganson, and Carol Mullins was entered by Steve Amsler, seconded by Lisa Corpus, and approved unanimously.

***Planning Report:***

Steve Amsler announced that bids on the Northeast Regional Library have been received and are under review. The Mansion renovation costs are not included in the current bids. Mr. Amsler reminded the Commissioners that the Northeast Regional Library groundbreaking will take place on September 21, 2017 at 10:00 a.m.

Mr. Amsler announced that the St Matthews branch has received a bid with a contractor. There is a possibility of an October groundbreaking.

Jim Blanton announced the expectation that the Mansion will receive only interior renovations. Management of the Mansion was discussed, and Mr. Blanton shared that LFPL staff will occupy the Mansion space. Additionally, a Foundation presence may be possible. Other potential Mansion uses include meeting spaces, a reading room, chess programming, and a potential Author in Residence.

Mr. Blanton stated the Highlands-Shelby Park branch renovation project is on hold, and described signage that will be going up on the property's marquee.

***Finance Report:***

No report.

***Librarian's Report:***

Jim Blanton announced that the South Central Regional Library International Fair on Saturday, September 16, 2017, had almost 800 attendees, and that the space was very accommodating for the event.

Mr. Blanton stated the Collider Program showcasing artists-in-residence at South Central is going well, and shared that circulation and door count statistics at the new location are notably increased over last year's statistics.

Mr. Blanton stated that we are preparing for the effect that the current Kentucky state pension issue may have on the Library's budget, and expects that the Office of Management and Budget will be consulted for guidance.

Jim Blanton announced the consideration of a new patron usage software product by OrangeBoy, called Savannah. This product allows for the better targeting of patron needs and interests, and has improved reporting capabilities that can allow for cross promotion of patron activities. Lee Burchfield stated LFPL does not have the resources to do with patron data what OrangeBoy can do. Mr. Burchfield stated he believes the product can contribute in a meaningful way to retention and growth. Jim Blanton shared two cost plans for a three year subscription to the OrangeBoy product. Melanie McCoy stated that a vote on the purchase of the product subscription will take place at the October 2017 meeting.

Jim Blanton requested that a copy of the OrangeBoy cost plan handout be attached to the minutes.

Jim Blanton introduced the new Administrative Specialist, Becky Jetton, to the Commissioners.

Jim Blanton shared background information on a proposed Hunter S. Thompson statue as a potential gift to the Library and the City of Louisville. The group making the gift plan to present their proposal to the Metro Commission on Public Art, meeting on October 9, 2017. If approved, an unveiling of the statue could take place next fall and include a weekend of celebratory events. This would coincide with the 20<sup>th</sup> anniversary of the Hunter S. Thompson film, *Fear and Loathing in Las Vegas*, and also the 50th anniversary of the publication of his book, *Hell's Angels*.

Art Dietz presented several upcoming events and programs, including Phi Beta Kappa's presentation of Jerry Abrams on October 12, 2017, the World Affairs event with Suki Kim on October 18, 2017, the Kentucky Opera Series event with Sister Helen Prejean on October 26<sup>th</sup>, 2017, and the continuing Art in the Western World Short Course series, which is going well and concludes after four more Thursday night sessions.

Mr. Dietz stated that outreach work continues to be a priority, and that Regional Programs Supervisor Tonya Swan has joined the team.

***Chairman's Report:***

No report.

***Old Business:***

A motion to approve the minutes of the July 18, 2017 meeting was entered by Lisa Corpus, seconded by Yung Nguyen, and approved unanimously.

A motion to approve the absences of Yung Nguyen, Christine Hoganson, Shannon Floyd, Florence Chang, and Funto Seton was entered by Yung Nguyen, seconded by Lisa Corpus, and approved unanimously.

A motion to approve the Jeffersontown Friends of the Library book sale for the month of September 2017 was entered by Lisa Corpus, seconded by Yung Nguyen, and approved unanimously.

***New Business:***

A motion to approve the Middletown Friends of the Library book sale on Saturday, September 30<sup>th</sup>, 2017, was entered by Yung Nguyen, seconded by Lisa Corpus, and approved unanimously.

The Benchmark Cities report was tabled until the October 2017 meeting.

The KDLA Library Ranking report was tabled until the October 2017 meeting.

***Adjournment:***

There being no further business, the meeting adjourned at 5:40 p.m.

*Minutes taken by: Becky Jetton*

*Attachment included: Orange Boy 3 Year Subscription cost plan handout*

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
October 17, 2017

The Louisville Free Public Library Advisory Commission met on Tuesday, September 19, 2017 in the Board Room at the Main Library, located at 301 York Street.

Melanie McCoy called the meeting to order at 4:35 p.m.

***Attendance:***

Commissioners present were Melanie McCoy, Lisa Corpus, Shannon Floyd, Yung Nguyen, Florence Chang, Funto Seton, and Steve Amsler. Also present were Director Jim Blanton, Lee Burchfield, Belinda Catman, Carrick Arehart, and Education Manager Art Dietz.

A motion to approve the minutes of the September 19, 2017 meeting was entered by Yung Nguyen, seconded by Lisa Corpus and approved unanimously.

