

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*

# **LIBRARY ADVISORY COMMISSION**

**NO MEETING HELD**

**DECEMBER, 2017**

**LIBRARY ADVISORY COMMISSION**

**MEETING CANCELLED DUE TO  
INCLEMENT WEATHER**

**JANUARY, 2018**

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
February 20, 2018

The Louisville Free Public Library Advisory Commission met on Tuesday, February 20, 2018, in the Board Room at the Main Library, located at 301 York Street.

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

Ms. McCoy introduced newly-appointed Commissioner Lisa Pearce, and welcomed Library Foundation staff members Chandra Gordon and Susan Nicholson.

***Attendance:***

All Commissioners were present; including Melanie McCoy, Shannon Floyd, Carol Mullins, Chris Hoganson, Lisa Corpus, Florence Chang, Funto Seton, Steve Amsler, and Lisa Pearce. Also present were Director Jim Blanton, Lee Burchfield, Belinda Catman, Carrick Arehart, Art Dietz, Chandra Gordon, and Susan Nicholson.

Both the December 2017 and January 2018 LAC meetings were cancelled. Therefore, a motion to approve the minutes of the November 21, 2017 meeting was entered by Carol Mullins, seconded by Funto Seton, and approved unanimously.

***Planning Report:***

Mr. Amsler reported that Northeast Regional Library concrete and foundation work is 90% completed, and the floor will soon be poured. Steel framing is up, and installation of site utilities has begun.

Steve Amsler shared that the St. Matthews renovation is now well under way, and when finished will result in a tremendous benefit to both the city of St. Matthews and the Library.

Mr. Blanton announced that the Library has received the keys to the Bellevoir Mansion, located on the Northeast Regional Library property.

***Finance Report:***

Ms. Chang shared that she has recently revisited the proposed spending policy, and she will follow up with two proposals/estimates for review at the March 2018 LAC meeting.

The Commissioners discussed the previously explored fund management fee proposal, along with the history of the Library Foundation's financial collaboration with the LAC. Further discussion will take place at the March 2018 LAC meeting.

Ms. Nicholson facilitated a discussion of the NERL bridge financing proposal. The Finance Committee of the Library Foundation has approved a loan process to support the current cash needs of the NERL project. This process would allow interest to be earned and fees to be saved. Ms. McCoy will seek further clarification on the proposal and will update the Commissioners at the March 2018 LAC meeting.

Florence Chang facilitated a discussion on the proposed Planning Consultant. The consultant, Matt Frazure, would be contracted with the Library Foundation for sixteen months, and would assist Manager Doug Foster in shepherding the NERL project to completion. The Foundation would like to use unrestricted funds within the LAC Fund to cover the expense. Mr. Amsler spoke to the value of having Mr. Frazure assist, as he was on board at the beginning of the Regional Libraries planning. Ms. Chang will present cost options at the March 2018 LAC meeting.

***Librarian's Report:***

Mr. Blanton announced that materials usage of the South Central Regional Library has increased 140% from this time last year, and the door count has increased 120%. Additionally, the Collider program continues to be very well attended.

Jim Blanton reported that Trees Louisville has given South Central Regional Library a Tree Champion award, and the organization hopes to collaborate with the Northeast Regional Library project.

Jim Blanton shared that OrangeBoy onboarding continues, with an initial focus on examining data pertaining to both retaining new cardholders, and re-engaging former cardholders.

Mr. Blanton reported that GonzoFest takes place on Saturday, April 14, 2018. The April 13<sup>th</sup> reception and fundraising event was discussed, along with festival programming, Biblioboard hosting the art and literary contest portals, and the Young Author's Greenhouse journalism workshop/interviews taking place at the festival.

Jim Blanton shared that 35 LFPL staff members recently completed the Kentucky Department of Libraries and Archives' Public Library Institute.

Mr. Blanton reported that current state budget proposal is calling for a cut of Library Aid, which would have a challenging effect on the Library. Mr. Blanton and Ms. Gordon attended Library Legislative Day in Frankfort on February 15<sup>th</sup> to discuss the impact of the cuts with elected officials.

Jim Blanton announced that Café LOUIE takes place each Saturday at one or more library locations, ending on Saturday, April 7, 2018.

Jim Blanton briefly discussed the vandalism of the Prentice statue that occurred on the morning of the first Metro Commission on Public Art meeting.

Mr. Dietz presented information on many upcoming events and programs, including the last date of the Short Course on Forensics, a Jean Ritchie concert, GonzoFest on April 14, the Bud Dorsey photography exhibit in the Bernheim Gallery through April 8<sup>th</sup>, and the How-To Festival planning that is underway.

Art Dietz announced that Books and Brews will finish on March 9<sup>th</sup>, and has been extremely successful.

Ms. Arehart reported that a new Manager and a new Supervisor have been hired, and will be starting at both Main and Shawnee libraries.

Mr. Burchfield shared a chart, Patrons vs. Patrons Active in Past 3 & 1 Years, generated by OrangeBoy. This is an example of the significant data charts that may be added to the monthly LAC report.

***Chairman's Report:***

No report.

***Old Business:***

All old business was addressed during the Finance report.

***New Business:***

Jim Blanton announced that Mr. Amsler's final term expires on February 28<sup>th</sup>, and thanked him for his years of support and planning expertise.

A motion to approve the Education and Outreach team's request of \$5,000 for programming supplies and technology upgrades was entered by Carol Mullins, seconded by Chris Hoganson, and approved unanimously.

A motion to approve the Iroquois Friends of the Library book sale on May 12, 2018 was entered by Lisa Corpus, seconded by Chris Hoganson, and approved unanimously.

***Adjournment:***

There being no further business, the meeting adjourned at 5:45 p.m.

*Minutes submitted by: Becky Jetton, Administrative Specialist*

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
March 20, 2018

The Louisville Free Public Library Advisory Commission met on Tuesday, March 20, 2018, in the Board Room at the Main Library, located at 301 York Street.

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

Ms. McCoy acknowledged the poor weather conditions and lack of quorum.

***Attendance:***

Commissioners present included Melanie McCoy, Carol Mullins, Florence Chang, and Lisa Pearce. Also present were Director Jim Blanton, Lee Burchfield, Belinda Catman, Carrick Arehart, Chandra Gordon, and Susan Nicholson.

A motion to approve the minutes of the February 20, 2018 meeting could not be entered due to a lack of quorum. Ms. Belinda Catman also noted a needed correction under New Business. The motion to approve the Education and Outreach team's request for programming supplies and technology upgrades was a total of \$5,000, not \$5,400 as recorded. The corrected minutes will be reviewed for approval during the April 2018 meeting.

A motion to approve the absences of Commissioners Lisa Corpus, Funto Seton, Chris Hoganson, and Shannon Floyd could not be entered due to a lack of quorum. The motion to approve will be revisited during the April 2018 meeting.

***Planning Report:***

Mr. Blanton reported that Northeast Regional Library interior work will soon begin, sanitary sewer lines are now in place, and additional steel framing has been erected.

Mr. Blanton shared that the St. Matthews renovation has progressed with Geothermal piping completed, storm drains placed, and second floor construction underway.

***Finance Report:***

Ms. Chang shared a handout documenting the cost of a 3% and a 4% proposed spending policy for unrestricted funds, beginning Fiscal Year 2019. This cost was determined using 12 rolling quarters, ending December 30, 2017. The Commissioners reviewed the intended purpose of the proposed spending policy, including consistency and predictability, advancing the mission of LFPL, and balancing needs with sustainability. Ms. McCoy recommended the 3% policy, as it will allow for the best growth opportunity. The motion to approve will be entered during the April 2018 meeting.

Ms. Chang's handout also captured the cost of covering the proposed planning consultant, based on a timeframe of February 2018 - June 2019, or a total of 17 months. The Commissioners discussed that the proposed consultant's permission to contract is still pending. A motion to approve a disbursement to cover the cost of the proposed planning consultant will be entered during the April 2018 meeting.

The Commissioners revisited the previously explored Library Foundation fund management fee proposal. This proposal will be tabled until the completion of the Northeast Regional Library, as current unrestricted funds will be used to support the proposed consultant fees.

The Commissioners revisited the previously discussed Northeast Regional Library bridge financing proposal. Pending further communications from Library Foundation Chair Steve Gault, a motion to approve will be entered during the April 2018 meeting.

***Librarian's Report:***

Mr. Blanton reminded the Commissioners that GonzoFest will take place on Saturday, April 14<sup>th</sup>. Commissioners' invitations to join the pre-festival reception on Friday evening, April 13<sup>th</sup>, were distributed. Invitations are being mailed to those not present at today's meeting.

Mr. Blanton reported that the Speed Museum is considering a Hunter S. Thompson exhibit for summer 2019. This would include art and manuscripts. Mr. Blanton and Juan Thompson will continue to meet with the Speed curators to explore exhibit possibilities.

Mr. Blanton shared that Insider Louisville is covering GonzoFest, and two articles will be published prior to the event.

Mr. Blanton reported that the adult winter reading program Books and Brews 502 had a final count of 672 participants. Additionally, the LAC funded Beanstack web portal was well used by participants.

Mr. Blanton announced that the initial OrangeBoy marketing plan should be completed in the next one to two months.

Mr. Blanton shared that Senate Bill 1 on pension reform has the potential to significantly impact the Metro budget and Library funding.

Mr. Burchfield shared copies of the OrangeBoy data analysis dashboard, including a pie chart illustrating patron clusters based on library activity. Mr. Burchfield stated that this initial data is exciting to see, and that the Community Relations team is already working on patron engagement strategies.

***Chairman's Report:***

Ms. McCoy announced that she will be absent for the April 2018 and June 2018 LAC meetings, and invited Ms. Chang to chair during her absences. Ms. Chang accepted the role of Chair for the April 2018 meeting. Chair for the June 2018 meeting will be decided during the May 2018 meeting.

***Old Business:***

All old business was addressed during the Finance report.

***New Business:***

Ms. McCoy reported that due to a lack of quorum, all Book Sales may be approved today by Director Blanton, and then ratified by a motion to approve during the April 2018 meeting.

***Adjournment:***

There being no further business, the meeting adjourned at 5:12 p.m.

*Minutes submitted by: Becky Jetton, Administrative Specialist*

**LIBRARY ADVISORY COMMISSION**

**MEETING CANCELLED DUE TO  
LACK OF QUORUM**

**APRIL, 2018**

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
May 15, 2018

The Louisville Free Public Library Advisory Commission met on Tuesday, May 15, 2018, in the Board Room at the Main Library, located at 301 York Street.

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

***Attendance:***

Commissioners present included Melanie McCoy, Florence Chang, Lisa Pearce, Funto Seton, Chris Hoganson, and Lisa Corpus. Also present were Director Jim Blanton, Belinda Catman, Art Dietz, and Carrick Arehart.

A motion to approve the corrected minutes of the February 20, 2018 meeting and the March 20, 2018 meeting was entered by Lisa Corpus, seconded by Funto Seton, and approved unanimously.

A motion to approve the minutes of the March 20, 2018 meeting was entered by Lisa Corpus, seconded by Lisa Pearce, and approved unanimously.

A motion to approve the March 20, 2018 absences of Commissioners Corpus, Seton, Hoganson and Floyd was entered by Florence Chang, seconded by Lisa Pearce, and approved unanimously.

***Planning Report:***

Mr. Blanton reported that St. Matthews steel assembly is nearly complete, and the concrete slab has been poured.

Jim Blanton shared the Northeast Regional Library (NERL) site hosted a hardhat tour on April 24, 2018. Media and public officials were on hand, and the event went well. Hard hat tours will be extended to the LAC members.

Jim Blanton stated that NERL amphitheater steps are now in place, and steel work has been completed. HVAC and roof work has begun, and sanitary sewer will soon be complete.

***Finance Report:***

Ms. Chang shared an LAC Fund handout documenting distributions from unrestricted funds from June 30, 2012 through March 31, 2018. For the Commissioners' review, the document also contained a summary of the NERL Consultant Proposal cost and the Library Foundation Fund Management Proposal cost.

After a final review of the proposed spending policy, the Commissioners agreed to provisionally adopt a spending policy of 3.5 %, the amount advised by Scott Davis, which will be revisited

annually. After the first quarter of FY19, the Commissioners will identify parameters in which spending may be outside of the policy.

After a final review for the NERL Consultant Proposal, a motion to approve the contract between the Library Foundation and Matt Frazure was entered by Florence Chang, seconded by Funto Seton, and approved unanimously.

Further reviews of the Library Foundation Fund Management proposal, and the LAC Fund and NERL Bridge Financing proposal were tabled pending future Foundation updates.

***Librarian's Report:***

Mr. Blanton reported that the Mayor's budget proposal will require changes to Main's traditional library services. High demand materials from the second floor will move to the first floor of the north building, allowing space for other programming and partnerships to be housed on the second floor. Proposed capital funds will also be used for a variety of upgrades to the first floor, including new paint, carpet and furnishings.

Jim Blanton shared that 18 staff will transfer from Main to NERL, and 2 staff will transfer to the newly expanded St. Matthews. Library Administration has put into place a process that invites staff to specify their preferences with regard to transfer opportunities.

Jim Blanton stated that the Adult Bookmobile will experience a service reduction but will remain in operation. Additionally, the Education and Outreach Team will be dispersed appropriately to staff NERL. The Commissioners discussed additional thoughts on how staff may be supported throughout the transition period, and beyond.

