



LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
October 15, 2019

The Louisville Free Public Library Advisory Commission met on Tuesday, October 15, 2019, in the Board Room of the Main Library, located at 301 York Street.

Chairperson Melanie McCoy called the meeting to order at 4:33 pm.

Attendance:

Commissioners present included Melanie McCoy, Nathan Smith, Carla Robinson, Tiffany Stith, and Carol Mullins. Library staff present included Director Lee Burchfield, Carrick Arehart, and Paul Burns.

A motion to approve the minutes of the September 17, 2019 meeting was entered by Carol Mullins, seconded by Tiffany Stith, and approved unanimously.

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

Planning Report:

Mr. Smith stated that the Planning Committee should have edits to the 5-year Planning Schedule ready for review at the November LAC meeting. Mr. Burchfield spoke to the importance of having this schedule in place during the interim time period when the current Library Master Facilities Plan ends and the new Master Plan is created.

Finance Report:

Ms. Stith confirmed that a Finance Committee meeting is scheduled for 3:30pm on Tuesday, November 19, 2019, one hour prior to the regularly scheduled 4:30pm LAC meeting.

Librarian's Report:

Mr. Burchfield called attention to a few items from the September 2019 monthly statistics, and highlighted that materials circulation for September 2019 was up 17% over September 2018. This increase over last year is largely attributed to the temporary closure of the St. Matthews branch for renovations that took place during that time period.

Lee Burchfield stated that September 2019 e-book circulation is up 27% from the same time period last year, and that current door count numbers are up 1.8% from September of 2018.

Additionally, Lee Burchfield reported that for the second consecutive month the Northeast Regional Library circulated over 70,000 items in September of 2019. Prior to Northeast Regional opening in July the highest ever monthly circulation at any location was 60,493.



The Commissioners then briefly discussed the cost, licensing, and circulation parameters of ebooks.

Mr. Burchfield shared highlights from the 2017-2018 Kentucky Library Rankings. This is an annual report of Kentucky county library operating statistics that includes rankings on five key factors. Out of 120 county library systems, LFPL ranks #105 in income per capita, #102 in local government income per capita, #98 in books per capita, #74 in circulation per capita, and #87 in square feet per capita.

The Commissioners then discussed the purpose and significance of the Kentucky Library Rankings data, including its value in advocacy efforts especially alongside the national data in the annual Benchmark Cities report.

Lee Burchfield reflected on his recent meeting with the new director of the Lexington Public Library, Heather Dieffenbach, who joined him for a tour of the Northeast Regional and St. Matthews libraries. The Lexington Public Library has just published a 25-year Master Facilities Plan and Ms. Dieffenbach was seeking professional input on the pros and cons of building new libraries. Mr. Burchfield shared that once available, Lexington's Master Plan could be a beneficial document for the LAC Planning Committee to view.

Lee Burchfield informed the Commissioners that he attended the recent WLKY Spirit of Louisville Foundation Bell Awards, where Friends of the Library President Pam Greenwell was honored. Ms. Greenwell received a volunteer community service award.

Mr. Burchfield shared that he and Doug Foster, LFPL's Manager of Design and Construction, traveled to Cincinnati recently to attend the 2019 AIA Kentucky Honor Award ceremony for the St. Matthews Library renovation project. This is the highest recognition given by the Kentucky chapter of the AIA.

Lee Burchfield offered the following updates on branches: that the Middletown Library is making progress on hiring and should soon be able to determine a re-opening date, that renovations at the Main Library will resume soon, and that the Quills coffee shop in the Northeast Regional Library should be ready to open in November.

Lee Burchfield informed the Commissioners that Union contract negotiations will resume on October 21st.

Mr. Burns confirmed that approximately 470 patrons attended the recent Ann Patchett author event. Additionally, close to 250 patrons attended the JR Ward author talk. Ms. Ward attracted brand new visitors to the Library during that event.



Paul Burns highlighted upcoming programming events, including the Friends of the Library book sale and membership drive at Main on October 17th and 18th, the Pre-school Carnival at

Southwest Regional on October 26th, author Bruce Gibney at Main on October 29th, and Family

STEAM day at South Central Regional on November 9th.

Ms. Arehart shared that the Kentucky History Room recently added the Kentucky Sanborn Maps program to the genealogy and research database. This research tool is accessed for examining maps of Louisville's streets and buildings as far back as 1905.

