



**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



**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION**

April 20, 2021

The Louisville Free Public Library Advisory Commission met on Tuesday, April 20, 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, Allison Strickland, and Brandon Nakasato.

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

A motion to approve the minutes of the February 16, 2021, 2021 meeting was entered by Brandon Nakasato, seconded by Carla Robinson, and approved unanimously.

A motion to approve the minutes of the March 16, 2021 meeting was entered by Carla Robinson, seconded by Allison Strickland, and approved unanimously.

A motion to excuse the February 16, 2021 absences of Brandon Nakasato, Tiffany Stith, Aaron Miller and Carol Mullins was entered by Carla Robinson, seconded by Nathan Smith, and approved unanimously.

A motion to excuse the March 16, 2021 absence of Carol Mullins was entered by Brandon Nakasato, seconded by Nathan Smith, and approved unanimously.

A motion to excuse the April 20, 2021 absences of Carol Mullins, Aaron Miller and Tiffany Stith was entered by Carla Robinson, seconded by Allison Strickland, and approved unanimously.

Mr. Burchfield introduced Doug Foster, the Library's Manager of Design and Construction, for updates on the Middletown Library.

Mr. Foster informed the Commissioners that his duties include supervising and coordinating capital projects, developing and managing capital budgets, overseeing the procurement, design and final acceptance of repairs and maintenance, and supervising the library facilities department and security staff.



Doug Foster shared a copy of the new Middletown Library floorplan and explained that the space is currently gutted in preparation for the start of plumbing work. Once completed, the left side of the space will host the children's area and the right side will include teen and adult areas. The children's area will include a play niche, while the teen and adult areas will offer computer services access. A public meeting room will be available in the rear of the building, and will be equipped with new audio/video equipment. A drive-up book drop will be available for patrons to return materials without entering the branch.

Lee Burchfield pointed out that the long field of view will create a feeling of openness and in the 5,200 square foot space. The look and feel of the new Library will be very welcoming.

The Commissioners were then invited to ask questions and offer comments.

Planning Report:

Mr. Smith reported that a joint Planning and Finance Committees meeting took place on April 9th.

Nathan Smith shared that Planning priorities moving forward include investing in the next phase of the Portland Library renovations and the implementation of a feasibility study for a possible addition.

Nathan Smith plans to arrange a follow-up Planning Committee meeting in the next few weeks.

Finance Report:

Ms. Chang shared the most recent quarterly financial report, ending March 31st, 2021. The report showed healthy ending portfolio balances, with restricted, unrestricted, and overall funds at their highest levels in the last three years.

Florence Chang reported that contributions and expenditures from the most recent quarter include the withdrawals of \$35,000 for the bookmobile campaign and of \$685 designated for employee awards.

Florence Chang showed the 2020-2021 planning of unrestricted funds report, which designated the bookmobile gift of \$35,000 and a remaining balance of \$57,589. The current technology fund balance remains healthy for any future spending proposals.

Librarian's Report:

Mr. Burchfield shared that a potential proposal for technology fund use, discussed during the joint Planning and Finance Committees meeting earlier in the month, would have been to replace some or all of the library's server. However, capital dollars have since been secured for that



purpose. Another beneficial funding request might be for the redesign the LFPL website, which is long overdue and would demonstrate an immediate and profound impact.

Lee Burchfield announced that all branches are open at a 60% capacity. As of yet, there have been no difficulties managing that crowd capacity. Processes seem to be going smoothly, with temperature checks, time limits, physical distancing and face coverings required by all. Curbside services continue for those who are not yet comfortable coming in for services.

Lee Burchfield reported that March circulation numbers were very encouraging, with 274,523 items checked out. This represents a 19% increase over March of 2020. March of 2019 saw a circulation count of 314,000, making this March just a 12% decline from two years ago. Given all the challenges the library has been managing during the pandemic, these newest circulation statistics are impressive.

Lee Burchfield shared that as soon as an opening date for the new Middleton branch can be determined, it will be announced. Many staff who will work at that location are already hired and reassigned to other branches in the interim.

