



**LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
July 16, 2019**

The Louisville Free Public Library Advisory Commission met on Tuesday, July 16, 2019, in the Board Room of the Main Library, located at 301 York Street.

Chairperson Melanie McCoy called the meeting to order at 4:32pm.

***Attendance:***

Commissioners present included Melanie McCoy, Florence Chang, Nathan Smith, Carla Robinson, Tiffany Stith, Chris Hoganson, and Lisa Pearce. Also present were Director Lee Burchfield, Belinda Catman, Carrick Arehart, and Paul Burns.

A motion to approve the minutes of the June 18, 2019 meeting was entered by Chris Hoganson, seconded by Tiffany Stith, and approved unanimously.

A motion to excuse the absence of Carol Mullins was entered by Lisa Pearce, seconded by Carla Robinson, and approved unanimously.

***Planning Report:***

Ms. Pearce shared that the Planning Committee had no recent updates to report.

As Chair of the committee, Lisa Pearce stated her goal was to ensure a timely meeting would be scheduled prior to the August LAC meeting. Mr. Burchfield agreed to assist in organizing the meeting date.

***Finance Report:***

Ms. Chang reported on the spending policy and discussed the 3.5% distribution over the last three rolling quarters.

Florence Chang and Melanie McCoy shared that this fiscal year would see changes to the names of two funding streams. The Cultural Fund will now be designated as the Programming Fund, and the Executive Fund will be designated as the Professional Development and Learning Fund. These changes better describe the intent and purpose of the funding streams, and Florence Change will reach out to the Library Foundation and Susan Nichols to ensure that totals are adjusted accordingly.

The Commissioners reviewed the end of FY19 Statements. Dedicated funds for the Middletown Library will remain as is. Dedicated funds for the Fern Creek Library will be allocated to the



branch currently serving the highest amount of former-Fern Creek patrons; possibly the South Central Regional Library.

***Librarian's Report:***

Mr. Burchfield reported that overall circulation is up .2%. Overall door counts are down a bit from this time last year, but this may be due to the installation of improved door counter technology, and also the increase in e-materials usage.

Lee Burchfield stated that current e-book circulation is at 67,330, which is an increase of 37% from this time last year. Investing in e-books has been very beneficial to patrons.

Lee Burchfield shared that the Northeast Regional Library circulated 20,746 materials in the first six days of June. Additionally, St. Matthews circulation is up 50% from this time last year. Both Northeast and St. Matthews are serving 100-plus children during Storytime programs. The Northeast Regional Library's first kitchen program was very well attended.

Lee Burchfield reminded the Commissioners of Gonzo Fest, taking place on Saturday the 20<sup>th</sup>. There will be a full day of indoor and outdoor events. All are invited to attend.

The Commissioners briefly discussed the restoration of FY20 funds by Metro Council, the resulting loss of nine full time positions, and the remaining difficult challenges that next year's budget will bring.

***Chairperson's Report:***

Ms. McCoy thanked the Commissioners for joining the Northeast Regional Library opening celebration.

***Old Business:***

None.

***New Business:***

A motion to approve the Friends' Fairdale Library book sale on October 11 and 12, 2019, and the extension of the September 21, 2019 Friends' Northeast Library book sale to include September 22, 2019, was entered by Carla Robinson, seconded by Nathan Smith, and unanimously approved.

The Commissioners determined that the Planning Committee and the Finance Committee would begin to meet on a rotating basis, one each month. The next Planning Committee will take place



in August, prior to the LAC meeting scheduled for the 20<sup>th</sup> of the month. The next Finance Committee meeting will take place in September. Committee meetings will rotate from this point forward.

***Adjournment:***

There being no further business, the meeting adjourned at 4:56pm.

*Minutes submitted by: Becky Jetton, Administrative Specialist*



# **LIBRARY ADVISORY COMMISSION**

**NO MEETING HELD**

**AUGUST, 2019**



**LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
September 17, 2019**

The Louisville Free Public Library Advisory Commission met on Tuesday, September 17, 2019, in the Board Room of the Main Library, located at 301 York Street.