Finally, Mr. Blanton shared that despite some budget challenges, there will be no reduction in service hours (other than to close on Christmas Eve, 2018), nor staff cuts or layoffs. However, the Library will be eliminating VISTA workers.

In other updates, Mr. Blanton reported that GonzoFest went very well, and that despite the poor weather, had good programs enjoyed by attendees. The Library Foundation was pleased with the pre-festival reception, and plans are already in the works for next year's reception and festival. Young Authors Greenhouse was also able to have a GonzoFest piece published in Louisville Magazine.

Jim Blanton stated that How-To Festival also had another successful year, with perfect weather and 2,500 attendees participating.

Jim Blanton reminded the Commissioners that the press conference for Summer Reading and Cultural Pass will be June 1, 2018, at South Central Regional Library. The kickoff celebration will be June 9 at Main, and Cultural Pass signups are now open.

Jim Blanton announced the May Collider artist is a glass artist named John King. June will host leather craftsman Mark McGee.

Mr. Dietz stated that Books & Brews 502 programming was very successful with 652 patrons participating and 257 completing.

Art Dietz shared that the newest Short Course begins this month; five weeks of Animal Behavior with Dr. Lee Dugatkin.

Art Dietz announced that the Toyota Family Learning ends on June 30th. The three-year program grant is also ending.

Art Dietz shared that the Jeffersonville Library will partner with LFPL to provide Pop-Up Libraries on the Big Four walking bridge. There will also be a “Hoosiers versus Louisvillians” trivia pass offered as a part of the program partnership.

Carrick Arehart announced the hiring of the new Branch Services Manager, Debra Anderson, formerly the Manager of Jeffersontown Library.

***Chairman’s Report:***

None.

***Old Business:***

All old business regarding finances or finance policies was addressed during the Finance report.

A motion to approve the Book Sales of the Main Friends (May 19 and 20, 2018), the Fairdale Friends (June 8 and 9, 2018), the Bon Air Friends (July 21 and 22, 2018), and the ratified Friends Book Sales from March 21-24, 2018 at Fern Creek and April 2018 at Jeffersontown was entered by Funto Seton, seconded by Lisa Pearce, and approved unanimously.

***New Business:***

Chair Melanie McCoy explained that due to Shannon Floyd’s role as a Louisville Metro employee, her Commission term was concluding. Commissioner Floyd was thanked for her service to the LAC.

Funto Seton shared that due to relocating out of state, she would be resigning her Commission, effective this date. The Commissioners thanked Ms. Seton for her service to the LAC.

Jim Blanton announced that there are currently three open positions on the Library Advisory Commission. Chair Melanie McCoy asked that all LAC members consider ideas for appropriate new applicants. Funto Seton suggested that university students could be considered as valuable potential applicants.

Ms. McCoy announced that she will not be in attendance for the June 19, 2018 meeting. Florence Chang will chair in her absence.

***Adjournment:***

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

*Minutes submitted by: Becky Jetton, Administrative Specialist*

**LIBRARY ADVISORY COMMISSION**

**MEETING CANCELLED DUE TO  
LACK OF QUORUM**

**JUNE, 2018**

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
July 17, 2018

The Louisville Free Public Library Advisory Commission met on Tuesday, July 17, 2018, in the Board Room at the Main Library, located at 301 York Street.

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

***Attendance:***

Commissioners present included Melanie McCoy, Florence Chang, Lisa Pearce, Carol Mullins, Chris Hoganson, and Lisa Corpus. Also present were Director Jim Blanton, Belinda Catman, Art Dietz, and Lee Burchfield.

A motion to approve the minutes of the May 15, 2018 meeting was entered by Chris Hoganson, seconded by Lisa Corpus, and approved unanimously.

A motion to approve the May 15, 2018 absence of Commissioner Mullins was entered by Chris Hoganson, seconded by Lisa Corpus, and approved unanimously.

***Planning Report:***

Mr. Blanton reported that St. Matthews roofing, duct work, and sprinkler system installation has begun. The progress at the site is steady.

Jim Blanton shared the Northeast Regional Library (NERL) now has parking spaces marked and curbs cut. Additionally, glass installation and solar tube work has begun.

Jim Blanton stated that the Bellevoir Mansion project may have a showcase room developed in the interim to be used for workspace.

***Finance Report:***

Ms. Chang shared an updated handout of the proposed spending policy. This first draft reflects conversations with Mr. Scott Davis regarding the 3.5% rate, and March 31<sup>st</sup> as the proposed date for rolling quarter ending. The Commissioners reviewed the handout, and discussed adding a Section III as exceptions to the policy. Ms. Chang will bring an updated draft to the August 2018 meeting.

Florence Chang reported that there are no updates at this time regarding the Bridge Financing Proposal.

The Commissioners then reviewed and discussed a recent bequest.

***Librarian's Report:***

Mr. Blanton reported on the budget process and acknowledged that some media coverage of LFPL was involved. The result of the budget presentation before Metro Council is that \$265,000 has been allocated to provide three months staffing at NERL, as written. Prior to September 30<sup>th</sup>, Mr. Blanton will present to Council a proposal for the use of those funds, plus the additional \$349,968 identified for Main renovations.

Jim Blanton shared that OSHA has recently visited Main to examine the original stacks area for lead paint. Testing was done immediately, and no traces of lead were present in the air. Staff were trained in lead paint precautions, and professional work is underway to complete the needed remediation.

Jim Blanton stated that the Mayor's Office is currently reviewing candidates for the three open Library Advisory Commissioner seats.

Jim Blanton stated that Summer Reading and Cultural Pass numbers are up above the numbers from last year. Participation has been high, and the program ends August 11, 2018.

In other updates, Mr. Blanton reported that the next round of the Craig Buthod Author Series begins tomorrow night, July 18<sup>th</sup>, with author Beatriz Williams. Western Library will host the Western Block Party on Saturday, July 21<sup>st</sup>. Also on Saturday, South Central Regional Library will host a party to celebrate its 1<sup>st</sup> Anniversary. In addition, Potterpalooza returns to Main on July 28<sup>th</sup>.

Mr. Dietz stated that the newest Short Course begins this month; six weeks of *Understanding Terrorism*, with retired UofL sociology professor Dr. John Busch.

Art Dietz announced that the Kentucky Opera Lecture Series returns on August 29<sup>th</sup>, with Dr. John Hale discussing *The Magic Flute*.

Additionally, Mr. Dietz shared that *The State of Bourbon* Fast Class takes place September 5<sup>th</sup>, the International Festival returns to South Central Regional on September 22<sup>nd</sup>, and the Louisville Astronomical Society will supply telescopes for a pilot program at Southwest Regional.

Mr. Burchfield announced that the 2017-2018 Strategic Plan is closing out, and will soon generate a final report. Updates and current work will be made public on the Library's website.

Lee Burchfield informed the Commissioners that the final LouieStat data of the fiscal year may be viewed on the LouieStat website, <http://louiestat.louisvilleky.gov/>.

Lee Burchfield shared that Content Management is preparing for opening days at both St. Matthews and NERL, Computer Services is working to install new door counters at all branches, and software upgrades are being performed for staff.

Mr. Burchfield reported that Orange Boy data collection and reporting is progressing well. Emails are being sent to new patrons, and also to inactive patrons. There is significant data being collected regarding which Orange Boy emails bounce and which are opened. The first round of messaging is now complete.

***Chairman's Report:***

None.

***Old Business:***

None

***New Business:***

A motion to approve the Fairdale Friends Book Sale for September 7, 2018, from 12:00p-8:00p, and for September 8, 2018, from 2:00p-8:00p was entered by Carol Mullins, seconded by Lisa Corpus, and approved unanimously.

***Adjournment:***

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

*Minutes submitted by: Becky Jetton, Administrative Specialist*

**LIBRARY ADVISORY COMMISSION**

**MEETING CANCELLED DUE TO  
LACK OF QUORUM**

**AUGUST, 2018**

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
September 18, 2018

The Louisville Free Public Library Advisory Commission met on Tuesday, September 18, 2018, in the Board Room at the Main Library, located at 301 York Street.

Chair Melanie McCoy called the meeting to order at 4:41p.m.

***Attendance:***

Commissioners present included Melanie McCoy, Florence Chang, Lisa Pearce, Carol Mullins, and Lisa Corpus. Also present were Director Jim Blanton, Belinda Catman, Art Dietz, and Lee Burchfield.

A motion to approve the minutes of the July 17, 2018 meeting was entered by Carol Mullins, seconded by Lisa Corpus, and approved unanimously.

***Planning Report:***

Mr. Blanton reported that St. Matthews branch is now completely closed to move forward with the renovations, and some demolition has been completed. Children's story times continue to take place, and are held at the St. Matthews Community Center, 310 Ten Pin Lane, 40207.

Jim Blanton shared that the Northeast Regional Library (NERL) will host a hard hat tour tomorrow, September 19<sup>th</sup>, at 2:00pm. The Mayor will be in attendance. The construction is now 50% complete overall. Drywall is almost completed, and the large HVAC units are being tested. Both NERL and St. Matthews are on track for late spring openings (April/May, 2019).

Jim Blanton discussed updates on the renovations and materials relocation taking place at Main, including the relocation of the Kentucky History and Genealogy section to the South building's second floor, moving computers from the third floor to the first, updates to the Mezzanine, and architectural reimagining of the first floor.

Jim Blanton reported that staff will shift to NERL who requested to do so. Other positions will be added to appropriate branches, as needed.

***Finance Report:***

Ms. Chang shared a final draft of the spending policy for review. The draft included verbiage to allow that any exceeding of the spending policy may be approved if the proposed spending meets a goal within the Library's strategic plan.

The Commissioners discussed anticipated FY 2019 disbursements in relationship to the spending policy and agreed that notwithstanding that disbursements in excess of policy fall within the

scope of the strategic plan, the policy will be adopted prospectively for FY 2019 on a pro rata basis.

Florence Chang reported that a bridge financing agreement is currently in the works, and a proposal should be available for review soon.

The Commissioners discussed the proposed Foundation management fee. Ms. Chang will communicate further with the Foundation to offer feedback and other suggestions, including strategic disbursements.

***Librarian's Report:***

Mr. Blanton reported on program updates, including that 25,814 patrons completed the Summer Reading program, 29,723 registered for the Cultural Pass, and the over 3500 patrons attended PotterPalooza in July.

Jim Blanton shared that OrangeBoy software has been reaching out to new card holders to further their engagement. The data has created a rich pool of information to examine, and has led to new messaging on LFPL social media.

Mr. Dietz stated that the Short Course *Understanding Terrorism*, with retired UofL sociology professor Dr. John Busch, has completed. More Short Courses to come include social movements thorough history, British history, and a philosophy course. These new courses begin in January, 2019, and run through May.

Art Dietz announced that Fast Classes will resume in October with The Time Machine at Antikythera on the 25<sup>th</sup>, and the Art of Consignment shopping on November 25<sup>th</sup>.

Additionally, Mr. Dietz shared that the International Festival returns to the SCRL on Saturday, September 22<sup>nd</sup>. The Frankenreads Festival continues through the month, and October 6<sup>th</sup> will bring Random Fandom After Dark's Roast of Harry Potter, hosted at the SWRL. On November 10, Family STEAM Day will return to the SCRL.

Ms. Arehart reported the Rachel Smith, former Regional Programming Supervisor at the SCRL, has been hired as the NERL Regional Supervisor.

Mr. Burchfield shared an OrangeBoy chart that gave an overview of the first round of LFPL messaging activity. The data shows that close to four thousand patrons had activity after opening an email message from OrangeBoy. The Commissioners then discussed the overall messaging program and campaign.

***Chairman's Report:***

Chair Melanie McCoy discussed the recent Friends of the Library advocacy efforts with Metro Council, and Friends President Pam Greenwell's request for joiners.

***Old Business:***

The Commissioners discussed updates on candidates for the three vacant seats on the LAC. Three candidates have been put forward, and could be appointed as early as November, 2018.

A motion to approve the final draft of the spending policy was entered by Carol Mullins, seconded by Lisa Corpus, and approved unanimously.

***New Business:***

A motion to approve the Main Friends Book Sales on September 15 and 16, 2018, the Jeffersontown Friends Book Sales throughout the month of September, 2018, and the Westport Friends Book Sale on September 15, 2018, was entered by Lisa Pearce, seconded by Carol Mullins, and approved unanimously.

The Commissioners discussed an emergency technology funding request. A motion to approve the funding request of forty thousand dollars for critical updates to the Main Library auditorium sound system was entered by Carol Mullins, seconded by Lisa Corpus, and approved unanimously.

The vote regarding cultural funding will be revisited during the October, 2018 meeting.

***Adjournment:***

There being no further business, the meeting adjourned at 5:50 p.m.

*Minutes submitted by: Becky Jetton, Administrative Specialist*

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
October 16, 2018

The Louisville Free Public Library Advisory Commission met on Tuesday, October 16, 2018, in the Board Room at the Main Library, located at 301 York Street.

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

***Attendance:***

Commissioners present included Melanie McCoy, Florence Chang, Lisa Pearce, Carol Mullins, and Lisa Corpus. Also present were Director Jim Blanton, Belinda Catman, Art Dietz, Carrick Arehart, and Lee Burchfield.

A motion to approve the minutes of the September 18, 2018 meeting was entered by Lisa Pearce, seconded by Lisa Corpus, and approved unanimously.

A motion to approve the September 18, 2018 absence of Chris Hoganson and the October 16, 2018 absences of both Chris Hoganson and Florence Chang was entered by Carol Mullins, seconded by Lisa Pearce, and approved unanimously.