Lee Burchfield stated that a new contract has been signed with the current integrated library system (ILS) vendor, Innovative Interfaces, Inc. This system includes the database which tracks all borrowers, barcoded materials, what materials are checked out where, manages requests, etc. The new version will launch in four months or so, with one exciting new feature being the ability for patrons to see their e-materials checked out alongside their other materials. Additionally, LFPL is close to signing the contract with the children's bookmobile vendor. The new vehicle may be received by the end of the calendar year.

Lastly, Mr. Burchfield shared that plans for the next phase of expanded services is currently in the works. Upon approval, this phase will allow for increased capacity, in-person programming, the use of meeting rooms, etc.

Chairperson's Report:

Ms. Pearce reminded the Commissioners that the Library Foundation will continue their strategy sessions during the retreat scheduled for late May. Aligning the LFPL, LAC, and Friends of the Library strategies with the Foundation strategic plan remains the goal. Lisa Pearce will update the Commissioners on the progress of these efforts at the June LAC meeting, and shared that a common strategy already emerging focuses on the Portland Library and perhaps the former Parkland Library as capital pursuits.

Old Business:

None.



New Business:

Ms. Pearce shared her copy of the current LAC by-laws in order to point out that two amendments are suggested in order to better clarify the process for appointment and removal of committee chairs and committee members.

A formal announcement of both draft amendments will be sent to the Commissioners and will be added to the agenda for further review during the May 2021 meeting.

Lee Burchfield suggested that clarifying the current committee assignments may be beneficial, particularly with new members expressing interest in joining a committee. This topic will be added to the May 2021 meeting agenda.

Adjournment:

There being no further business, the meeting adjourned at 4:41pm.

Minutes submitted by: Becky Jetton, Administrative Specialist



**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION**

May 18, 2021

The Louisville Free Public Library Advisory Commission met on Tuesday, May 18, 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.

Commissioner Nathan Smith, chairing for Lisa Pearce, called the teleconference meeting to order at 4:03 pm.

Attendance and Other Items:

Participating Commissioners included Nathan Smith, Florence Chang, Carol Mullins, Carla Robinson, Allison Strickland, and Tiffany Stith.

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

A motion to approve the minutes of the April 20, 2021 meeting was entered by Carol Mullins, seconded by Carla Robinson, and approved unanimously.

A motion to excuse the April 20, 2021 absence of Tiffany Stith was entered by Carla Robinson, seconded by Florence Chang, and approved unanimously.

A motion to excuse the May 18, 2021 absence of Lisa Pearce was entered by Tiffany Stith, seconded by Florence Chang, and approved unanimously.

Mr. Burchfield introduced Youth Services Manager Kate Schiavi and Library Programs Supervisor Tracy Thomas, who offered a preview of the 2021 Summer Reading program.

Ms. Schiavi shared that she has been with the Library for eighteen years, and began her career at LFPL promoting programs and driving a bookmobile. Currently, she coordinates the Library's child, teen and family programming. Planning Summer Reading and the Cultural Pass events are two large areas of her work. She collaborates with Tracy Thomas to promote literacy projects throughout the library system.

Ms. Thomas shared that she began her career at LFPL in 1993, and was initially a staff member of the Fern Creek library. She has managed Summer Reading since 2004, and currently heads up Teen Services, as well.



Kate Schiavi stated that over 600 patrons received free books and preschool readiness information last Saturday, May 15, during the drive-thru preschool program held at Southern High School.

Kate Schiavi played the Camp LFPL Summer Reading promotional video that will be shared with all schools and also on social media. Studies have shown that children who participate in public library summer reading programs increase their enjoyment of reading, improve their reading skills, and return to school better prepared to learn. This year's program begins June 1, 2021.

Together, Kate Schiavi and Tracy Thomas reported on the following:

- The LFPL summer Reading Program started over 90 years ago, and was originally for elementary school-aged children only. The program eventually grew to include teens, and is now available to serve children from birth through twelfth grade.
- Summer reading program goals include that preschoolers read (or have read to them) 20 books, elementary students (grades K-5) read 10 books, and teen students (grades 6-12) read 6 books. Prizes are awarded for completion within each age group, and all are entered for grand prize winnings.
- This year's camp-themed materials and ideas were originally planned for last year, but were interrupted by COVID shutdowns and subsequent service restrictions. Staff are very excited to use the Camp LFPL theme this year.
- Historically, the LFPL summer reading program completion rate is high in comparison to other cities of our size.
- The Cultural Pass program begins June 1st, as well. This program is supported in part by the Fund for the Arts and the Arts and Culture Alliance, and provides children and with free admissions to enriching Louisville and Southern Indiana venues. This year, there will be a mix of in-person and virtual opportunities.
- The software system called Beanstack is the online platform for registration to both summer programs. Families may register themselves, or visit a branch for assistance from staff.
- An outdoor Summer Reading kick-off event will take place on Saturday, June 5, from 10:00am-1:00pm, at the Northeast Regional Library. This will include in-person activities and performances.

