



**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION**

January 19, 2021

The Louisville Free Public Library Advisory Commission met on Tuesday, January 19, 2021, 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 Lisa Pearce called the teleconference meeting to order at 4:03 pm.

Attendance and Other Items:

Participating Commissioners included Lisa Pearce, Florence Chang, Christine Hoganson, Nathan Smith, Tiffany Stith, Carla Robinson, Aaron Miller, and newly appointed Commissioners Allison Strickland and Brandon Nakasato.

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 November 17, 2020 meeting was entered by Florence Chang, seconded by Aaron Miller, and approved unanimously.

A motion to approve the November 17, 2020 absence of Carol Mullins was entered by Tiffany Stith, seconded by Florence Chang, and approved unanimously.

Chairperson Lisa Pearce welcomed new Commissioners Ms. Strickland and Mr. Nakasato, and invited all Commissioners to introduce themselves and share their reasons for serving on the LAC.

Allison Strickland shared her passion for the Library and her excitement to have joined the Commission.

Brandon Nakasato expressed gratitude for his appointment and shared that he is greatly looking forward to serving in his new role.

Planning Report:

Ms. Pearce announced that the Planning Committee will meet in February. Lisa Pearce invited Ms. Strickland and Mr. Nakasato to consider if they might like to join that Committee, or perhaps the Finance Committee.



Lisa Pearce reminded the Commissioners that \$35,000 of unrestricted funds was allocated in November to assist with the youth bookmobile project, which the Library Foundation will match with fundraising. Ms. Pearce then asked for a formal vote to approve the allocation, which was entered by Florence Chang, seconded by Tiffany Stith, and approved unanimously.

Finance Report:

For the benefit of the newly appointed Commissioners, Ms. Chang clarified the parameters of the LAC's restricted versus unrestricted funds.

Florence Chang reported that a review of trend data for the December 2020 quarter showed fund balances at the highest level in three years. A summary of contributions and expenditures from Quarter 2 of FY21 showed no withdrawals and a \$10,000 contribution of unrestricted funds kindly gifted by the estate of Norbert G. Hermann.

Florence Chang shared that the planning of unrestricted funds for 2020-2021 with a 3.5% distribution based on twelve rolling quarters ending March 31, 2020 equals \$92,589. While engaging architects for the planning of the Portland Library improvement project remains a need, the \$35,000 bookmobile challenge gift to the Foundation has remained the priority. This action leaves a remaining balance of \$57,589.

Librarian's Report:

Mr. Burchfield reported that the Library's RFP for renovation of the new Middletown Library closed today (1/19/21). The goal remains to open the relocated branch sometime this coming summer. The RFP for the new youth bookmobile project is almost ready to go out for bids. Once the new bookmobile is ready, the current vehicle will still be used for as long as possible.

Lee Burchfield reminded the Commissioners that any 2021 LAC roster updates need to be emailed to Becky Jetton so that the document can be finalized.

Lee Burchfield shared that 231,790 items were circulated in December. 122,000 of these items were e-materials, while 109,000 were physical materials. 2.6 million items were circulated in 2020, just a 33% decline from the previous year. The 2020 materials were digital and curbside, and the circulation increase during COVID-19 closures was possible due to the additional funds spent on e-materials.

Lee Burchfield announced that there will be an abundance of virtual programs and materials highlighted in February for Black History Month.

Lee Burchfield shared that Library administration is still monitoring the positivity rates of local COVID-19 testing, and continues to work with the Health Department and Metro leadership to determine when the next phase of operations can begin. That phase will allow for patrons to return to branches for limited occupancy browsing.



Mr. Burchfield informed the Commissioners that the FY22 budget process has begun. The Office of Management and Budget (OMB) will begin departmental discussions in February. The Library's budget has been submitted. No significant changes in the operating budget are expected.

Florence Chang inquired about Library staff and COVID-19 vaccine eligibility. The Commissioners discussed the current vaccination process. Lee Burchfield added that while Library staff could be included in phase 1C, he is still awaiting clarification.