***Planning Report:***

Mr. Blanton reported that St. Matthews branch has completed all demolition, and is on track to move to the next phase of refurbishment.

Jim Blanton shared that the Northeast Regional Library (NERL) now has perimeter glass in place. Additionally, interior painting has begun and the HVAC components have been installed.

Jim Blanton added that the Main Library is scheduled to begin new carpet installation next week, and that materials for the Kentucky History Room collection continue to be moved into the new space on the South side of the Library. Furthermore, the elevators at Main now designate the updated floor labeling of the basement, first floor, second floor (formerly the Mezzanine), and third floor (formerly the second floor). The third floor will be closed to the public beginning in early November.

***Finance Report:***

The Commissioners briefly discussed NERL bridge financing.

***Librarian's Report:***

Mr. Blanton conveyed his deep appreciation for his three years with LFPL. Mr. Blanton shared his pride in the Library's passionately dedicated staff and the capital projects accomplished, and his admiration of the talent within the Administrative team.

The Commissioners welcomed Mr. Burchfield as Interim Director, and Jim Blanton expressed his confidence in Lee Burchfield assuming the new role. The Commissioners discussed the transition plan, and Jim Blanton shared updates regarding the capitol campaign, the Belvoir mansion project, and the Library Lane project. NERL is still on schedule to open after St. Matthews is reopened.

Mr. Dietz shared that a Fast Class with the Kentucky Opera Lecture Series will take place on October 17, 2018. The Library After Dark adult Halloween party takes place on October 20<sup>th</sup> at 6:30pm, and the children's Halloween event, Creepy Crawley Extravaganza, is scheduled for 10:00am on October 27<sup>th</sup>.

Art Dietz announced that the Louisville Astronomical Society will host a Family Star Party on November 3<sup>rd</sup> at SWRL from 7:00pm-9:00pm, and will include an introduction to the Lending Telescope program.

Additionally, Mr. Dietz gave a brief update on the Family STEAM program taking place on November 10<sup>th</sup> at 10:00am, at the SWRL.

***Chairman's Report:***

Chair Melanie McCoy shared her thoughts on the positive momentum of LFPL as Jim Blanton transitions. Ms. McCoy expressed her excitement for the projects currently in progress, and her confidence in the Library's Administrative team.

***Old Business:***

Further spending policy discussion was tabled until the next meeting.

The Commissioners discussed the Cultural Funding request. Belinda Catman shared details of the request, and furthered the discussion of the Eileen Keltner Trust for the St. Matthews opening day collection. The Commissioners also shared suggestions for acknowledging the trust at St. Matthews, including signage and/or book plaques.

A motion to approve the cultural funding request for the Foundation to use branch-specific restricted funds for programming in the amount of \$13,763.15 was entered by Lisa Pearce, seconded by Carol Mullins, and approved unanimously.

A motion to approve a disbursement from the LAC specific fund, specific book funds, and from the Eileen Keltner Trust for the St. Matthews opening day collection, furniture and fixtures in the

amount of \$899,214.58 was entered by Carol Mullins, seconded by Lisa Corpus, and unanimously approved.

***New Business:***

A motion to approve the Crescent Hill Friends Book Sale on December 1, 2018, was entered by Lisa Pearce, seconded by Carol Mullins, and approved unanimously.

At the suggestion of Jim Blanton, the Commissioners briefly discussed the potential benefits of laptop kiosk checkout technology at Main.

***Adjournment:***

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

*Minutes submitted by: Becky Jetton, Administrative Specialist*

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
November 20, 2018

The Louisville Free Public Library Advisory Commission met on Tuesday, November 20, 2018, in the Board Room at the Main Library, located at 301 York Street.

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

***Attendance:***

Commissioners present included Melanie McCoy, Florence Chang, Lisa Pearce, Carol Mullins, and Lisa Corpus. New Commissioners Dr. Tiffany Stith, Ms. Carla Robinson, and Mr. Nathan Smith were in attendance for their first meeting. Also present were Interim Director Lee Burchfield, Belinda Catman, Art Dietz, Carrick Arehart, and Paul Burns, the LFPL Director of Communications and Marketing.

A motion to approve the minutes of the October 16, 2018 meeting was entered by Carol Mullins, seconded by Lisa Corpus, and approved unanimously.

A motion to approve the absence of Christine Hoganson was entered by Lisa Corpus, seconded by Lisa Pearce, and approved unanimously.

***Planning Report:***

Ms. Melanie McCoy shared her hopes that Mr. Smith and Ms. Pearce might use their combined skills and knowledge to revitalize the LAC Planning Committee in the new year.

Mr. Lee Burchfield stated that renovations of the Main Library will continue in phases. The third floor has temporarily re-opened, but will close to the public once again upon completion of the first floor updates. The LAC planning Committee may be able to assist with envisioning and moving forward the coming renovations to the second floor (Mezzanine) and third floor.

Lee Burchfield announced that St. Matthews branch's structure framing is underway, and that the project is still on track for a spring of 2019 re-opening.

Lee Burchfield reported that the NERL project has most recently seen built-in shelving being assembled, meeting rooms finishing out, most interior painting nearing completion, and tile work wrapping up in the restrooms. A late-spring 2019 opening remains on track.

***Finance Report:***

Ms. Florence Chang shared a brief LFPL financial overview with the new Commissioners, including the structure and status of funds and disbursements.

Florence Chang updated the Commissioners on her follow up conversations with the Library Foundation in regards to the proposed management fee. That conversation included the Foundation's suggestion that the fee be called a 'support fee' to better represent its purpose. Also discussed was the concept of strategic disbursements versus a yearly set fee.

Florence Chang stated that the proposed bridge financing will be addressed during a Library Foundation meeting in January or February, 2019. Melanie McCoy then shared the history of the proposal with the new Commissioners.

***Librarian's Report:***

Lee Burchfield stated that South Central Regional Library held a Family STEAM day last Saturday, with over 2,000 patrons in attendance. The event brought an inflatable planetarium, Lego stations, musical activities, and the Speed Art Museum's mobile workshop to the attendees.

Lee Burchfield shared his vision of what the next three-to-six months' work will likely involve, with building projects as a high priority. Strategic planning, finishing the Northeast Regional Library, improving facilities system-wide, and increasing utilization of the Library were also cited as top goals. Beyond six months, the Master Facilities Plan will need to be reexamined and decisions made regarding the remaining three major projects (Portland, Shively and Middletown).

Lee Burchfield commented on further goals such as the new Union Contract, Bookmobile Services, and the renovation of the Bellevoir mansion.

Mr. Art Dietz reported on upcoming programs, including Nutcracker Storytime with the Louisville Ballet that will take place throughout December, the Polar Express Party at South West Regional on December 7<sup>th</sup>, the January 15<sup>th</sup> fast class "The Bright Side of Frustration", the January short course on the history of the social justice movement, the February 2<sup>nd</sup> Louisville Mix Celebration of Hip Hop, two additional fast classes in February, and the African American Film Festival taking place each Sunday in February.

Ms. Carrick Arehart invited all Commissioners to visit the newly relocated Kentucky History Room on the second floor of the South (York street) side of the Main Library. The space includes rare and historic materials, and a reading area.

Mr. Paul Burns informed the Commissioners of the newest exhibit in the Bernheim Gallery that runs through January 13, 2019, "Poets, Rock Star and Holy Men: A Literary Renaissance". The next exhibit will be a retrospective on the 20<sup>th</sup> Anniversary of Louisville's Fairness Campaign.

***Chairman's Report:***

Melanie McCoy reminded all Commissioners of the requirement to access their LFPL email accounts for any and all Commission business.

Melanie McCoy inquired as to the traditional practice of cancelling the December LAC meeting to better accommodate holiday work and travel plans of the Commissioners. With the lack of pending action items for next month, the Commissioners were in agreement to cancel the December 2018 LAC meeting.

***Old Business:***

None.

***New Business:***

A motion to approve the Friends of Bon Air Book Sale to take place on July 20 and 21, 2019, was entered by Carol Mullins, seconded by Lisa Pearce, and approved unanimously.

***Adjournment:***

There being no further business, the meeting adjourned at 5:30 p.m.

*Minutes submitted by: Becky Jetton, Administrative Specialist*

Library Advisory Commission Meeting  
Director's Report  
November 20, 2018  
Lee Burchfield, Interim Director

**Our short term priorities (3 -6 months) are clear:**

- Open the expanded St. Matthews Library and the new Northeast Regional Library.  
I was last at St. Matthews on Sunday.  
I was last at Northeast today with Foundation and donors.
- Complete the renovations of the Main 1<sup>st</sup> floor.
- Develop a plan for Main 2<sup>nd</sup> and Main 3<sup>rd</sup>.
- Proceed with execution of existing strategic plan, making adjustments as needed.
- Four Strategic Objectives: Encourage the Reading of Books, Support Lifelong Learning, Increase Awareness of the Library, and Continuously Improve.
- Fifteen current goals: #1: Build Northeast; #2 Improve Library Facilities (Main & St. Matthews); #12: Increase Utilization of the Library (OrangeBoy Patron Engagement Initiatives).

**Should the interim era extend beyond that, we have some clearly established longer range plans:**

Continue progress on the Master Facilities Plan

- Construction or renovation projects for Portland, Shively, & Middletown. (Est. \$13.8M)
- Increase operating budget to \$28.9M by year 11 (2019) to support MFP.

Improve the Library Materials and Marketing Budgets.

Materials budget has been aided by capital spending on Regional Libraries. In the absence of that additional funding we will have inadequate materials budgets beginning in upcoming FY2019 - 2020.

**There are other risks, challenges, and opportunities that will need to be dealt with in the next 18 months:**

- Maintain Main Library as a central research library for the region.
- Build on our history of outstanding, innovative programming.
- Bid out a new integrated library system to replace the current Polaris ILS.
- Union Contract expires June 30, 2019 and will need to be renegotiated.
- Outside interest in Highlands-Shelby Park, Parkland, and Shelby Park branches.
- Full restoration of Bookmobile Services to pre-flood (2009) state.
- Renovation of the Bellevoir mansion and incorporation into the LFPL service plan.

**I anticipate the focus of my energies to be on:**

- Master Facilities Plan completion
- Improved operating funding for staffing, materials, & marketing.
- Supporting the fundraising, governance, and advocacy efforts of the Commission, the Foundation, and the Friends.
- Moving metrics on utilization of library services and identifying new ways to measure and communicate the impact of the work we do every day.

# **LIBRARY ADVISORY COMMISSION**

**NO MEETING HELD**

**DECEMBER, 2018**

**LOUISVILLE FREE PUBLIC LIBRARY**  
**ADVISORY COMMISSION**  
January 15, 2019

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

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

***Attendance:***

Commissioners present included Melanie McCoy, Christine Hoganson, Lisa Pearce, Carol Mullins, Lisa Corpus, Tiffany Stith, Carla Robinson, and Nathan Smith. Also present were Interim Director Lee Burchfield, Belinda Catman, Carrick Arehart, and Paul Burns, the LFPL Director of Communications and Marketing.

A motion to approve the minutes of the November 20, 2018 meeting was entered by Carol Mullins, seconded by Chris Hoganson, and approved unanimously.

A motion to approve the absence of Florence Chang was entered by Carol Mullins, seconded by Lisa Pearce, and approved unanimously.

***Planning Report:***

Ms. Pearce shared that the Planning Committee met in December, during which Mr. Burchfield discussed the original project schedule, budget, and projections from the Master Facilities Plan. The updated schedule was also discussed at that time. Matt Frazure, Project Consultant, will be invited to a future meeting to share additional updates on the Northeast Regional Library.

Mr. Burchfield stated that he recently attended a hardhat tour of the St. Matthews construction site, and the expansion is remarkable. At this time, bookplates are being purchased to acknowledge the Kiltner Estate's materials contribution.

Lee Burchfield reported that the first floor renovations at the Main Library are moving along nicely. New computer areas are open, and materials are being set up in rearranged stacks. Additionally, plaster renovation has begun in the South lobby.

***Finance Report:***

None

***Librarian's Report:***

Lee Burchfield emphasized several of the December 2018 monthly statistics; particularly that circulation was down, but by less than 1%, and that e-book circulation increased by 25%. Door count was also discussed, with a noted decrease of 15.4% that is largely attributed to the temporary closure of St. Matthews and the closure of Westport.

Lee Burchfield explained that beginning with this monthly report, outreach numbers are being reported separately from other programming numbers which causes larger variation when comparing year to date and year over year programming counts.

Mr. Burchfield highlighted upcoming events such as the Lean Into Louisville press conference at SCRL scheduled for January 18<sup>th</sup>, the Fairness Exhibit and after-hours event at Main on January 26<sup>th</sup>, and Library Legislative Day in Frankfort on February 14<sup>th</sup>. Commissioners are invited to attend.

Additionally, Lee Burchfield reported that the Orange Boy Patron Engagement Initiative has shown its first positive growth week, a new integrated library system to replace Polaris ILS is being explored, and the budget proposal process for FY 2020 has begun. For statistical purposes, the counting of information requests will move from continuous recording to a one week per quarter sampling procedure.

Ms. Arehart gave further information regarding Lean Into Louisville. The yearlong initiative will promote programs that educate about the historical mistreatment of residents based on gender, race, religion, age, gender identity or sexual orientation, disabilities, and nationality or immigration status, and how that history impacts our city and our country today.

