



**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 31st, 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 23rd. 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 15th. 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 15th and 85% of staff furloughed as of May 3rd, 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 26th.

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