Chairperson's Report:

None

Old Business:

None.

New Business:

None.

Adjournment:

There being no further business, the meeting adjourned at 4:42pm.

Minutes submitted by: Becky Jetton, Administrative Specialist



**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION**

February 16, 2021

The Louisville Free Public Library Advisory Commission met on Tuesday, February 16, 2021, 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 Lisa Pearce called the teleconference meeting to order at 4:06 pm.

Attendance and Other Items:

Participating Commissioners included Lisa Pearce, Florence Chang, Nathan Smith, Carla Robinson, and Allison Strickland.

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 January 19, 2021 meeting was entered by Nathan Smith, seconded by Florence Chang, and approved unanimously.

Debra Anderson, Branch Services Manager, was introduced and given the floor to share information about her role.

Ms. Anderson is a long-time employee of the Library, and has served in many different roles that include electronic services, circulation, and Main information services. She was also the branch manager of the Jeffersontown Library for six years.

Debra Anderson shared that in her current role, her direct reports are the library system's branch managers. This includes the following:

- Three of the four regional branches (Southwest, South Central, Northeast).
- Five neighborhood branches (Fairdale, Newburg, Portland, Shively and Western)
- Eight community branches (Bon Air, Crescent Hill, Highlands-Shelby Park, Jeffersontown, Middletown, St. Matthews, Iroquois and Shawnee)

Debra Anderson explained that supervision of the branch managers and oversight of all branch operations are her primary responsibilities. This includes the support of schedules, employees' daily performance and their annual evaluations (192 evaluations were reviewed this year), library programming, adverse incidents, policy and procedure, and human resource matters.



Planning Report:

Ms. Pearce informed the Commissioners that Nathan Smith has agreed to take over as Chair of the Planning Committee. Mr. Smith will coordinate a committee meeting to take place in the near future.

Finance Report:

Ms. Chang shared that a recent review of the Library Foundation and the Advisory Commission portfolios indicated healthy balances. The Library Foundation's Bookmobile fundraising efforts are underway and there are \$50,000 left to raise.

Florence Chang announced that a joint Finance and Planning committee meeting will be scheduled once the new Commissioners have determined how they would like to serve.

Librarian's Report:

Mr. Burchfield reported that 235,929 items were circulated in January 2021. The total for January of last year was 351,042. While there is a decrease in circulation in comparison to 2020, curbside pickup is the only option available at this time for acquiring physical materials. The circulation numbers for last month represent the huge efforts of Library staff to continue serving patrons, and is indicative of a job well done.

E-book circulation is normally 50,000 - 60,000 items per month, but during the COVID pandemic that average has climbed to 100,000 -110, 000 items per month. Some of the increase is due to the Library's increased spending on e-materials, and some is due to patrons' adapting to the technology during the pandemic closures.

2,400 - 2,500 patrons each month are using LFPL public computers. So many people in our community do not have access to the internet. The Library is happy to be able to accommodate patrons with this service. Café LOUIE elected officials have been asked to help spread the word that computer services sessions are offered at all locations.

Lee Burchfield shared that with Louisville Metro's positive COVID-19 test rate currently above 25%, it is not possible to move to the next phase of services and open to patron browsing. The goal remains to move into that next phase as soon as possible.

Additionally, Library staff have been approved for vaccinations as a part of phase 1C. This will help with moving more toward a limited browsing option for patrons.

Lee Burchfield explained that due to the current snow and ice conditions, all branches are operating under the Tier 1 snow plan. Limited service hours of 9:00a-5:00p will remain in place through this Saturday.



Mr. Burchfield announced that many virtual programs have taken place of late. Family Fun Night: Harry Potter Trivia was offered on Saturday the 12th, and a variety of other quality programs are scheduled.

The children's Bookmobile RFP has been released and bids will be coming in to determine who is awarded the job of outfitting the new vehicle.

A recommendation has been made to award the Middletown Library contract. The next step will be obtaining the appropriate signatures, and then work can begin.