Carrick Arehart also highlighted the upcoming six-week Social Justice short course beginning January 17<sup>th</sup>, and the Indigenous Languages Fast Class on February 12<sup>th</sup>.

Mr. Burns shared information on the upcoming Bernheim Gallery exhibit celebrating the 20<sup>th</sup> Anniversary of Louisville's historic LGBTQ Fairness Ordinance, called "Fairness for All". A reception for the opening of "Fairness Still Does a City Good" will be held January 26<sup>th</sup> and will include a panel discussion.

***Chairman's Report:***

Melanie McCoy reported that there are no updates as of yet regarding the search to fill the open Director position. Ms. McCoy will check in with the Mayor's office and report back at the February meeting.

***Old Business:***

None.

***New Business:***

The Commissioners discussed standing LAC Committees and the need to schedule both a Finance Committee meeting and a second Planning Committee meeting as soon as possible. It was decided that the Planning Committee will convene in February and the Finance Committee will convene in March. Both will take place one hour prior to the regularly scheduled LAC meetings.

The Executive Committee was also discussed. Decisions regarding that committee were tabled and will be addressed at a later date.

***Adjournment:***

There being no further business, the meeting adjourned at 5:20 p.m.

*Minutes submitted by: Becky Jetton, Administrative Specialist*

**Library Advisory Commission Meeting**  
**Library Director's Report**  
**January 15, 2019**  
**Lee Burchfield, Interim Director**

**Monthly Statistical Report Review**

Circulation was down in December, but less than 1%.

St. Matthews and Westport both being closed is definitely affecting circ.

One reason it was not down more was a 25% increase in e-book circulation.

Door count was also down by 27,700 (15.4%). Dec 2017 door count at St. Matthews was < 30,000, so the impact of that closure is clear.

Program counts and attendance are also showing as down 25% - 28%. This is the second month we have been separating outreach contacts from other programming numbers, so that's part of it. But it's also St. Matthews and Westport being closed.

**Lean Into Louisville Press Conference**

South Central Regional Library

Friday, January 18, 2019, 10 am

**Fairness Exhibit and After-hours event**

Main Library Auditorium

January 26<sup>th</sup>, 6 – 8 pm

**Library Legislative Day**

Frankfort, KY

February 14, 2019

**Project Updates**

- St. Matthews Library and Northeast Regional Library – both looking great and on-schedule.
- Main 1<sup>st</sup> floor – also looking great, timeline still tentative due to labor involved in moving books.
- Main Library South Lobby Plaster Repair – Starting in earnest today removing plaster.
- OrangeBoy Patron Engagement Initiative – first positive growth week since initiative began.
- Bid out a new integrated library system to replace the current Polaris ILS – first meeting was held yesterday. We'll put out a request for information.
- Budget Proposal Process – has begun and it is not promising for next fiscal year.
- Procedural change proposal for stats collection – will be sampling 1 week per quarter rather than counting each informational and directional question. Less time consuming, hopefully more accurate. Consistent with guidance from KDLA.

**LOUISVILLE FREE PUBLIC LIBRARY**  
**ADVISORY COMMISSION**  
February 19, 2019

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

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

***Attendance:***

Commissioners present included Melanie McCoy, Lisa Pearce, Carol Mullins, Tiffany Stith, Carla Robinson, Florence Chang, and Nathan Smith. Also present were Interim Director Lee Burchfield, Belinda Catman, Carrick Arehart, and Paul Burns, the LFPL Director of Communications and Marketing.

A motion to approve the minutes of the January 15, 2019 meeting was entered by Carla Robinson, seconded by Carol Mullins, and approved unanimously.

A motion to approve the absences of Lisa Corpus and Christine Hoganson was entered by Tiffany Stith, seconded by Carla Robinson, and approved unanimously.

***Planning Report:***

Ms. Pearce shared information from the LAC Planning Committee's meeting earlier in the afternoon.

The Planning Committee reviewed the project schedule of the master facilities plan, including the identified need for new libraries in the underserved areas of Shively and Middletown. The proposed renovation and expansion of Portland, Highlands-Shelby Park and Fern Creek branches was also reviewed.

Lisa Pearce shared that a goal of the Planning Committee is to validate the current master plan and continue to determine next steps; including developing a new master facilities plan.

***Finance Report:***

Ms. Chang presented the December financial report, including updates on restricted and unrestricted funds. A small drop in investment revenue from the last quarter was noted.

Florence Chang highlighted for the Commissioners that the newly adopted spending policy assists in managing the financials.

The Commissioners briefly discussed the proposed \$30,000 support fee for the Foundation. This will be reviewed again during the March LAC Finance Committee meeting.

***Librarian's Report:***

Mr. Burchfield reported that the St. Matthews City Council announced the opening date of the refurbished St. Matthews branch as May 9, 2019. More details will follow. The opening date for the Northeast Regional Library has not yet been determined.

Lee Burchfield shared a LFPL infographic that highlights the state pension driven Louisville Metro budget shortfall and its probable impact on libraries. This infographic has been made available to the public at all branches, on social media, and on the LFPL website.

Lee Burchfield also shared a fact sheet from Mayor Fischer's office regarding the budget crisis, potential cuts in services, and possible solutions. In light of this information, library advocates are being encouraged to attend community meetings to ask questions and offer their opinions.

Mr. Burchfield emphasized that the Library exists as a non-political entity. Patrons and staff come from a myriad of political positions and influences. Advocacy as a private citizen is certainly supported, but Library staff do not take political positions regarding these budget issues. As such, social media, printed materials, and other communications will be used to share facts and to allow patrons to make informed decisions about their positions on the potential cuts and proposed revenue.

Mt. Dietz reported on the African American Film Festival taking place at Main on Sundays in February. Other programming highlights included the February 26 performance of "Conversations with a Suffragist" at Main, the Fast Class at Main on March 7, "How the Black Death Changed History" the Fast Class at Main on March 12, "Immigration: Stories of Status", and the Southwest Regional Library's Star Party at Jefferson Memorial Forest on March 15.

Art Dietz also shared information on two upcoming Short Courses. The first, "Can you See Me? Conversations About Mental Health in the African American Community" takes place at Western, March 5 – April 16. The second, "200 Years of British Monarchy" takes place at Main, March 21 – April 25.

***Chairman's Report:***

Melanie McCoy informed the Commissioners that the Friends of the Library advocacy group has multiple materials available to those who wish to address the budget shortfall by advocating as private citizens for library services.

Ms. McCoy reported that Louisville Metro will hire a search firm to steer the hiring process of the new Library Director. An RFP is ready to be distributed.

Ms. McCoy shared a flier regarding the Northeast Regional Library preview dates sponsored by Ignite Louisville and the Library Foundation.

Melanie McCoy discussed her 2019 goals for the Library Advisory Commission:

1. Intentional succession planning for those Commissioners who have terms expiring in 2020.
2. Increasing the use of LAC committees and helping them to thrive.
3. Review of and updates to the current By-Laws to better reflect the LAC's current work.
4. Strengthening LAC and Library Foundation collaborative relationships.

Ms. McCoy and Ms. Chang will attend the May 21, 2019 Library Foundation meeting, and hope to discuss ways to better partner at that time.

***Old Business:***

The Commissioners reviewed the Committee rosters:

1. Planning Committee
  - Lisa Pearce (chair)
  - Nathan Smith
  - Carla Robinson
  - Melanie McCoy
2. Finance Committee
  - Florence Chang (Chair)
  - Tiffany Stith
  - Lisa Corpus
  - Chris Hoganson

***New Business:***

The Commissioners discussed the most recent Benchmark Cities Report. Lee Burchfield shared the history of the report and its intended purpose.

Highlights included 2016-2017 comparative statistics between LFPL and fifteen peer libraries on service benchmark totals such as library operating income per capita, library holdings per capita, annual circulation per capita, population and square miles per branch, material expenditure per capita, etc.

The results of the Benchmark Cities Report showed that LFPL's standing in these comparisons changed very little this year, and remains at #15.

Mr. Burchfield commented that the NERL opening could create a slight adjustment in some of the rankings next year.

***Adjournment:***

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

*Minutes submitted by: Becky Jetton, Administrative Specialist*

**LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
March 19, 2019**

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

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

***Attendance:***

Commissioners present included Melanie McCoy, Lisa Pearce, Carol Mullins, Tiffany Stith, Carla Robinson, Florence Chang, Lisa Corpus, Christine Hoganson, and Nathan Smith. Also present were Interim Director Lee Burchfield, Belinda Catman, Carrick Arehart, and Paul Burns, the LFPL Director of Communications and Marketing.

A motion to approve the minutes of the February 19, 2019 meeting was entered by Carol Mullins, seconded by Lisa Corpus, and approved unanimously.

***Planning Report:***

None

***Finance Report:***

Ms. Chang informed the Commissioners that the Finance Committee met earlier in the afternoon.

Florence Chang facilitated a discussion of the Project Consultant's current contract. It was explained that due to the March 7, 2019 Louisville Metro Government suspension of the bond ordinance that funds the Northeast Regional Library, there could be delays in the completion of the project. It was then determined that an extension of the current contract would need consideration only if a major construction delay were to occur. More information on the ordinance status is expected from Metro Council later this week.

Florence Chang shared that updates to the finance sections of LAC By-Laws will be drafted by the Finance Committee, and will be presented to the Commissioners for edits and feedback at a later date.

Florence Chang reported that the Finance Committee had reviewed the proposed \$30,000 support fee for the Library Foundation. Subsequently, the Committee made recommendations to the Commissioners that 1) the LAC not commit to paying the fee this fiscal year while still financing the Project Consultant contract and 2) that next fiscal year the LAC examine the proposal as a bookkeeping fee and ask the Foundation for an hourly estimate of the executive services being provided. The Commissioners agreed this was an appropriate next step. Ms. Chang confirmed that she will communicate this decision to the Library Foundation.

In conclusion, all Commissioners expressed their heartfelt appreciation of the Foundation's supportive services to the LAC.

***Librarian's Report:***

Mr. Burchfield reiterated to the Commissioners that due to the Louisville Metro bond ordinance suspension, NERL construction temporarily ceased on March 11, 2019. Until the issue is resolved, construction is halted. Depending upon the outcome of Metro Council vote on March 21<sup>st</sup>, the contractors could be asked to resume work as early as the following day.

Ms. Catman shared her thoughts on which parts of the NERL project funding would most likely be impacted should the bond amounts be approved but reduced. The Commissioners then briefly discussed what next steps might be taken if the March 21<sup>st</sup> vote results in a continued halt on the NERL project.

Lee Burchfield reported that a Drag Queen Storytime library event scheduled for the Southwest Regional Library on March 16 was cancelled, and a team is working on a replacement program and expects to announce the date soon. The Commissioners then discussed different aspects of LFPL story time programs, including target audiences and past guest readers.

Lee Burchfield informed the Commissioners that a Louisville Metro budget amendment vote on March 21<sup>st</sup> could ultimately result in a smaller tax hike and continued, but less drastic, service cuts. More will be known soon and will be discussed at the April 2019 LAC meeting.

Lee Burchfield called attention to the monthly report from 2019, particularly the increase in circulation statistics. E-book circulation increased 3.3% last month. Mr. Burchfield emphasized that Crescent Hill branch has done an excellent job of picking up services for the currently-closed St. Matthews branch. Crescent Hill has seen a 100 percent increase in their circulation numbers.

Ms. Arehart shared that the Kentucky History Room has an official opening reception scheduled for tonight, March 19, 2019, from 6:00pm until 7:30pm. Guest authors and speakers Emily Bingham and James Higdon will be in attendance, and catered refreshments will be served. All Commissioners are invited to attend, compliments of the Library Foundation.

***Chairman's Report:***

Ms. McCoy shared her hope that the LAC Planning Committee will also take an opportunity to examine the current By-Laws and draft a planning section update for the Commissioners' review.

Ms. Pearce inquired about the other aspects of updating the current By-Laws and how to best share edits. The Commissioners agreed to email any edits to the entire group for review before the April LAC meeting.

***Old Business:***

None.

***New Business:***

The Commissioners discussed the benefits of researching By-Laws established at other city entity public libraries to gather appropriate ideas for the necessary revisions.

The Commissioners then agreed that ongoing By-Laws revision work will be gathered into a master document for further edits and eventual approval.

A motion to approve the Friends Book Sale to take place at the Iroquois Library from 10:00am - 5:00pm on May 18, 2019, was entered by Carla Robinson, seconded by Lisa Pearce, and approved unanimously.

***Adjournment:***

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

*Minutes submitted by: Becky Jetton, Administrative Specialist*

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

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

In the absence of Chairperson Melanie McCoy, Commissioner Lisa Pearce called the meeting to order at 4:34p.m.

***Attendance:***

Commissioners present included Lisa Pearce, Carol Mullins, Tiffany Stith, Carla Robinson, and Nathan Smith. Also present were Interim Director Lee Burchfield, Belinda Catman, and Carrick Arehart.

A motion to approve the minutes of the March 19, 2019 meeting was entered by Carol Mullins, seconded by Tiffany Stith, and approved unanimously.

A motion to approve the absences of Melanie McCoy, Florence Chang, Chris Hoganson and Lisa Corpus was entered by Carol Mullins, seconded by Tiffany Stith, and approved unanimously.

***Planning Report:***

None

***Finance Report:***

None.

***Librarian's Report:***

Mr. Burchfield shared a reminder from he and Melanie McCoy regarding LFPL.org email accounts. Please continue to use LFPL email for all for all Commission business, and remember that personal email involving Commission business, along with all LFPL email, is subject to open records requests.

