



**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 30th 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 31st. 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