A motion to excuse the absences of Chris Hoganson and Carol Mullins was entered by Lisa Corpus, seconded by Yung Nguyen, and approved unanimously.

***Planning Report:***

Mr. Amsler announced the St. Matthews renovation and expansion project ground breaking ceremony is coming up soon, and that Jim Blanton would share the most updated information.

Mr. Blanton announced the St. Matthews project has a ground breaking date of Friday, October 20, 2017, at 1:30pm. Bids for construction will be opened there that morning. Additionally, in order to install mechanical systems, a temporary wall will be installed. That work is to take place October 20, 2017, through November 3, 2017. Site work will begin on November 6, 2017.

Jim Blanton shared that the North East Regional Library geothermal site test has been completed, and the groundbreaking ceremony on September 21, 2017, was well attended.

Ms. McCoy inquired about the most recent review and update of the Library planning schedule.

Ms. Catman confirmed that the planning schedule was updated approximately two years ago.

Melanie McCoy requested that the planning schedule be added to new business for the November Library Advisory Commission meeting, and that it be reviewed at that time.

***Finance Report:***

Ms. Chang reported that quarterly activity has been reviewed.

Florence Chang shared that the Finance Committee is working toward a spending policy, and that this may be particularly useful in regards to unrestricted funds. Additionally, the Library

Foundation would like to examine a potential management fee in association with unrestricted funds.

Florence Chang added that the September 2017 discussion around the OrangeBoy product Savannah, and the accompanying review of its subscription cost plan, prompted the idea that the Commissioners regularly examine a report or evaluation on any new proposed initiative prior to voting on its purchase.

After a discussion on the funding of the OrangeBoy product, the vote was tabled until additional information can be provided to the Commissioners. The vote will take place in November, 2017.

***Librarian's Report:***

Jim Blanton announced that the Commissioners whose terms are expiring (Ms. Corpus, Ms. Hoganson, and Ms. McCoy) have all agreed to renew their terms. However, Mr. Nguyen has reached his term limit. Mr. Blanton thanked Yung Nguyen for his dedication and service to the Commission.

Jim Blanton reported that the group considering a Hunter S. Thompson statue as a potential gift to the Library and the City of Louisville has withdrawn their proposal. Hunter S. Thompson related programming is still moving forward as anticipated. The GonzoFest planning group will be meeting on October 24, 2017. Many innovative activities and displays are being considered for GonzoFest next year.

Jim Blanton shared that the Diversity Pitch Festival will take place at Main on October 19, 2017, from 5:00p-8:30p, and that the artwork created at the event will eventually be displayed at Main. Additionally, videos of the pitches may be hosted on Biblioboard.

Mr. Dietz presented information on many upcoming events and programs, including the World Affairs Council presentation of author Suki Kim at Main on October 18, 2017, the October 21, 2017 Halloween event at Main for children and adults, Louisville STEAM Day at South Central Regional Library on October 21, 2017, the Short Course, *Our Neighbor's Faith*, at South Central Regional Library October 24 through December 5, 2017, and the Louisville Storytellers: Fandom at Middletown branch on October 23, 2017.

Ms. Arehart shared that South Central Regional Library continues to offer wonderful programming that is well attended.

Ms. Catman reported that books are now being purchased for the North East Regional Library opening.

Mr. Burchfield shared a chart generated by Collection HQ, and explained this is an interactive software that gathers information on the Library's materials collection. The data is used to better understand how patrons use those materials, and to help inform the purchasing of materials. The data also helps direct the allocation of those materials to branches in a manner that best serves patrons.

Lee Burchfield stated that purchasing decisions have already been informed by Collection HQ data, and he expects it will assist in many more decisions moving forward.

Melanie McCoy stated that the Library Advisory Commission approved funds to support Collection HQ, and that the initiative is an excellent example of positive return on investment.

***Chairman's Report:***

No report.

***Old Business:***

None.

***New Business:***

Jim Blanton shared that The Benchmark Cities report showed two category changes; one in square foot per capita, and the other in beginning Librarian salaries. LFPL moved up one position in both categories.

Jim Blanton reported that the KDLA Library Ranking report showed no significant changes in the Library's rankings.

***Adjournment:***

There being no further business, the meeting adjourned at 5:18 p.m.

*Minutes taken by: Becky Jetton, Administrative Specialist*

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
November 21, 2017

The Louisville Free Public Library Advisory Commission met on Tuesday, November 21, 2017, in the Board Room at the Main Library, located at 301 York Street.

Melanie McCoy called the meeting to order at 4:34 p.m.

***Attendance:***

Commissioners present were Melanie McCoy, Shannon Floyd, Yung Nguyen, Carol Mullins, Chris Hoganson, and Steve Amsler. Also present were Director Jim Blanton, Lee Burchfield, Belinda Catman, Carrick Arehart, and Art Dietz.

A motion to approve the minutes of the October 17, 2017 meeting was entered by Yung Nguyen, seconded by Carol Mullins, and approved unanimously.