Lee Burchfield reported on several important dates regarding the Metro budget process. The Mayor's budget address to Metro Council will be April 25, 2019. This will be televised on Metro TV. The Library meets with Metro Council on May 29<sup>th</sup>, and the final vote on the budget must occur by June 30<sup>th</sup>.

Lee Burchfield announced that the St. Mathews branch remains on track for its May 9<sup>th</sup>, 2019 opening, and Northeast Regional remains on track to open in late June. The next few weeks should offer a more concrete date for Northeast.

Mr. Burchfield gave updates on a few more important program events, including the How-To Festival on May 11<sup>th</sup>, and GonzoFest on July 20<sup>th</sup>. Other Gonzo events coincide with Speed Museum and Frazier History Museum events, and the University of Kentucky Ralph Stedman exhibit. May 2<sup>nd</sup> is Gonzo Thurby, and Churchill Downs will be highlighting Hunter S. Thompson and the coinciding summer events.

Mr. Dietz announced his impending retirement date of April 30, 2019. Lee Burchfield praised Mr. Dietz's work and thanked him for his service. Art Dietz expressed his joy in having had the opportunity to work so closely with patrons, programs and the community over the last five years.

Art Dietz shared information on upcoming programs, including the newest Short Course *Searching for Wisdom: Philosophy's Conversations*, that begins on May 16, 2019. Other program highlights included Disney Trivia contests for children and adults scheduled for Saturday, April 20, 2019; a new Fast Class taking place on May 22, 2019, *Conquering Cravings*; the upcoming Drag Queen Storytime scheduled for 2:00 on Saturday, May 18; and the Summer Reading and Cultural Pass Kickoff celebration at Main on June 1<sup>st</sup>.

***Chairman's Report:***

None.

***Old Business:***

A motion to approve the amended minutes of the February 19, 2019 meeting was entered by Carol Mullins, seconded by Carla Robinson, and approved unanimously.

Due to the lower attendance of this month's meeting, the task of reviewing proposed updates to the LAC By-Laws will be carried over to the May, 2019 meeting.

***New Business:***

A motion to approve the Friends of the Jeffersontown Library Book Sale to take place over the month of April, 2019, was entered by Carla Robinson, seconded by Carol Mullins, and approved unanimously.

A motion to approve the Friends of the Main Library Book Sale to take place on Saturday and Sunday, June 15 and 16, 2019, was entered by Carol Mullins, seconded by Nathan Smith, and approved unanimously.

A motion to approve the date change for the Friends of the Bon Air Library Book Sale from July 20 and 21, 2019 to July 22 and 23, 2019 was entered by Tiffany Stith, seconded by Carla Robinson, and approved unanimously.

***Adjournment:***

There being no further business, the meeting adjourned at 4:55p.m.

*Minutes submitted by: Becky Jetton, Administrative Specialist*

**LOUISVILLE FREE PUBLIC LIBRARY**  
**ADVISORY COMMISSION**  
May 21, 2019

The Louisville Free Public Library Advisory Commission met on Tuesday, May 21, 2019, in the Board Room of the Main Library, located at 301 York Street.

Chairperson Melanie McCoy called the meeting to order at 4:39pm.

***Attendance:***

Commissioners present included Melanie McCoy, Florence Chang, Carol Mullins, and Chris Hoganson. Also present were Director Lee Burchfield, Belinda Catman, and Paul Burns.

Due to a lack of quorum, approval of the minutes of the April 16, 2019 meeting was moved to the June 2019 agenda.

Due to a lack of quorum, approval of the absences of Lisa Pearce, Tiffany Stith, Carla Robinson, and Nathan Smith was moved to the June 2019 agenda.

***Planning Report:***

Mr. Burchfield reported that the most recent update from the Planning Committee is the need to finalize a draft of the revised Master Facilities Plan, as the current plan runs through the end of FY20. Ms. McCoy inquired about the cost of printing a new Master Facilities Plan, and Mr. Burchfield stated this may need to be postponed until next year. An addendum to the current plan may also be considered.

The next Planning Committee meeting is scheduled for June 18, 2019, at 3:30pm.

***Finance Report:***

Ms. Chang led a discussion of the proposed bookkeeping fee that would be paid to the Library Foundation. If approved, this payment would begin in FY20. Susan Nichols, Library Foundation Controller, will report back to Florence Chang regarding the annual cost of bookkeeping.

The Commissioners then reviewed Florence Chang's prepared finance report for the quarter ending March 31, 2019.

***Librarian's Report:***

Mr. Burchfield reported that the St. Matthews Branch grand re-opening on May 9, 2019 was a tremendous success, and the community has been very receptive to the new design. The outdoor children's area will continue to be developed throughout the summer.

Lee Burchfield shared that over 2,200 patrons attended the How-To Festival on May 11, 2019, and Mayor Fischer spent extra time visiting the event.

Lee Burchfield announced that the Northeast Regional Library's Grand Opening takes place June 24<sup>th</sup> at 10:00am, and will host tours, refreshments, and family activities.

Mr. Burchfield gave updates on the budget process and reminded the Commissioners that the Library's departmental budget hearing with Metro Council takes place May 29<sup>th</sup> at 3:30.

Lee Burchfield discussed the ongoing goal of increasing the awareness of which patrons are taking advantage of multiple Library services as opposed to patrons who are cardholders and just check out materials and use computers. The goal is to better understand who comes to author events, story times, How-To Festival and Potter Palooza, etc., and then increase communication with them to encourage even more usage.

Lee Burchfield stated that capital projects and donated funds have made a tremendous difference in the ability to purchase physical and electronic materials this year. The focus moving forward will be to continue to increase those funding sources.

Mr. Burns reported that current Savannah/Orange Boy patron messaging is a bit flat, and therefore new messaging methods are being explored.

***Chairperson's Report:***

Ms. McCoy confirmed that Commissioner Lisa Corpus tendered her verbal resignation at the end of March, 2019. The Commissioners expressed their appreciation for Ms. Corpus's service and wished her well in her future endeavors. Lee Burchfield and the Mayor's office are actively working to determine a new appointee.

Melanie McCoy shared that during this morning's Library Foundation Board Meeting she had presented on the history of the Library Advisory Commission and Library Foundation financial collaboration. Ms. McCoy felt that this was well-received and she will recommend that moving forward, an LAC report be added to Foundation's agenda each meeting.

***Old Business:***

Ms. McCoy suggested that the Finance Committee meet in July so that a larger discussion regarding By-Laws, and possible revisions, can take place in August. This will allow for dedicated time and space to work on the By-Laws. These committee meetings will convene on the scheduled LAC meeting dates of July 16<sup>th</sup> and August 20<sup>th</sup>, at 3:30pm.

***New Business:***

None.

***Adjournment:***

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

*Minutes submitted by: Becky Jetton, Administrative Specialist*



**LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION**

June 18, 2019

The Louisville Free Public Library Advisory Commission met on Tuesday, June 18, 2019, in the Board Room of the Main Library, located at 301 York Street.

Chairperson Melanie McCoy called the meeting to order at 4:40pm.

***Attendance:***

Commissioners present included Melanie McCoy, Florence Chang, Nathan Smith, 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 April 16, 2019 meeting was entered by Chris Hoganson, seconded by Florence Chang, and approved unanimously.

A motion to approve the minutes of the May 21, 2019 meeting was entered by Chris Hoganson, seconded by Florence Chang, and approved unanimously.

A motion to excuse the May 21, 2019 absences of Tiffany Stith, Carla Robinson, Lisa Pearce and Nathan Smith was entered by Lisa Pearce, seconded by Chris Hoganson, and approved unanimously.

A motion to excuse the June 18, 2019 absences of Carol Mullins and Carla Robinson was entered by Lisa Pearce, seconded by Chris Hoganson, and approved unanimously.

***Planning Report:***

Ms. Pearce reported that the Planning Committee had just wrapped up its 3:30 meeting. Items discussed included the upcoming Metro Council budget vote and the importance of preparing for future conversations regarding Library branches, asking Mayor Fischer for his thoughts on the LAC By-Laws and the Commission's role in shaping the future of the Library system, and the Planning Committee's current need to update the Master Plan.

Lisa Pearce shared that other Planning Committee goals include having an operating dollars communication plan, creating a build plan for longer than five years out, and an intention to look at both qualitative and quantitative data to guide future planning decisions.

Chair Melanie McCoy suggested that the committee work to produce a written deliverable that may then be made available as needed.



The Commissioners agreed that the Planning Committee needs to meet again soon in order to tackle the current work goals in a timely manner.

***Finance Report:***

Ms. Chang reported that the last quarter financials for FY19 will arrive June 30<sup>th</sup>, and that July numbers will allow for the calculation of the spending policy.

Florence Chang informed the Commissioners that she will soon update all with the most recent draft of the Finance Committee section of the By-Laws.

***Librarian's Report:***

Mr. Burchfield reported that overall circulation is up 5.8% over May of last year, and highlighted that the St. Matthews branch has been reopened for 21 days with a circulation of 33,819 materials; the highest of any branch within that time frame.

Lee Burchfield stated that June 30<sup>th</sup> will begin work on the State Annual Report.

Lee Burchfield reminded the Commissioners of the Sunday evening, June 23<sup>rd</sup> VIP reception at the Northeast Regional Library, with the grand opening taking place Monday the 24<sup>th</sup> at 10:00am. Mr. Burchfield also shared that tomorrow (June 19<sup>th</sup>) is the last day of operations at Middletown Library. Materials from Middletown and Fern Creek are being dispersed to other branches in the system.

The Commissioners then briefly discussed the Metro Council Budget Committee meeting to take place June 20<sup>th</sup>, and the steps that will follow.

Lee Burchfield shared that the new LAC candidate has been put forward to the Mayor's Office for consideration. If the candidate is appointed, an orientation would then take place.

Carrick Arehart reported that the Summer Reading and Cultural Pass program for 2019 began on June 1<sup>st</sup> and will run through August 10<sup>th</sup>. Participants win prizes for reading and gain passes to local attractions that offer summer enrichment activities and programs.

***Chairperson's Report:***

Ms. McCoy encouraged the Commissioners to join the events for Northeast Regional on Sunday, June 23<sup>rd</sup> and/or Monday June 24<sup>th</sup>, if possible.

***Old Business:***

Due to the decision to invite Mayor Fischer's feedback regarding the LAC By-Laws, work on further updates will be revisited sometime after the month of August, 2019.



***New Business:***

A motion to approve the Friends' Northeast Library book sale on September 21, 2019, the Crescent Hill Library book sale on July 4<sup>th</sup>, 2019, and the date change to August 24 and 25, 2019 for the Bon Air Library book sale was entered by Lisa Pearce, seconded by Florence Chang, and unanimously approved.

***Adjournment:***

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

*Minutes submitted by: Becky Jetton, Administrative Specialist*



**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*



**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 21<sup>st</sup>.

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 17<sup>th</sup> and 18<sup>th</sup>, the Pre-school Carnival at

Southwest Regional on October 26<sup>th</sup>, author Bruce Gibney at Main on October 29<sup>th</sup>, and Family

STEAM day at South Central Regional on November 9<sup>th</sup>.

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 26<sup>th</sup>, and 2,317 patrons attended the Family STEAM Day at South Central Regional on November 9<sup>th</sup>.

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**



**LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION**  
January 21, 2020

The Louisville Free Public Library Advisory Commission met on Tuesday, January 21, 2020, in the Board Room of the Main Library, located at 301 York Street.

Chairperson Melanie McCoy called the meeting to order at 4:34 pm.

***Attendance:***

Commissioners present included Melanie McCoy, Lisa Pearce, Carla Robinson, Carol Mullins, Nathan Smith, and Florence Chang. New Commissioner Aaron Miller was also present. Library staff present included Director Lee Burchfield, Carrick Arehart and Paul Burns.

A motion to approve the minutes of the November 19, 2019 meeting was entered by Lisa Pearce, seconded by Carol Mullins, and approved unanimously.

A motion to excuse the absences of Tiffany Stith was entered by Carol Mullins, seconded by Florence Chang, and approved unanimously.

New Commissioner Aaron Miller was introduced to the attendees. Mr. Miller was appointed on December 20, 2019, and his term will expire December 31, 2020.

***Planning Report:***

Ms. Pearce informed the Commissioners that due to several different schedule conflicts, the joint Planning and Finance Committee meeting scheduled for 3:30 that afternoon was cancelled. This meeting will be rescheduled as soon as convenient for all involved. Lisa Pearce shared that the Planning Committee is considering financing a study to support the new Master Facilities Plan, as the current plan expires this year. The Committee is also examining the remaining projects on the temporary plan.

Mr. Burchfield stated that the Friends of the Library Advocacy Committee and capital requests of Metro Council may be able to assist with those remaining projects.

***Finance Report:***

Ms. Chang reviewed the December 2019 quarterly report. The discussion included trend data, contributions and expenditures of restricted and unrestricted funds, and the balance of unrestricted fund usage. Memorial gifts included the generosity of David Jones, Sr. and Doctor Seay.



***Librarian's Report:***

Mr. Burchfield discussed the Library's Artificial Intelligence robots, Misty I and Misty II, and current program goals for their appearance. The Commissioners may receive a visit from Misty during next month's LAC meeting.