The Commissioners were then invited to ask questions and offer comments.

Planning Report:

None



Finance Report:

Ms. Chang reported that a recent Library Foundation financial updated showed positive progress of the Bookmobile Campaign challenge. Further discussion may take place at the next Advisory Commission meeting.

Florence Chang reviewed the spending policy for the upcoming fiscal year. Last year's total was approximately \$92,000. FY22 will have a total of approximately \$103,000.

Librarian's Report:

Mr. Burchfield reported that work continues on the Middletown Library. The most recent project update shows an on-time completion of late August or early September of this year.

Lee Burchfield shared that there will be a kick-off meeting with the new Bookmobile vendor this week to review the order process. LFPL may receive the product by the end of the calendar year.

Lee Burchfield stated he is very excited to invite the community to the Northeast Regional library for the Summer Reading kick-off. After a long year of pandemic restrictions, in-person outdoor programs are a welcome step toward a more normal level of operations. Library staff have done great work, and wonderful prizes and programs will be made available to summer participants.

Lee Burchfield reminded the Commissioners that the FY22 budget hearing will take place on Tuesday, May 25th. Discussions of removing overdue fines and about branch renovations and/or improvements are anticipated.

Almost 50,000 patrons have fines that prohibit access to services. Overall, fines have the highest impact in the areas of our community that face the most economic challenges.

Stimulus dollars can benefit the Library, and may help with technology/internet access. Some funding could assist in renovations, expansions or other structural improvements.

Lee Burchfield discussed the next steps in expanding services, and clarified that the process of formally approving reopening plans will no longer be required. It is anticipated that branches will be able to accommodate 100% capacity on June 11th, and that other COVID restrictions currently in place will be lifted. The use of meeting rooms, providing in-person programming, and offering Sunday hours will also be a part of returning to normal operations.

Chairperson's Report:

None.



Old Business:

The Commissioners briefly revisited the most recent version of a By-Laws amendment, which will be carried over to the June 2021 meeting for final approval.

New Business:

Mr. Smith reviewed the current LAC Committee names, and discussed the need for a Planning Committee meeting to take place once all members are correctly identified. The Committee lists were announced as:

1. Planning Committee
 - Nathan Smith, Chair
 - Aaron Miller
 - Carla Robinson
 - Allison Strickland
 - Lisa Pearce
2. Finance Committee
 - Florence Chang, Chair
 - Carol Mullins
 - Tiffany Stith
 - Brandon Nakasato
 - Lisa Pearce

Adjournment:

There being no further business, the meeting adjourned at 4:36pm.

Minutes submitted by: Becky Jetton, Administrative Specialist



Library Advisory Commission Agenda

June 15, 2021

The Louisville Free Public Library Advisory Commission met on Tuesday, June 15, 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 Pierce called the teleconference meeting to order at 4:03 pm.

Attendance and Other Items:

Participating Commissioners included Florence Chang, Carol Mullins, Lisa Pierce, Carla Robinson, Nathan Smith, Allison Strickland, and Tiffany Stith.

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

A motion to approve the minutes of the May 18, 2021 meeting was entered by Lisa Pierce, seconded by Nathan Smith, and approved unanimously.

A motion to excuse the May 18, 2021 absences of Brandon Nakasato and Aaron Miller was entered by Carol Mullins, seconded by Tiffany Stith, and approved unanimously.

Mr. Burchfield introduced Executive Administrator Ben Tipton, who offered a report on his department and the Library's FY22 budget.

Mr. Tipton shared that he began working with the Library in February of 2020. Previously, he has worked with the Jefferson County government EMS, Metro Services, Public Works and Assets. His current role is to oversee personnel and budget related functions for the Library.

