



**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 13th. 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 1st, Nutcracker Storytimes with the Louisville Ballet to take place through December, and an Author Evening with Danica Novgorodoff this Thursday, November 19th.

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