Lee Burchfield noted that statistical highlights trends continue. Overall circulation has increased 13% versus the previous twelve months, door counts are up 4.3%, and E-book circulation is up 18% month to month and 23% over the previous 12 months. Additionally, the Northeast Regional Library has averaged 76,000 items circulated per month since its opening in June of 2019.

Lee Burchfield stated that the 2020-2021 budget process will soon begin. Advocacy work in Frankfort continues to perhaps allow the city additional revenue options. February 6<sup>th</sup> is Library Legislative Day in Frankfort. All Commissioners are invited to participate.

Lee Burchfield shared that both the Performance Analyst position and the Executive Administrator position should be filled by mid-February.

Mr. Burchfield informed the Commissioners of a Library Foundation event taking place June 16<sup>th</sup> and 17<sup>th</sup>. *Palaces for the People* author Eric Klinenberg will participate in a meet and greet and a lecture on his book that discusses libraries as a critical part of social infrastructure. More details will be available later in the spring.

Lee Burchfield informed the Commissioners that a tour to view possible Middletown Library sites is scheduled for January 23<sup>rd</sup>, and Mayor Chapman will host. Circulation at Middletown's current location topped 4,000 items in December.

Lee Burchfield reported that renovation work at the Main Library will resume soon, and that Union contract negotiations resume February 10<sup>th</sup>.

Lee Burchfield updated the Commissioners on upcoming events; including Café LOUIE sessions at each branch on Saturdays through March, the Books and Brews 502 wrap up Speakeasy at Southwest Regional on February 29<sup>th</sup>, The Friends Book Sale at Main March 12<sup>th</sup> through 15<sup>th</sup>, and that over 50 programs are being offered for African American History month in February.

***Chairperson's Report:***

Ms. McCoy lead introductions made to Mr. Miller by the LAC members, who shared their current work in the community and their reasons for serving on the Commission.



***Old Business:***

Chairperson Melanie McCoy read aloud the current draft of the By- Laws so that all members could contribute to the edits. The newest draft will be available at the February 18<sup>th</sup> meeting for thirty-day notice to approve at the March 17<sup>th</sup> meeting.

Approval of the current draft of the LAC Commissioner Expectations was tabled until the February meeting.

***New Business:***

The current LAC roster was distributed and examined for accuracy. Any updates will be sent to Becky Jetton for editing.

A motion to approve the Friends book sales at the Northeast Regional Library on May 16 and 17, 2020, and on September 18-20, 2020 was entered by Carol Mullins, seconded by Lisa Pearce, and unanimously approved.

A motion to approve the Friends book sales at the St. Matthews Library on February 7-9, 2020, May 8-10, 2020, July 24-26, 2020, and November 13-15, 2020 was entered by Carol Mullins, seconded by Lisa Pearce, and unanimously approved.

***Adjournment:***

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

*Minutes submitted by: Becky Jetton, Administrative Specialist*



**LOUISVILLE FREE PUBLIC LIBRARY**  
**ADVISORY COMMISSION**  
February 18, 2020

The Louisville Free Public Library Advisory Commission met on Tuesday, February 18, 2020, in the Board Room of the Main Library, located at 301 York Street.

Chairperson Melanie McCoy was not able to arrive until later in the hour. Therefore, Florence Chang called the meeting to order at 4:32 pm.

***Attendance and Other Items:***

Commissioners present included Melanie McCoy, Lisa Pearce, Carla Robinson, Tiffany Stith, Florence Chang and Aaron Miller was also present. Library staff present included Director Lee Burchfield, Carrick Arehart, Paul Burns and the new Executive Administrator, Ben Tipton.

A motion to approve the amended minutes of the January 21, 2020 meeting was entered by Lisa Pearce, seconded by Tiffany Stith, and approved unanimously. This amendment consisted of the removal of Belinda Catman from the listing of staff present for that January meeting. Ms. Catman had retired the previous month (December, 2019).

A motion to excuse the January 21, 2020 absence of Christine Hoganson was entered by Tiffany Stith, seconded by Lisa Pearce, and approved unanimously.

A motion to excuse the February 18, 2020 absences of Nathan Smith, Christine Hoganson and Carol Mullins was entered by Lisa Pearce, seconded by Tiffany Stith, and approved unanimously.

The Library's new Executive Administrator, Ben Tipton, was introduced to the attendees. Mr. Tipton has many years of experience with Louisville Metro Government and joined the Administrative team in early February.

Chris Bischoff, Regional Consultant for the KY Department of Libraries and Archives, was also present and introduced to the Commissioners.

Library staff members Megan Evans and Charlton Braganza gave a demonstration of the new Artificial Intelligence Robot "Misty II". Misty is able to use both facial recognition to greet patrons and 3D mapping to navigate her environment. Misty can also detect sound directionally, respond to touch, and learn autonomous tasks. Misty will be used in a variety of library programs that highlight the benefits of artificial intelligence, and will offer new opportunities for writing code.



***Planning Report:***

Ms. Pearce reported that a joint Planning and Finance Committee meeting will be scheduled for March, 2020.

***Finance Report:***

Ms. Chang informed the Commissioners that the Library Foundation Finance Meeting recently occurred, and no significant changes in the Advisory Commission fund portfolio were noted at that time. No other finance updates were applicable to this meeting.

***Librarian's Report:***

Mr. Burchfield discussed a few statistical highlights, including that January 2020 circulation was up over January 2019 circulation by 13.8% and that circulation for the twelve-month running period ending January 2020 was up by 9.3%.

Lee Burchfield also noted that while the door count for January 2020 was up 6.0% over January 2019, overall door counts for the twelve-month running period ending January 2020 were down 2.4%. Additionally, program counts are rebounding and the January 2020 program count showed a 42.8% increase over the January 2019 count.

Lee Burchfield reported on several programming events coming up; including the February 29<sup>th</sup> Books and Brews 502 after-hours Speakeasy party at Southwest Regional, the Craig Buthod Author Series events with Erica Armstrong Dunbar on March 24<sup>th</sup> and PETA founder Ingrid Newkirk on April 20<sup>th</sup>, and the pre-school Puppy Party at South Central Regional on April 24<sup>th</sup>.

Lee Burchfield shared that the Main Library York Street lobby is in the process of completing plaster work and lead abatement on its East side. First floor updates continue, as well. Additionally, bids are being accepted for a new integrated Library system vendor.

Mr. Burchfield reminded the Commissioners that the budget process has begun, and that some of the budget decisions will likely affect the status of the Middletown Library. Recently, Lee Burchfield and Doug Foster, Manager of Design and Construction, visited to potential sites for relocating the Middletown branch. Budgets and timelines for both locations are being prepared to submit to the Office of Budget and Management (OMB).

***Chairperson's Report:***

None



***Old Business:***

Chairperson Melanie McCoy facilitated a review of the current draft of the By- Laws. A few further edits were suggested. The newest draft will be available at the March 17<sup>th</sup> meeting for thirty-day notice to approve at the April 21<sup>st</sup> meeting.

After review, approval of the current draft of the LAC Commissioner Expectations was tabled until the March meeting.

***New Business:***

A motion to approve the Friends book sale at the Bon Air Library on June 13 and 14, 2020, was entered by Florence Chang, seconded by Lisa Pearce, and unanimously approved.

A motion to approve the Friends book sale at the Northeast Regional Library to take place during Café LOUIE on March 14, 2020, was entered by Florence Chang, seconded by Lisa Pearce, and unanimously approved.

***Adjournment:***

There being no further business, the meeting adjourned at 5:33pm.

*Minutes submitted by: Becky Jetton, Administrative Specialist*



# **LIBRARY ADVISORY COMMISSION**

**DUE TO THE MAYOR'S STATE OF  
EMERGENCY AND COVID-19  
CLOSURES, NO MEETING HELD**

**MARCH, 2020**



**LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION**

April 21, 2020

The Louisville Free Public Library Advisory Commission met on Tuesday, April 21, 2020, via the teleconference platform, Cisco WebEx. Due to the COVID-19 pandemic State of Emergency and the resulting closure of all Library branches to the public, meeting in person was prohibited. Therefore, Commissioners were permitted to log on or call in for participation (according to KRS 61.800 to KRS 61.850, OAG 20-05 and 20RS SB 150). The meeting was made available to the public via live stream video on the Library Advisory Commission's Facebook page.

Chairperson Melanie McCoy called the teleconference meeting to order at 4:06 pm.

***Attendance and Other Items:***

Participating Commissioners included Melanie McCoy, Lisa Pearce, Carla Robinson, Tiffany Stith, Florence Chang, Nathan Smith, Chris Hoganson, Carol Mullins and Aaron Miller.

Participating Library staff included Director Lee Burchfield, Carrick Arehart, Paul Burns and Ben Tipton.

Chris Bischoff, Regional Consultant for the KY Department of Libraries and Archives, also participated.

Mr. Burchfield reminded the Commissioners that the current circumstances have brought changes to the rulings that normally allow videoconferencing only during Commission meetings, and we are now permitted invite call-in participation as well. Mr. Bischoff confirmed that as long as a virtual public viewing site such as Facebook is provided, the Advisory Commission remains in compliance with the Open Meetings Act.

A motion to approve the minutes of the February 18, 2020 meeting was entered by Chris Hoganson, seconded by Lisa Pearce, and approved unanimously.

***Planning Report:***

Ms. Pearce reported that the Committee continues to work on a supplement to the Master Plan that concludes June 30, 2020. The Portland, Middletown and Shively branches remain priority projects.

***Finance Report:***

Ms. Chang reported that trend data demonstrated a slight decline with the March 2020 quarter, and reflected a 7% decline since March of 2019.



The Commissioners reviewed contributions and expenditures for the quarter and noted no movement in those categories. The use of the quarter's unrestricted funds balance may be discussed with the Planning Committee at a future joint committee meeting.

***Librarian's Report:***

Mr. Burchfield shared that as of March 31<sup>st</sup>, total circulation is up 8.2% over the prior year, and annual e-book circulation is up 20.9% over the previous year.

Lee Burchfield noted that the Northeast Regional Library has averaged over 65,000 items checked out each month since it opened last year.

Lee Burchfield reminded the Commissioners that the Mayor is scheduled to present his budget this Thursday, April 23<sup>rd</sup>. With the current uncertainties, the budget will most likely be a continuous process over the coming weeks.

Lee Burchfield shared that all Library locations have been closed to the public since March 15<sup>th</sup>. Most staff still report to their regular assigned work locations, and many projects are being completed. Furloughs have been announced, affecting 280 of the 324 LFPL staff. The furloughs will begin May 3, 2020, and will be reevaluated in thirty days.

Mr. Burchfield reported that access to online digital resources continues. E-books, digital magazines, audio books, films, and educational and research resources remain available. A plan for restoring access to physical materials is being developed, and will be put into place with the guidance of Metro Government. Ongoing conversations with local and national groups will help ascertain what the new normal will be, and will help inform the gradual, safe restart of face-to-face services. In the interim, virtual online programming is being offered to children and adults, and temporary library cards are being issued to patrons via email and phone.

***Chairperson's Report:***

None

***Old Business:***

All old business regarding the LAC By-Laws and the LAC Commissioner Expectations will be tabled until face-to-face meetings are safely reestablished.

***New Business:***

The Friends book sale at the Iroquois Library, scheduled for Saturday, May 16, has been suspended indefinitely.



Mr. Bischoff and Mr. Burchfield reviewed the Open Meetings Act with the Commissioners.

***Adjournment:***

There being no further business, the meeting adjourned at 4:38pm.

*Minutes submitted by: Becky Jetton, Administrative Specialist*



**LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION**

May 19, 2020

The Louisville Free Public Library Advisory Commission met on Tuesday, May 19, 2020, via the teleconference platform, Cisco WebEx. Due to the COVID-19 pandemic State of Emergency and the resulting closure of all Library branches to the public, meeting in person was prohibited. Therefore, Commissioners were permitted to log on or call in for participation (according to KRS 61.800 to KRS 61.850, OAG 20-05 and 20RS SB 150). The meeting was made available to the public via live stream video on the Library's Facebook page.

Chairperson Melanie McCoy called the teleconference meeting to order at 4:03 pm.

***Attendance and Other Items:***

Participating Commissioners included Melanie McCoy, Lisa Pearce, Tiffany Stith, Florence Chang, Carol Mullins and Aaron Miller.

Participating Library staff included Director Lee Burchfield, Assistant Director Carrick Arehart, Communications Director Paul Burns, and Executive Administrator Ben Tipton.

Terry Manuel, KDLA Commissioner and State Librarian, also joined.

A motion to approve the minutes of the April 21, 2020 meeting was entered by Carol Mullins, seconded by Lisa Pearce, and approved unanimously.

Ms. McCoy introduced Mr. Manuel to the Commissioners.

Terry Manuel shared that the State Library (KDLA) is currently closed. While 60 employees normally report to KDLA, the COVID-19 emergency has led to just 5 employees reporting to the site, with others working remotely. At this time, 27 KDLA staff are supporting State workers in processing unemployment claims.

Terry Manuel reported that state aid to Libraries was eliminated in the recent budget passed by the General Assembly. Per capita, LFPL is not well funded. However, the topic of state aid will be revisited in the January 2021 legislative session. A new bill, if passed, would fund just 40-45 libraries state-wide, which could benefit LFPL.

Terry Manuel informed the Commissioners that KDLA and KPLA submitted a multi-phase reopening plan to the Governor's office on May 1, 2020. If approved, the phases will become the LFPL plan for reopening.