Chairperson Melanie McCoy called the meeting to order at 4:32 pm.

***Attendance:***

Commissioners present included Melanie McCoy, Florence Chang, Nathan Smith, Carla Robinson, Tiffany Stith, and Chris Hoganson. Also present were Director Lee Burchfield, Belinda Catman, Paul Burns, and Library Content Manager Jody Hampton.

A motion to approve the minutes of the July 16, 2019 meeting was entered by Nathan Smith, seconded by Tiffany Stith, and approved unanimously.

A motion to excuse the absences of Lisa Pearce and Carol Mullins was entered by Chris Hoganson, seconded by Carla Robinson, and approved unanimously.

***Planning Report:***

Mr. Smith stated that the Planning Committee has examined data to determine needs. Mr. Smith then shared a handout of updated five-year planning goals. These goals are viewed as relatively aggressive and are based on the 2008 Master Plan. The focus is on Main, Fern Creek, the Ormsby House, Portland, Shively, and a few other projects.

Nathan Smith reiterated the status of the Master Plan, including that three capital projects are unfinished, the most recent adopted amendment was in 2008 and ends in 2020, and that the need remains to replace that plan. The Committee has begun this work.

***Finance Report:***

Ms. Chang reported that the LAC portfolio was recently examined and its performance is quite stable.

Florence Chang shared an update on the proposed bridge financing. Ms. Chang does not anticipate a need to access this type of funding due to recent additional donations.

Florence Change confirmed that the names of two LAC funds are now officially changed from the Cultural Fund to the Programming Fund, and from the Executive Fund to the Professional Development and Learning Fund.



Ms. Chang stated that the Finance Committee would like to meet with the Planning Committee to look at options for the support of some unrestricted funds. This will be planned for the near future.

***Librarian's Report:***

Mr. Burchfield reported that the re-opening of St. Matthews and the opening of the Northeast Regional have had a huge impact on service statistics. Northeast had circulation numbers of 81,177 in July, 2019 and 78,812 in August, 2019. These two locations are the busiest branches in the history of the Library system. LFPL-wide circulation in August of 2019 showed a 3% increase over the same time period from last year.

Lee Burchfield stated that current e-book circulation is at 71,500, which is an increase of 20% from this time last year.

Lee Burchfield shared that there remains a slight decline in door count numbers (9%), and that this is most likely attributed to the new electronic technology at many branches, the substantial growth in the use of e-materials, and that two branches are currently closed (Middletown and Fern Creek).

The Commissioners discussed a request for the disbursement of funds to the following libraries for branch-specific general use: South Central, Southwest, Bon Air, Crescent Hill, Iroquois, Highlands-Shelby Park, Jeffersontown, Shawnee, and Newburg. In order to allow the Library Foundation Controller to include these disbursements in the closeout of the first financial quarter of this fiscal year, an exception to the general disbursement policy was made and a vote took place. A motion to approve the funding request for branch-specific general use funds in the total amount of \$18,049.96 was entered by Tiffany Stith, seconded by Nathan Smith, and approved unanimously.

Mr. Hampton shared a brief presentation on the policies and procedures of the Content Management department. The selection policy, the reconsideration policy, and an overview of the Library's mission and Content Management values were discussed.

***Chairperson's Report:***

None.

***Old Business:***

Mr. Burchfield reported that three Advisory Commission member interviews have taken place and a recommendation has been made to the Mayor's office. If the Mayor approves the recommendation, the candidate will then be sent to Metro Council for approval. This could take place in October.



***New Business:***

A motion to approve the month-long September, 2019 Friends book sale at the Jeffersontown Library was entered by Chris Hoganson, seconded by Carla Robinson, and unanimously approved.

***Adjournment:***

There being no further business, the meeting adjourned at 5:37pm.

*Minutes submitted by: Becky Jetton, Administrative Specialist*