Mr. Tipton explained that the budget and strategic planning process is a year round endeavor. In the fall, LFPL puts together an initial budget. By December, LFPL receives instructions from the Office of Management and Budget to make changes to align with the Metro Government strategy. This year, notably, LFPL's proposed budget recommends the discontinuation of late fees, and requests \$600,000 for general repairs. By late April, the Metro council has the opportunity to review the proposed budget, and can pass a balanced budget by state law.

Planning Report:



Mr. Smith reported that the new Planning Committee has been formed, but has not had their first meeting yet. He stated that the role of the committee is to discuss priorities for the new strategic plan, and shared that the items they were considering included Portland, Fern Creek, and Shively Branches. He asked about the status of the Ormsby House.

Mr. Burchfield stated that the Ormsby House is in need of landscaping improvements, and that he is working with the Foundation and with Doug Foster to begin making the necessary changes. He stated that he will speak with Foundation President Chandra Gordon to discuss, and will have an update next month on the timeline for the landscaping.

Finance Report:

Ms. Chang reminded commissioners that the end of the Fiscal year is June 30th, and in July there will be an annual review of the previous year. Following that, she will reach out to Finance Committee members to schedule a meeting.

Librarian's Report:

Mr. Burchfield reported that the Library has been reopened at 100% capacity at all locations. Mask requirements for staff and patrons have been lifted, and as of June 14, Library staff will no longer need to complete a daily wellness check. All computers are open, and in the next few days the 90 minute time limit placed on them will be changed to a new one hour policy, with unlimited 30 minute extensions as long as no other patrons are waiting to use one.

Mr. Burchfield also shared that in-person programming is returning to branches, and reported on the Summer Reading Kick off at Northeast on Saturday, June 12. The theme for this year's Summer Reading is Camp LFPL. The Adventures in Summer Reading children's program, featuring puppet mascot Gorp, airs on WBKI at 11 am, as well as on the Library Youtube page. The program is produced, shot, and written in house by LFPL staff.

Mr. Burchfield reiterated that the Metro Council will vote on the proposed budget on June 24th.

Chairperson's Report:

Ms. Pierce reported on the strategic planning session held last month with the Library Foundation and the Library. She stated that it was a two day event to hear from the community, review strategy, and ensure that the Foundation, Library, and LAC Board are aligned. She will continue to meet with the other groups to create a new Master Plan, and will continue to share the outcomes of those meetings.

Old Business:

In last month's meeting, the LAC proposed two amendments to the By-Laws.

The first amendment clarifies the role of the Chairperson, and stipulates that the chairperson is responsible for appointing any Chair positions that are not volunteered for. Ms. Pierce asked if there were any questions, to which there were none. Ms. Mullins motioned to approve, and Mr. Smith seconded the motion, which was approved unanimously.



The second amendment states that Committee members should remove Chairs based on lack of attendance. Ms. Pierce asked if there were any questions, and there were none. Ms. Chang motioned to approve, and Ms. Mullins seconded the motion, which was approved unanimously.

New Business:

Lisa Pierce opened a discussion about the time and place of future LAC meetings, asking about meeting in person either at the Main Branch or at various branches in the system, and whether there should continue to be a virtual meeting option for Commissioners. Mr. Burchfield confirmed that as long as Senate Bill 150 is in effect, the LAC can be in compliance meeting virtually as long as commissioners are able to see and hear each other in real time. The commissioners agreed to begin in-person meetings in July, but to include an option for commissioners to attend virtually if they wish.

Ms. Pierce motioned for a vote to hold the July LAC meeting in person at the Main branch. The motion was seconded by Ms. Mullins. Ms. Chang amended the motion to include a virtual option. The amended motion was approved by vote.

Mr. Smith motioned to vote on approving changing the meeting time to 4:30 for the July meeting. Ms. Strickland seconded, and the motion was approved by vote.

Ms. Pierce asked if there would be a Friends Booksale in July. Ms. Arehart said she will follow up with the Friends to learn their proposed date, and will make sure it goes on the agenda for approval at the July meeting.

Adjournment:

There being no further business, the meeting adjourned at 4:45 pm.