***Planning Report:***

Ms. Pearce reported that the Planning Committee has been steadily working toward a new Master Facilities Plan. The Committee recommends that due to the current budget situation and the ongoing issues related to the COVID-19 pandemic, Portland Library improvements become the sole focus of the Interim Plan until the new Master Facilities Plan is in place.

This recommendation is a 30-day notice of a motion to amend the Interim Plan. A vote will take place during the June, 2020 meeting.

***Finance Report:***

Ms. Chang reported on the current unrestricted fund spending policy projection for next year, anticipating that it may be a bit higher than the current year. Remaining excess funds could be used to support the unanticipated costs of COVID-19 alterations to the Summer Learning programs, or could be withdrawn and placed into a money market account.

Florence Chang added that the Programming Fund and the Professional Learning Fund may also have excess dollars available.

Lee Burchfield suggested that fund surplus projections may be explored in the coming weeks, and that a timely proposal would then become available.

***Librarian's Report:***

Mr. Burchfield shared that after a long trend of positive upswings in circulation statistics showing a 10.5% increase over the previous twelve months, the COVID-19 pandemic emergency occurred and has drastically affected current Library services. With branches closed since March 15<sup>th</sup> and 85% of staff furloughed as of May 3<sup>rd</sup>, the Library has been required to respond quickly and creatively to meet the ongoing needs of patrons. While the How-To Festival has been cancelled, the critically important Summer Reading Program has been reimagined as a virtual event for Louisville's youth. Digital services have remained available online, with many platforms offering expanded and/or increased content.

Lee Burchfield reported a dramatic 88% overall increase in eBook circulation over the past 24 months. Other significant metrics for the period of April-May include 167,566 total items checked out, over 2,000 new Library cards issued, 5,683 programming views on Facebook, and 2,305 books given away at JCPS meal distribution sites.

Lee Burchfield informed the Commissioners that FY21 goals include the ongoing expansion of access to digital and online services, delivering a Summer Reading Program that is fun, effective and equitable, increased partner collaborations to expand Bookmobile and Outreach efforts, and the continued pursuit of capital improvements.



Mr. Burchfield discussed the upcoming budget process and possible outcomes, and reminded the Commissioners of the Library's budget presentation meeting scheduled for next Tuesday, May 26<sup>th</sup>.

***Chairperson's Report:***

Melanie McCoy commended Mr. Burchfield for his leadership during this difficult time, and thanked him for keeping the Commissioners well-informed of the Library's current efforts and challenges.

***Old Business:***

none

***New Business:***

none

***Adjournment:***

There being no further business, the meeting adjourned at 4:38pm.

*Minutes submitted by: Becky Jetton, Administrative Specialist*



**LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION**

June 16, 2020

The Louisville Free Public Library Advisory Commission met on Tuesday, June 16, 2020, via the teleconference platform, Cisco WebEx. Due to the COVID-19 pandemic State of Emergency and the resulting closure of all Library branches to the public, meeting in person was prohibited. Therefore, Commissioners were permitted to log on or call in for participation (according to KRS 61.800 to KRS 61.850, OAG 20-05 and 20RS SB 150). The meeting was made available to the public via live stream video on the Library's Facebook page.

Chairperson Melanie McCoy called the teleconference meeting to order at 4:04 pm.

***Attendance and Other Items:***

Participating Commissioners included Melanie McCoy, Lisa Pearce, Tiffany Stith, Florence Chang, Nathan Smith, Carla Robinson, Christine Hoganson, Carol Mullins and Aaron Miller.

Participating Library staff included Director Lee Burchfield, Assistant Director Carrick Arehart, Communications Director Paul Burns, and Executive Administrator Ben Tipton.

A motion to approve the minutes of the May 19, 2020 meeting was entered by Carol Mullins, seconded by Lisa Pearce, and approved unanimously.

A motion to approve the May 19, 2020 absences of Christine Hoganson, Carla Robinson and Nathan Smith was entered by Carol Mullins, seconded by Florence Chang, and approved unanimously.

***Planning Report:***

Ms. Pearce reminded the Commissioners that during the May 2020 meeting, the Planning Committee recommended that Portland Library improvements become the sole focus of the Interim Plan until the new Master Facilities Plan is in place.

That recommendation was the 30-day notice of a motion to amend the Interim Plan. A vote will take place prior to the conclusion of today's meeting.

***Finance Report:***

Ms. Chang revisited the May 2020 financial report and the remaining \$68,000 excess in unrestricted funds. The Commissioners inquired about any priority needs resulting from the COVID-19 emergency. Mr. Burchfield shared that the Library Foundation has done an amazing job of raising funds to allow for the purchase of free Summer Reading books, and recommended a Finance Committee and Foundation meeting be scheduled to examine further needs.



***Librarian's Report:***

Mr. Burchfield reported that e-circulation reached 127,511 items for the month of May. Additionally, over 5,500 patrons viewed online programs, 663 new temporary library cards were issued, and over 1000 reference questions were answered.

Lee Burchfield informed the Commissioners that a combination of factors has come together to help the upcoming budget appear not as dire as previously expected. Highlights from an excellent presentation by Louisville Metro Government's CFO, Daniel Frockt, emphasized that COVID-19 relief is a benefit, and that the tax revenue situation is better than expected. The budget will be passed by month's end. Most likely, upcoming library access will be influenced more by pandemic service provision issues than budget restraints.

Lee Burchfield discussed current services and the curbside pickup process. Plans for phase II services have been submitted and focus on computer services. At this time, 75% of staff remain furloughed. Physical changes to public and non-public spaces will need to take place in order to provide health and safety for all.

Lee Burchfield shared that 50,000 books for youth (newborn–teens) will be given away as part of the Summer Reading program. The Library Foundation has secured generous donations, and recalling more staff will allow for the books to be distributed. Additionally, a program named Adventures in Summer Reading is broadcast on WAVE 3 TV on Saturdays at noon.

***Chairperson's Report:***

None.

***Old Business:***

There being no further discussion of the Planning Commission's earlier recommendation, a motion to amend the Interim Plan and focus solely on the Portland Library's improvements until the new Master Facilities plan is in place was entered by Chris Hoganson, seconded by Florence Chang, and approved unanimously.

***New Business:***

none

***Adjournment:***

There being no further business, the meeting adjourned at 4:26pm.

*Minutes submitted by: Becky Jetton, Administrative Specialist*



**LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION**

July 21, 2020

The Louisville Free Public Library Advisory Commission met on Tuesday, July 21, 2020, via the teleconference platform, Cisco WebEx. Due to the COVID-19 pandemic State of Emergency and the resulting closure of all Library branches to the public, meeting in person was prohibited. Therefore, Commissioners were permitted to log on or call in for participation (according to KRS 61.800 to KRS 61.850, OAG 20-05 and 20RS SB 150). The meeting was made available to the public via live stream video on the Library's Facebook page.

Chairperson Melanie McCoy called the teleconference meeting to order at 4:05 pm.

***Attendance and Other Items:***

Participating Commissioners included Melanie McCoy, Tiffany Stith, Florence Chang, Christine Hoganson, Carol Mullins and Aaron Miller.

Participating Library staff included Director Lee Burchfield, Assistant Director Carrick Arehart, Communications Director Paul Burns, and Executive Administrator Ben Tipton.

A motion to approve the minutes of the June 16, 2020 meeting was entered by Chris Hoganson, seconded by Aaron Miller, and approved unanimously.

A motion to approve the absence of Lisa Pearce was entered by Chris Hoganson, seconded by Tiffany Stith, and approved unanimously.

***Planning Report:***

None

***Finance Report:***

None. All financial information to be addressed during New Business.

***Librarian's Report:***

Mr. Burchfield reported that as of June 30, 2020, circulation was down 6.5% in comparison to the previous fiscal year. Without the COVID-19 closures of all branches, the Library was on a trajectory to surpass the circulation numbers of FY19.

Lee Burchfield noted that monthly e-book circulation for June was up 86% over June 2019 and FY2020 e-book circulation was up 38% over FY19.



Lee Burchfield shared that starting curbside pickup allowed patrons to check out over 25,000 items in June. Despite all locations being closed, over 24,000 patrons used the Library last month.

Lee Burchfield informed the Commissioners that the FY2021 budget has been passed and signed. The result of the final budget was better than expected, yet uncertainty remains. The results of COVID-19 service restrictions and other financial impacts remain to be seen.

Mr. Burchfield discussed reopening information, including that all staff have now been contacted for recall from furlough. This will allow for all branches to offer 5 days per week curbside pickup beginning tomorrow, and as staffing levels permit, to begin expanding into evening hours. Expanding curbside into Saturday hours will be the next course of action.

Lee Burchfield explained that step two of the current reopening phase will allow for offering patrons access to limited computer services, and step three will permit limited access for browsing and meeting room use. All phases and next steps remain dependent upon approval from Metro HR, Safety, Planning and Health departments.

The Commissioners then briefly discussed the process for curbside pickup.

***Chairperson's Report:***

Ms. McCoy shared that the typical course of action is to not meet in the month of August so to accommodate summer travels and the return to school, and asked if the Commissioners would prefer to suspend as usual. The Commissioners expressed no concerns regarding upholding the usual suspension of the August meeting.

Melanie McCoy confirmed that the next meeting of the Advisory Commission will take place in September, 2020.

***Old Business:***

A motion to approve both the final draft of the Commissioner Expectations and the final draft of the revised Library Advisory Commission By-Laws was entered by Carol Mullins, seconded by Florence Chang, and approved unanimously.

***New Business:***

Ms. Chang presented financial updates, including the June 2020 quarterly report and the summary of contributions and expenditures from FY20. The trend data showed that ending quarter fund balances recovered from the dramatic drop of the previous quarter.

The Commissioners had no questions, and the FY20 Financials will be revisited for approval at the September 2020 meeting.



Florence Chang revisited the year end balance of unrestricted funds in the amount of \$67,898 and reminded the Commissioners that these funds may be withdrawn for record keeping, or can rollover.

Florence Chang shared that with a 3.5% distribution rate based on 12 rolling quarters ending March 31, 2020, the 2020-2021 spending policy amount would be \$92,589. The FY21 Spending Policy will be revisited for approval at the September 2020 meeting.

Florence Chang reported that the Finance Committee had met with the Library Foundation on June 30<sup>th</sup> to discuss any additional Summer Learning financial needs. It was determined that no new needs had presented.

Ms. Hoganson inquired about the status of the Portland Library improvements project. Lee Burchfield responded that Library Administration and the Library Foundation have been in conversation with an architectural firm to determine the needs and options. This process will be lengthy, and updates will be provided over future LAC meetings.

***Adjournment:***

There being no further business, the meeting adjourned at 4:28pm.

*Minutes submitted by: Becky Jetton, Administrative Specialist*



# **LIBRARY ADVISORY COMMISSION**

**NO MEETING HELD**

**AUGUST, 2020**



**LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION**

September 15, 2020

The Louisville Free Public Library Advisory Commission met on Tuesday, September 15, 2020, via the teleconference platform, Cisco WebEx. Due to the COVID-19 pandemic State of Emergency and the resulting closure of all Library branches to the public, meeting in person was prohibited. Therefore, Commissioners were permitted to log on or call in for participation (according to KRS 61.800 to KRS 61.850, OAG 20-05 and 20RS SB 150). The meeting was made available to the public via live stream video on the Library's Facebook page.

Chairperson Melanie McCoy called the teleconference meeting to order at 4:06 pm.

***Attendance and Other Items:***

Participating Commissioners included Melanie McCoy, Tiffany Stith, Florence Chang, Christine Hoganson, Nathan Smith, Carl Robinson and Lisa Pearce.

Participating Library staff included Director Lee Burchfield, Assistant Director Carrick Arehart, Communications Director Paul Burns, and Executive Administrator Ben Tipton. Kate Schiavi, Youth Services Manager, also joined.

A motion to approve the minutes of the July 21, 2020 meeting was entered by Nathan Smith, seconded by Tiffany Stith, and approved unanimously.

A motion to approve the July 21, 2020 absences of Carla Robinson, Nathan Smith and Lisa Pearce was entered by Tiffany Stith, seconded by Lisa Pearce, and approved unanimously.

A motion to approve the September 15, 2020 absences of Aaron Miller and Carol Mullins was entered by Nathan Smith, seconded by Lisa Pearce, and approved unanimously.

Ms. Schiavi was invited to share an update on Youth Services, Summer Reading and the juvenile Bookmobile.

Kate Schiavi informed the Commissioners that while this summer was certainly very different from the typical, Library staff were able to give away over 50,000 books as a part of Summer Reading. Patrons were quite happy with the giveaways, and the events were wonderful opportunities to help families build their home libraries. Partnering with JCPS and other community partners helped make the giveaways so successful. Ms. Schiavi expressed her gratitude to the Library Foundations for supplying the books. While a decrease in overall participation was expected, staff were quite pleased to see that over 15,000 youth signed up for Summer Reading and over 10,000 participants completed the program.



Kate Schiavi shared that the drive-through Kindergarten Kick-off at the South Central regional Library was a great success. Additional youth services initiatives reported included LFPL website support of educators and Non-Traditional Instruction (NTI) via updated digital homework resources, Live Chat homework help sessions available Monday through Thursday afternoons, and expanded access to book bundles for children, teens and adults.

The Community Relations team developed rack cards to promote these supportive educational services and distributed them to multiple city-wide NTI sites.

Ms. Schiavi reported that AnimeCon, previously scheduled for August of this year, will take place as a virtual program this fall. Additionally, the juvenile Bookmobile will be back in service just as soon as possible.