Chairperson's Report:

None.

Old Business:

It was determined that a joint Planning and Finance Committee meeting will convene during the previously scheduled Finance Committee meeting at 3:30pm on Tuesday, November 19, 2019.

New Business:

A motion to approve the change of the Friends book sale at the St. Matthews Library from October 17 and 18, 2019 to November 15 and 16, 2019, was entered by Carla Robinson, seconded by Tiffany Stith, and unanimously approved.

Adjournment:

There being no further business, the meeting adjourned at 5:13pm.

Minutes submitted by: Becky Jetton, Administrative Specialist



**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION**

November 19, 2019

The Louisville Free Public Library Advisory Commission met on Tuesday, November 19, 2019, in the Board Room of the Main Library, located at 301 York Street.

Chairperson Melanie McCoy called the meeting to order at 4:35 pm.

Attendance:

Commissioners present included Melanie McCoy, Lisa Pearce, Carla Robinson, Carol Mullins, Christine Hoganson and Florence Chang. Library staff present included Director Lee Burchfield, Belinda Catman, and Paul Burns.

A motion to approve the minutes of the October 15, 2019 meeting was entered by Lisa Pearce, seconded by Carol Mullins, and approved unanimously.

A motion to excuse the absences of Tiffany Stith and Nathan Smith was entered by Carol Mullins, seconded by Lisa Pearce, and approved unanimously.

Planning Report:

Ms. Pearce stated that a new Master Facilities Plan remains in the works. Renovations to the Main Library, work on the Ormsby House and the Portland branch, and examining spaces for the Fern Creek branch remain priorities on the temporary plan. The next Planning Committee meeting will be in January 2020 as a joint meeting with the Finance Committee. Further discussion will take place at that time.

Finance Report:

Ms. Chang shared the most recent LAC financial documents. The Commissioners briefly discussed the ending balance of the last three quarters, the summary of contributions and withdrawals, and the planning of unrestricted funds as possible support to branches that have donation inequity.

Librarian's Report:

Mr. Burchfield shared that Belinda Catman's last day with the Library will be December 31, 2019. Ms. Catman is retiring, and the Commissioners took some time to thank her for her years of service.



Lee Burchfield called attention to a few items from the October 2019 monthly statistics, and highlighted that materials circulation for the month of October 2019 was up 18% over October 2018. Circulation continues to increase system-wide, with a twelve-month increase of 5.8% over the previous year. E-book circulation is up by 12,000 items over the previous year. Door counts are up 3.1% from October of last year.

Lee Burchfield stated that a Communications goal continues to be identifying formerly active patrons and reengaging them in Library services. Currently, 300-400 patrons are returning each month.

Additionally, Lee Burchfield reported that over 800 patrons attended the Preschool Carnival at Southwest Regional on October 26th, and 2,317 patrons attended the Family STEAM Day at South Central Regional on November 9th.

Mr. Burchfield shared that the Middletown branch reopened on November 2, and has current operating hours of Tuesday and Wednesday from noon until 8:00pm, and Thursday through Saturday from 10:00am-5:00pm.

Lee Burchfield informed the Commissioners that the appointment for the new Commissioner remains in progress.

Chairperson's Report:

None.

Old Business:

Chairperson Melanie McCoy determined that the LAC By-Laws review from April 10, 2019 will be revisited in the first quarter of 2020. The current draft should be reviewed for discussion in February, with the option to give a thirty-day notice of change at that time.

New Business:

A motion to approve the Friends book sale at the Crescent Hill Library on Saturday, December 7, 2019 was entered by Chris Hoganson, seconded by Carla Robinson, and unanimously approved.

The current draft of the LAC job description (Commissioner Expectations) will be reviewed by all and discussed for approval at the next meeting.



The Commissioners then discussed a technology fund request for programmable tabletop AI robots. The robots will be used in Library programming that highlights the current capacity of Artificial Intelligence and the relevant place AI may hold in the future. The fund request is not to exceed \$6,000. A motion to approve the fund request was entered by Chris Hoganson, seconded by Lisa Pearce, and unanimously approved.

Adjournment:

The December 20219 meeting has been cancelled to accommodate holiday travel and planned absences. There being no further business, the meeting adjourned at 5:18pm.

Minutes submitted by: Becky Jetton, Administrative Specialist



LIBRARY ADVISORY COMMISSION

NO MEETING HELD

DECEMBER, 2019