Minutes submitted by: Eliza Coleman, Performance Analyst



**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION**

July 20, 2021

The Louisville Free Public Library Advisory Commission met on Tuesday, July 20, 2021, in The Board room of the Main Library, located at 301 York Street. Commissioners were also 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), via the teleconference platform, Cisco WebEx.

Chairperson Lisa Pearce called the meeting to order at 4:37 pm.

Attendance and Other Items:

Participating Commissioners included Lisa Pearce, Florence Chang, Aaron Miller, Tiffany Stith, and Allison Strickland. Ms. Strickland joined virtually via Webex.

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

A motion to approve the minutes of the June 15, 2021 meeting was entered by Aaron Miller, seconded by Florence Chang, and approved unanimously.

A motion to excuse the July 20, 2021 absences of Carol Mullins, Nathan Smith, Carla Robinson, and Brandon Nakasato was entered by Tiffany Stith, seconded by Aaron Miller, and passed unanimously.

Lee Burchfield included a point of order to inform commissioners that in-person LAC meetings would not be streamed to Facebook as the virtual meetings had been. Members of the public are once again invited to come into the Library if they would like to attend Commission meetings.

Planning Report:

No Planning Report.

Finance Report:

Ms. Chang shared that according to the bylaws, July is when the Annual Finance Report is reviewed with the committee. She shared printouts of the LAC Finance Committee Report July 2021 with all attendees to review. This document is included at the end of the minutes.

The ending balance for FY21 was about \$7.5 million, including restricted and unrestricted funds. The LAC has a 70/30 stock to bond portfolio distribution, which will be reviewed in August. Ms. Chang will work with the Planning Committee and the Library Administration to determine if any money should be set aside into a money market account.



Ms. Chang drew attention to a large withdrawal in the third quarter, which was used for the purchase of a new Bookmobile. She also noted that in previous years, part of the unrestricted funds had been used to replenish a Professional Learning Fund for Library staff members. She requested for the administration to let her know if that fund needed to be added to this quarter. Mr. Burchfield responded that he would review and consult with Susan Nichols at the Library Foundation, who is responsible for the auditing and reconciliation of the Learning fund.

Mr. Miller asked about the guidelines for spending restricted funds. Ms. Chang shared that each restricted fund has its own set of limitations, which are as diverse and varied as the donors who contribute to them. For example, some donors specify their donations to be spent on art, cultural activities, or for books on a specific subject area dedicated to a certain branch. These requests are honored to the best of the Library's ability. Mr. Burchfield included that Jody Hampton, the Library's Director of Content Management, is in charge of purchasing and works with Ben Tipton to review these requests and expend funds accordingly.. Ms. Chang added that unrestricted funds can be useful in ensuring that funding is distributed equitably across Library communities.

Ms. Chang concluded her report by stating that her next steps would be to reach out to the Finance Committee members, as well as Nathan Smith of the Planning Committee, to determine a new distribution of funds.

Librarian's Report:

Mr. Burchfield shared a print out of monthly statistical report highlights, library updates, and a focus on the Portland branch for the Commissioners to review. This document is included at the end of the minutes.

In June, circulation was double the amount it was last June during the peak of the pandemic, but is still 10% below circulation numbers in June of 2019. During the pandemic, digital circulation increased to 82% of total circulation, which was up from 18.5% in 2019. Digital circulation accounted for 32% of the total in June 2021, due to the Library being reopened to in-person browsing and for normal hours. Mr. Burchfield speculated that the Library's increase in spending on digital materials paired with patrons who learned how to use the digital format during the pandemic, will lead to a sustained increase in digital circulation.

Mr. Miller inquired whether e-books are more or less expensive than physical books.

Mr. Burchfield replied that the cost varies widely depending on publisher. Some publishers sell e-books at a fixed price, while others have a built-in expiration date or a set number of check-outs before the library must repurchase the license. The American Library Association and other library groups are currently working with publishers to create more library-friendly e-book policies.

Mr. Burchfield shared that door counts and programming attendance numbers are still below pre-pandemic levels. Approximated 65,000 patrons who were using the Library in February 2020 have yet to return for services. Mr. Burns added speculation that children's programming attendance may be down due to children not yet being vaccinated against Covid-19.