Mr. Burchfield thanked Ms. Schiavi for the great efforts of her team over the summer, and Chairperson Melanie McCoy also offered her gratitude. Ms. McCoy informed the Commissioners that she personally heard appreciation expressed by the community for the Library's summer programming amid such challenging COVID restrictions.

***Planning Report:***

None

***Finance Report:***

Ms. Chang stated that the most recent Library Foundation Finance Committee discussion led to the decision that \$92,000 from the LAC portfolio will be withdrawn and placed in a money market account.

***Librarian's Report:***

Mr. Burchfield reported that August circulation statistics showed 217,605 items had been checked out. While this number is a decrease of 27% from last year, this is still a wonderful circulation statistic under COVID-19 circumstances. Over 90,000 of the materials were physical, and curbside services have been very well received.

Lee Burchfield discussed other August statistics. Door count statistics were recorded for the first time since March, as 984 patrons visited the branches offering 90 minutes computer services reservations. Over 500 reference questions were answered during the reporting period.

Additional statistical highlights included that 7,308 patrons registered for Cultural Pass online programs throughout the summer, and as Kate Schiavi mentioned, over 50,000 books were given to families. The Library Foundation and donors made this possible, with enough materials still available to allow more giveaways through the end of the year.



Lee Burchfield shared that the WAVE 3 Adventures in Summer Reading hosted by the interactive puppet Gorp received great ratings, and the series is still available for viewing on the LFPL YouTube site.

Operational updates included the expansion of curbside services to all locations, Monday-Saturday and at least two evenings, plus the expansion of computer services reservations to seven locations. In the next few weeks, all locations will be able to offer 90 minute sessions for computer use, copying, printing and faxing. Virtual programming will soon begin to ramp up, and a timeline will be submitted next week that outlines plans for patrons to come in for limited browsing.

Mr. Burchfield reported that all staff have been recalled from furlough, and there are now forty vacancies to fill. Twenty five staff members are out on COVID-19 leave programs, which means that sixty five positions are not working at this time.

Lee Burchfield noted that the Foundation is actively fundraising to purchase a new Bookmobile. The total cost is in the \$225,000-\$300,000 range. The goal is to have the new vehicle ready next year, prior to the start of Summer Reading programs.

***Chairperson's Report:***

Ms. McCoy complimented Library staff for an excellent job done under COVID-19 conditions, and expressed her appreciation for the services that have continued throughout the pandemic.

Melanie McCoy reminded the Commissioners about the Community Foundation of Louisville's upcoming Give For Good event on September 17th. Anyone who is interested in donating may do so through the Library Foundation, and promoting the Library Foundation fundraising efforts through your social media is appreciated.

December is Melanie McCoy's last month as Chairperson. She has reached her three term limit and therefore will roll off as of December 31<sup>st</sup>. She and Mr. Burchfield will begin the work of securing a new Chair and determining what reappointments and/or vacancies need to be managed for the year's end.

Commissioners are invited to contact Melanie McCoy or Lee Burchfield with any questions regarding the role of the LAC Chairperson.

***Old Business:***

None.



***New Business:***

None

***Adjournment:***

There being no further business, the meeting adjourned at 4:40pm.

*Minutes submitted by: Becky Jetton, Administrative Specialist*



**LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION**

October 20, 2020

The Louisville Free Public Library Advisory Commission met on Tuesday, October 20, 2020, via the teleconference platform, Cisco WebEx. Due to the COVID-19 pandemic State of Emergency and the resulting closure of all Library branches to the public, meeting in person was prohibited. Therefore, Commissioners were permitted to log on or call in for participation (according to KRS 61.800 to KRS 61.850, OAG 20-05 and 20RS SB 150). The meeting was made available to the public via live stream video on the Library's Facebook page.

Chairperson Melanie McCoy called the teleconference meeting to order at 4:03 pm.

***Attendance and Other Items:***

Participating Commissioners included Melanie McCoy, Florence Chang, Carol Mullins, Nathan Smith, Carla Robinson and Lisa Pearce.

Participating Library staff included Director Lee Burchfield, Assistant Director Carrick Arehart, Communications Director Paul Burns, and Executive Administrator Ben Tipton.

A motion to approve the minutes of the September 15, 2020 meeting was entered by Carol Mullins, seconded by Lisa Pearce, and approved unanimously.

A motion to approve the September 15, 2020 absences of Aaron Miller and Carol Mullins was entered by Carol Mullins, seconded by Florence Chang, and approved unanimously.

A motion to approve the October 20, 2020 absences of Aaron Miller and Tiffany Stith was entered by Carol Mullins, seconded by Florence Chang, and approved unanimously.

***Planning Report:***

Ms. Pearce shared that the Planning Committee agreed with the proposals Metro Council put forward for FY21. A joint Planning and Finance committee meeting was recommended. This meeting will be scheduled in November in order to prepare for developing a new Master Plan that will guide the next decade of LFPL development.

***Finance Report:***

Ms. Chang reported that the review of trend data showed the September 2020 quarterly report with fund balances at the highest level in three years. Contributions and expenditures showed that there were no withdrawals this quarter.



Florence Chang made note of a recent contribution donated by Mr. Eric Shrader in memory of his wife, Mrs. Jo Lynn Baker-Shrader. Mrs. Shrader was a dedicated volunteer Friend of the Library, and the generous memorial gift will be used to purchase materials that incorporate United States History, the US Constitution, and other patriotic topics.

Additionally, the Commissioners were informed of the 3.5% distribution based on twelve rolling quarters that ended March 31, 2020. This is a distribution of \$92,589.

***Librarian's Report:***

Mr. Burchfield reported that September circulation statistics showed 205,288 items had been checked out during the month. While this number is a decrease of 27.1% from the same 2019 reporting month, circulation remains quite notable during pandemic restrictions.

Lee Burchfield shared that 2,770 patrons visited branches for computer services reservations, and over 2,000 viewers participated in virtual programs.

Lee Burchfield updated the Commissioners on the Middletown Library. A lease for the new property should be signed very soon, and a press release will then be circulated.

Mr. Burchfield reported that work continues to have an approved plan in place that will allow patrons to return to branches for safe browsing. Continued monitoring of local and state COVID-19 cases is required in order to determine next steps.

Lee Burchfield invited Paul Burns to share information on the recent Fall/Winter LFPL newsletter.

Mr. Burns informed the commissioners that the newsletter will be mailed out soon, and that it includes notice of upcoming programs such as AnimeCon and the adult Craft and Chats. The newsletter also highlights current services and the success of this year's virtual Summer Reading program.

Paul Burns also shared virtual programs on the horizon such as a virtual South Central Regional Library COLLIDER Artist-In-Residence for the month of January, a variety of returning Louisville Ballet Nutcracker Storytimes for the holiday season, and a social justice panel being planned for November.

***Chairperson's Report:***

Ms. McCoy thanked Library staff and administration for their continued efforts in providing excellent programs and services, and expressed her appreciation for the work.



***Old Business:***

None.

***New Business:***

The Commissioners reviewed the 2018-2019 KDLA Library Rankings Report. Mr. Burchfield explained the ranking system as a reflection of operating statistics for the public libraries that serve each county in Kentucky. LFPL's 2019 Jefferson County ranking among 120 counties was based on five metrics as follows: income per capita, 108; local government income per capita, 102; books per capita, 96; circulation per capita, 77; and square feet per capita, 86.

An in-depth discussion of the rankings and its implications followed.

***Adjournment:***

There being no further business, the meeting adjourned at 4:32pm.

*Minutes submitted by: Becky Jetton, Administrative Specialist*



**LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION**

November 17, 2020

The Louisville Free Public Library Advisory Commission met on Tuesday, November 17, 2020, via the teleconference platform, Cisco WebEx. Due to the COVID-19 pandemic State of Emergency and the resulting closure of all Library branches to the public, meeting in person was prohibited. Therefore, Commissioners were permitted to log on or call in for participation (according to KRS 61.800 to KRS 61.850, OAG 20-05 and 20RS SB 150). The meeting was made available to the public via live stream video on the Library's Facebook page.

Chairperson Melanie McCoy called the teleconference meeting to order at 4:04 pm.

***Attendance and Other Items:***

Participating Commissioners included Melanie McCoy, Florence Chang, Christine Hoganson, Nathan Smith, Tiffany Stith, Carla Robinson, Aaron Miller and Lisa Pearce.

Participating Library staff included Director Lee Burchfield, Assistant Director Carrick Arehart, Communications Director Paul Burns, and Executive Administrator Ben Tipton.

A motion to approve the minutes of the October 20, 2020 meeting was entered by Lisa Pearce, seconded by Nathan Smith, and approved unanimously.

A motion to approve the October, 2020 absence of Christine Hoganson was entered by Florence Chang, seconded by Nathan Smith, and approved unanimously.

Mr. Greg Schwartz, LFPL Computer Services Manager, was introduced. Mr. Schwartz has been with the Library for seventeen years.

Greg Schwartz shared that unlike most Metro departments who rely on the Office of Technology, the Library has the support of an in-house Computer Services team. Along with the financial aspect, public access to the network means that it is very beneficial to manage our own Library system. The team also manages phone and security systems. Computer Services is supported by eight staff, with an additional member on the way. Mr. Schwartz praised the experience and talents of the team, and shared his appreciation for their hard work.

Greg Schwartz reported that all Computer Services activities at this time are COVID related and support COVID responsiveness. This allows services and programing to continue with as little interruption as possible.



Greg Schwartz highlighted that recently improved technology for people counting provides the benefit of accurate real time branch occupancy. Additionally, ongoing cyber security training for staff, called KnowBe4, sends out controlled phishing attempts to help improve awareness. LFPL's phish-prone score was initially 38%, but has since decreased to 3.5%.

Ms. Chang thanked Mr. Schwartz for the efforts he and the Computer Services team put in to setting up JCPS student cards for the school year. This was a huge undertaking, particularly under COVID-19 conditions.

***Planning Report:***

Ms. Pearce reported that the Planning Committee and Finance Committee convened in a joint meeting last week to identify opportunities to assist the Library with strategic projects.

Opportunities discussed during that meeting included:

- Funding to outfit and supply the new Bookmobile that has been purchased by the Library Foundation
- Funding to support improvements in design and architecture of the Portland Library, which is a Master Plan project that remains unfinished
- Funding to support LFPL staff development and training

Lisa Pearce facilitated a discussion with all Commissioners to determine which opportunities should be prioritized. The Commissioners agreed that a recommendation to split funds between the Bookmobile project and the Portland Library project was most beneficial. It was suggested that a portion of the LAC available funds should be set aside for the Bookmobile and offered to the Foundation for a potential match.

Ms. McCoy and Mr. Burchfield clarified that the Commissioners are able to make an exception to the usual practice and could set the recommendation to vote during today's meeting. The Commissioners decided to table further discussion on disbursement of fund for the Portland Library design work until the new calendar year.

Therefore, a motion to approve the allocation of \$35,000 in funds for the Bookmobile project with the Library Foundation to match with fundraising was entered by Carol Mullins, seconded by Tiffany Stith, and approved unanimously.

***Finance Report:***

Ms. Chang clarified that the allocation for spending is \$92,500, and expressed her appreciation for the previous joint Committee meeting and the value of the projects that were prioritized.

Ms. McCoy also expressed her appreciation for the work done in joint Committee meetings.



***Librarian's Report:***

Mr. Burchfield reported that curbside services and computer services reservations are now available at all branches.

Lee Burchfield shared that the Middletown Library closed on Saturday, November 13<sup>th</sup>. A lease has been signed for the new location, charging \$0 rent each month. The building will need renovations and maintenance. The RFP goes out soon, with a goal to open in the summer of 2021. Current Middletown staff have been reassigned to other branches.

Lee Burchfield reported that 244,952 items were circulated in October. This number is only a 16% decrease from the same time last year. Upcoming virtual programs include a discussion panel on systemic racism on December 1<sup>st</sup>, Nutcracker Storytimes with the Louisville Ballet to take place through December, and an Author Evening with Danica Novgorodoff this Thursday, November 19<sup>th</sup>.

Mr. Burchfield informed the Commissioners that Metro Council will meet this week to vote on the appointments of two new Commissioners; Ms. Allison Strickland and Mr. Brandon Nakasato. Additionally, Lisa Pearce will be appointed as the new LAC Chairperson.

In concluding, Lee Burchfield announced that this meeting will be the final meeting for Chairperson Melanie McCoy and Commissioner Christine Hoganson.

Ms. Hoganson's term has ended, and Mr. Burchfield thanked her for her years of valued service to the Commission.

Ms. McCoy is rolling off of the Commission, as she has served the Library Foundation and the LAC for over a decade. Mr. Burchfield expressed his appreciation for all that she has given to the Commission. Ms. McCoy has been instrumental in ensuring many Library successes, and for her service she has been recognized by Mayor Fisher. Lee Burchfield shared a screenshot of the Mayor's proclamation, which will be delivered to Ms. McCoy as soon as possible.

***Chairperson's Report:***

Ms. McCoy expressed her appreciation for the opportunity to serve with such a talented and engaged group of Commissioners, and thanked them for their hard work and accomplishments.

***Old Business:***

None.

***New Business:***

None.



***Adjournment:***

There being no further business, the meeting adjourned at 4:57pm.

*Minutes submitted by: Becky Jetton, Administrative Specialist*



# **LIBRARY ADVISORY COMMISSION**

**NO MEETING HELD**

**DECEMBER, 2020**