Chairperson's Report:

Ms. Pearce shared that the Library Foundation will soon be working on a new strategic plan. Fact-based analysis will be used to guide the planning, and the finished product will align with the Library's strategic plan. Commissioners will be updated on this process often.

Lisa Pearce reminded the Commissioners of the virtual Saturday Café LOUIE events taking place through March, and encouraged participation if interested.

Lisa Pearce reported that the Library Foundation's upcoming Branch Out campaign will allow the community to learn more about the Foundation's mission and goals, and will create opportunities to engage more patrons in Library services.

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**

March 16, 2021

The Louisville Free Public Library Advisory Commission met on Tuesday, March 16, 2021, 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).

Due to technical difficulties, the host was unable to make this meeting available to the public via livestream video on the Library's Facebook page. Therefore, no official business was conducted and only reports were discussed. The official business from the March agenda will be addressed during the April 2021 Advisory Commission meeting.

Chairperson Lisa Pearce called the teleconference meeting to order at 4:08 pm.

Attendance and Other Items:

Participating Commissioners included Lisa Pearce, Florence Chang, Nathan Smith, Carla Robinson, Allison Strickland, Brandon Nakasato, Tiffany Stith, and Aaron Miller,

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

Lee Burchfield introduced Eliza Coleman, the Library's Performance Analyst, and invited her to discuss her role and responsibilities.

Ms. Coleman shared her educational and employment background, including that her tenure with the Library began in February of last year. Her role focuses on analyzing performance measures and outcomes. She is responsible for preparing multiple reports, including the Advisory Commissioners' statistical report, a yearly comparison of LFPL to libraries in similarly sized cities, and the LouieStat report. Ms. Coleman also regularly updates the status of the goals of the Library's yearly strategic plan. She provided her contact information and welcomed Commissioners to contact her with any data related questions they have, or if they have interest in seeing any specific data visualizations to aid in their decision making.

Planning Report:

None. A joint Planning and Finance Committee meeting will be scheduled for early April.



Finance Report:

Florence Chang informed the Commissioners that the next quarterly financial report will be generated at the end of March, and will be available for review soon afterward.

Ms. Chang shared that she, along with Library Foundation Board members, recently attended a Wunderlin Company training to assist in redefining the Foundation's priorities and values. Ms. Chang found the session beneficial, and stated there has been some movement on the Foundation's new strategic plan updates.

Librarian's Report:

Lee Burchfield reported that all branches have been approved to reopen for browsing on Friday, March 26th. This next phase of expanded services requires that all state and local safety guidelines are followed. There will be a ninety minute browsing limit, and occupancy will be maintained at 60% or less. Patrons will be required to properly wear face masks, have temperature checks, sign in, and physically distance from other patrons and staff. Curbside pickup will be reduced to allow staff the necessary time to assist visiting patrons. Computer services appointments will no longer be required, and programing will remain virtual for the time being. Meeting rooms will remain closed.

Mr. Burchfield shared that a vaccine clinic was arranged for last Friday, March 12th, to allow library staff to receive the Johnson and Johnson one dose COVID-19 vaccine. Over 100 staff members were able to receive their vaccinations.

Mr. Burchfield updated the Commissioners on progress at the Middletown Library, stating that architectural drawings are being finalized and some demolition work has started.

Mr. Burchfield reported that bids have been received for the new Bookmobile project, and he hopes to learn status updates in the next few weeks.

Chairperson's Report:

Lisa Pearce informed the Commissioners that the Library Foundation continues to do a deep dive into their new strategic plan. She, along with Florence Chang, Lee Burchfield, some Friends of the Library members and other participants are engaged in the ongoing process. A retreat scheduled for May will offer opportunities to clearly identify measurable goals. Ms. Pearce invited the Commissioners to consider how the LAC might align itself with that new strategic plan. Further discussion will take place at the April LAC meeting.



Old Business:

None.

New Business:

None.

Adjournment:

There being no further business, the meeting adjourned at 4:37pm.

Minutes submitted by: Becky Jetton, Administrative Specialist