Mr. Burchfield shared that the Library has hired a Manager of Equity Assessment, with an anticipated start date of August 9th. This person will lead the Library through an evaluation of every aspect of Library services using the Metro Government Racial Equity Tool Kit.

Mr. Burchfield updated commissioners on branch renovations and expansions. Work on Middletown is progressing but will likely open later in the quarter than initially expected due to architectural updates and supply chain issues. Landscaping has begun at the Ormsby House at Northeast. Funding has been committed from the Metro budget to renovate and expand the Portland Branch, as well as to explore the possibility of reopening the Fern Creek and Parkland Libraries. The Library will be applying for a grant from the State, as well as applying for American Rescue Plan Act money and working with the LAC and Foundation on a capital campaign. Mr. Burchfield intends to discuss updating the 2002 Master Plan and the 2014 Facilities Development plan with the Planning Committee in preparing the grant application..

On July 19th, Governor Beshear released a statement encouraging both vaccinated and unvaccinated people to wear masks while working in jobs that require a high amount of interaction with others. There has been no update from Metro Government, but the Library will adhere to changing state and local rules and guidelines.

Mr. Burns shared information on upcoming programs. The Library will be commemorating the 20th anniversary of the September 11th attacks by hosting a panel with survivors and journalists, and displaying a rare collection of photographs of the event curated by a Louisville native. Early literacy events will also resume soon, including a Puppy Reading Party at the South Central Regional, featuring trained acrobatic dogs, costumed dog characters, and pets available for adoption from Metro Animal Services.

Chairperson's Report

Ms. Pearce stated that the Commission had realized its mandate to conduct a yearly review of the bylaws when amendments were passed at last month's meeting. Lee Burchfield stated his intention to provide a PDF version of a Board Book containing the full list of current bylaws to commissioners by the August meeting.

Ms. Pearce reminded commissioners that they had been invited by the Foundation to attend a tour of the St. Matthews, Northeast, Southwest, and South Central Regional Libraries with Councilwoman Paula McCraney.

Old Business

No old business to discuss.

New Business



A motion to approve the Friends of the Library Book Sales on July 23rd and 24th at the Main Branch, the Preview sale on September 17th at the Northeast Branch, and the sales on September 18th and 19th at Northeast was entered by Tiffany Stith. The motion was seconded by Aaron Miller, and unanimously approved.

The Commissioners agreed to put the new budget to a vote in August, after all commissioners had reviewed the Finance Report.

Adjournment:

There being no further business, the meeting adjourned.

Minutes submitted by: Eliza Coleman, Performance Analyst



Library Advisory Commission Agenda

August 17, 2021

The Louisville Free Public Library Advisory commission met on Tuesday, August 17, 2021 at the Main Library. Planning Committee Chair Nathan Smith called the meeting to order at 4:50 pm.

Attendance and Other Items:

Participating Commissioners included Nathan Smith, Allison Strickland, Aaron Miller, Tiffany Stith, and Carol Mullins.

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

A motion to approve the minutes of the July 20, 2021 meeting was entered by Carol Mullins, seconded by Tiffany Stith, and approved unanimously.

A motion to approve the approve the absences of Lisa Pearce, Florence Chang, and Brandon Nakasoto was entered by Carol Mullins, seconded by Allison Strickland, and approved unanimously.

Planning Report

Mr. Smith informed the Commission that there is no update from the Planning Committee, but that he would be call a meeting soon to talk about what to do in the period between master plans. He also requested data visualizations from the Library Administration to assist with understanding the service areas of each branch.

Mr. Burchfield requested that the Planning Committee begin work on a draft of an addendum to the Master Facilities Plan similar to the one created in 2014. This interim plan should give an update on what projects the Library intends to complete over the next five to seven years. This plan will be used to apply to a Kentucky Public Library Facility Construction grant, to supplement the money provided by the City for the Portland Library expansion. This application is due in mid-October. He also shared that a requirement of the application is to demonstrate to the KDLA that there is a plan in place to close the gap between the square footage per capita of the library system and the minimum square footage of the State Library Standards. Currently, LFPL is about 46,000 square feet from meeting that standard. Some ideas that could bring LFPL up to that standard include the expansion of the Portland Library, replacing the Shively branch with a larger location, and reopening the Fern Creek and Parkland branches.