A motion to excuse the absences of Funto Seton, Lisa Corpus, and Florence Chang was entered by Carol Mullins, seconded by Chris Hoganson, and approved unanimously.

***Planning Report:***

Mr. Amsler deferred to Mr. Blanton.

Jim Blanton announced that the Northeast Regional Library site work has begun. Foundation work will begin after the upcoming Thanksgiving holiday.

Jim Blanton shared that St. Matthews groundbreaking ceremony on October 20, 2017, was well attended. A temporary wall has been erected, and services will continue throughout the early stages of construction. Mechanical and electrical coordination/phasing meetings have taken place. MSD approval and permitting for full construction is pending.

***Finance Report:***

Ms. McCoy shared Ms. Chang's printed report, including that a fee for the Foundation's management of funds has been researched by Florence Chang. The research conclusions were discussed by the Commissioners, and a vote on the fee rate will take place in December, 2017, or January, 2018.

The Commissioners briefly discussed the policy on unrestricted funds.

***Librarian's Report:***

Jim Blanton announced that Family STEAM Day at South Central Regional Library was a huge success, with a door count of 2,010 patrons.

Jim Blanton reported that the South Central Regional Library Collider Artist in Residence for this month, Alex Serpentine, is a Social Practice and Performance artist, collecting personal

stories that will become part of a podcast. Patrons have been enthusiastically contributing. Additionally, the next phase of Collider is now taking applications.

Jim Blanton shared that he, along with the Library Foundation, Friends of the Library, and Melanie McCoy, all met this month to participate in collaborative planning efforts.

Mr. Blanton reported that the Halloween Party at Main was well attended by both adults and children, and that the adult programming was very interesting to the attendees.

Jim Blanton announced that planning for the 2018 GonzoFest has begun. The festival will take place at the Main Library and will host a screening of the upcoming PBS documentary *The Rise and Fall of the Brown Buffalo*, along with a variety of performance artists, musicians, storytellers, panel discussions, and literary/art competitions. More updates will be shared at the next LAC meeting.

Jim Blanton informed the group that Diversity Pitch Fest was a success, and posters highlighting the entrepreneurs will be displayed at Main Library and other LFPL locations.

Mr. Dietz presented information on many upcoming events and programs, including the next Short Course, Our Neighbors' Faith, which is ending December 5<sup>th</sup>; Books and Brews 502, beginning in December; the Naturalization Ceremony on December 7<sup>th</sup>, the Polar Express PJ Party on December 8<sup>th</sup>, and the Wild and Woolly Film series continuing on the second Saturday of each month.

Art Dietz shared information about the Forensics Short Course beginning January 2<sup>nd</sup>, including that registration will be for ages 18 and older. Other new programming will include a Hamilton Birthday Bash on January 11, 2018.

Art Dietz announced that the Coffee and Connections program is running each Tuesday morning, and that 20-40 patrons attend each session to be connected to relevant community resources.

Mr. Burchfield shared a Patrons Registered Chart that highlights a slight decline in registrations from 3,702 per month to 2,900 per month. Summer months continue to show a spike that is attributed to summer reading programs.

***Chairman's Report:***

No report.

***Old Business:***

Jim Blanton reminded the group that Mr. Nguyen's term has ended. Mr. Blanton thanked Commissioner Nguyen for his service and dedication. Mr. Nguyen expressed his appreciation for the opportunity to have served for the last ten years.

Jim Blanton shared additional information from OrangeBoy about the subscription plans, while Lee Burchfield announced that OrangeBoy has the capacity to tell us about the work we should be doing right now.

Melanie McCoy proposed a one-year commitment to get the OrangeBoy data collections started, and then an examination at the one-year mark. Ms. McCoy also asked how the effectiveness of the software will be evaluated.

Lee Burchfield suggested that OrangeBoy data be evaluated after six months, and that in the eleventh month the goals of increased new registrations, increased active patrons, increased total number of patrons in the data base, and increased reactivated patrons be examined. This should assist in determining the effectiveness of the product.

A motion to approve a one-year subscription to OrangeBoy was entered by Ms. Hoganson, seconded by Mr. Nguyen, and approved unanimously.

***New Business:***

A motion to approve the Crescent Hill Friends Book Sale on December 2, 2017, was entered by Carol Mullins, seconded by Steve Amsler, and approved unanimously.

Yung Nguyen's seat on the Finance Committee will be vacant as of January 1, 2018. Commissioners interested in participating on this or other committees should let Administrative Specialist Becky Jetton know. Please note that new Committee appointments will take place at the Annual Meeting in June, 2018.

Jim Blanton reported that it may be time to review the Master Facilities Plan. The current Timetable for Library Building Development was shared, and Mr. Blanton noted that the document captures that Shively Branch is undersized. Mr. Blanton also discussed that interest has been expressed at community meetings for a future library presence in the Urban Government Center redevelopment and in the Fern Creek area as well.

The December 2017 LAC meeting will be cancelled. The next meeting will take place on Tuesday, January 16, 2018.

***Adjournment:***

There being no further business, the meeting adjourned at 5:36 p.m.

*Minutes submitted by: Becky Jetton, Administrative Specialist*