Mr. Smith inquired about how the Library should go about evenly distributing new square footage to achieve maximum community impact.



Mr. Burchfield responded that Damera Blincoe, the Library's new Manager of Equity Assessment, will be the leader on ensuring that LFPL is providing equitable square footage per capita across the system. He estimated that adding square footage to small branches with high service area populations would have the biggest impact, citing the Highlands Shelby-Park and Portland branches.

Mr. Smith inquired whether the popularity of E-books affects the need for additional physical space.

Mr. Burchfield responded that there is still a need for Libraries to have space, because one of their goals is to address the digital divide and ensure that the community has access to technology, meeting room space, and programming space. Mr. Burchfield mentioned the wait times for computers at Shively as one example of the need for additional square footage.

Ms. Mullins added that the digital divide had improved over the past year with school boards distributing laptops to children, but that it had not addressed the need for internet access at home, or adults without computer access.

Finance Report

No Finance Report.

Librarian's Report

Mr. Burchfield reported that the Library is now back to enforcing a mask mandate for all patrons and staff over the age of 5. Masks are provided by the Library for patrons who do not have one. For patrons not willing to come into the Library, curbside pick-up as well as telephone and email reference assistance are still available. He also reported that he is in communication with the Mayor's office, and that it is a possibility that LFPL will return to scheduled appointments or curbside only if Covid-19 cases continue to trend upwards in Jefferson County.

Mr. Burchfield also expanded upon the responsibilities of the Manager of Equity position now being filled by Damera Blincoe. Her role will have three main focuses. The first is undertaking an equity audit of Library services, including collections, facilities, staffing, hours, and identifying places where changes are needed in order to better distribute Library services across the community. The second will be recruiting staff to make sure that the Library reflects the diversity of the community that we serve. That will involve in-person recruiting at schools for Library science, as well as putting programs in place to develop professional Librarians from within the organization. The third is to train staff on Louisville Metro Government's Racial Equity Toolkit.

Mr. Burchfield also reported that circulation numbers continue to improve back towards normal, but in-person programming numbers are still low compared to pre-pandemic numbers.



Chairperson's Report

No Chairperson's Report.

Old Business

Mr. Burchfield raised the topic of replenishing the Staff Development fund, which was discussed during the previous month's meeting. There is approximately \$21,000 left in the fund, due to a lack of in-person training opportunities during the Covid pandemic. He opined that the fund therefore did not need to be replenished at this time.

He also stated that prior to the next meeting he will send all commissioners a new board book, with contact info for the other commissioners, schedule of when the meetings are, and a copy of the amended bylaws that were voted on.

New Business

Carol Mullins moved to approve the following book sales. Ms. Stith seconded the motion, which was approved unanimously.

Approved Friends' Book Sales:

- Crescent Hill, Saturday, October 9
- Shively, Saturday September 25
- St. Matthews Friday September 17 – Sunday September 19
- St. Matthews Friday December 17 – Sunday December 19

Mr. Burchfield recommended that due to the ongoing COVID-19 pandemic, future LAC meetings be held at the Main Library with a teleconference option for Commissioners who were unable to join in person. The public would still be welcome to attend in person at the Library.

Ms. Strickland stated that she is interested in rotating to different branches for the meetings.

Mr. Burchfield responded that it would be possible to rotate to new locations as long as the location of the meeting was made available to the public ahead of time to conform with open meeting requirements.

Mr. Miller moved that the meeting in September be held in the Main Library, but that all Commissioners be able to attend via teleconference. Ms. Mullins seconded the motion, which was unanimously passed.

Adjournment

There being no further business, the meeting adjourned at 5:19 pm.



**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION**

September 21, 2021

The Louisville Free Public Library Advisory Commission met on Tuesday, September 21, 2021 in the board room at the Main Library, located at 301 York Street.

Commission Chair Lisa Pearce called the meeting to order at 4:32 p.m.

Attendance and other items:

Commissioners present via WebEx were Florence Chang, Carla Robinson, Tiffany Stith, and Nathan Smith. In person participants included Commissioner Aaron Miller and Commission Chair Lisa Pearce.

Also in attendance were Communications Director Paul Burns, Executive Director of the Library Foundation Chandra Gordon, Director Lee Burchfield

Absent from the meeting was Commissioner Allison Strickland.

A motion to approve the minutes of the August 17, 2021 meeting was made by Florence Chang, seconded by Nathan Smith, and approved unanimously.

Library Foundation Executive Director Chandra Gordon was introduced and shared information with the Commissioners about the work of the Library Foundation. The Foundation raises funds to support library initiatives, manages its funds as well as those held by the Commission, and engages in advocacy on behalf of the Library. Commissioners were told about upcoming Foundation programs including Café Louie and “Branch Out” sessions and invited to participate. Once dates are set a calendar will be sent to members.

Planning Report:

Nathan Smith announced that a joint planning and finance committee meeting was tentatively scheduled for October 5th.

The planning committee then introduced a proposed addendum to the Library Master Facilities Plan. The addendum was developed by Library Director Lee Burchfield and communicated to the planning committee. The plan update is needed in support of the pending Library application for a Public Library Facility Construction Grant.

During a lengthy discussion, commissioners asked a number of questions about the specific projects outlined in the plan. A motion was made by Carla Robinson to amend the plan by including the reopening of the Parkland Library in the original location on Virginia Ave. That building is currently in use by the Louisville Metro Police Department. The motion was seconded by Nathan Smith and passed without opposition.



A motion was also brought to specify fiscal year 2023 as the planned date for the Parkland reopening. That motion was brought by Nathan Smith with second by Aaron Miller. The motion passed.

A motion to approve the amended plan addendum was then brought by Aaron Miller, seconded by Nathan Smith, and passed without opposition.

Finance Report:

There was no finance report. Florence Chang initiated discussion of the proposed joint committee meeting and plans were made to hold the meeting virtually at 8:00 a.m. on October 5, 2021. A link to join the meeting will be sent to Commissioners via email.

Librarians Report

Lee Burchfield presented the Library Director's report. Specific numbers were highlighted from the August statistical report that demonstrated that library usage is continuing to increase since libraries reopened after having closed due to the COVID-19 pandemic.

An opening date for the Middletown Library will be announced soon. Commissioners will be invited to a reception to celebrate the opening. Details will be sent out once the plans are finalized.

A tentative contract agreement has been reached with the library employee union. Members are currently voting on the contract. Voting began on Monday, September 20th and will continue through September 27th.

A request for proposals for the Parkland Library should be released before the end of September. The proposals are being solicited to determine what modifications would be needed to reopen a library at the Virginia Avenue location and to determine what the capital costs would be.

Next month, commissioners will receive a copy of the update "Benchmark Cities Report" which compares LFPL to public libraries in 15 peer cities. The report has been delayed due to the discontinuation of the Public Library Data Survey.

A candidate to fill the vacancy on the Commission has been recommended and an appointment should be forthcoming.

Due to the lateness of the hour, discussion of the newly released Commissioner Handbook will be deferred until next month.

Chairpersons Report:



Chairperson Lisa Pearce had no information to report.

Old Business:

No old business to discuss.

New Business:

Commissioners Florence Chang, Carol Mullins, and Carla Robinson were informed of their term expiration date, and were encouraged to reinstate their status as board commissioners. A motion was made by Florence Chang to approve the Friends of the Library book sale on November 6th at the Iroquois Library, which was approved unanimously.

Adjournment:

There being no further business, the meeting was adjourned at 5:28 pm.

Minutes Submitted by Vanessa Fuller, Administrative Specialist



Library Advisory Commission Minutes

October 19, 2021

The Louisville Free Public Library Advisory Commission met on Tuesday, October 19, 2021 at the Board Room of the Main Library, located at 301 York Street.

Commission Chair Lisa Pearce called the meeting to order at 4:35 p.m.

Attendance and other items:

Commissioners present via WebEx were Florence Chang, Carla Robinson, and Allison Strickland. In person participants included Commission Chair Lisa Pearce.

Also in attendance were Library Director Lee Burchfield, Assistant Director Carrick Arehart, Communications Director Paul Burns, and Executive Administrator Benjamin Tipton.

Absent from the meeting was Commissioner Carol Mullins, Commissioner Nathan Smith, Commissioner Aaron Miller, and Commissioner Tiffany Stith.

A quorum was not present

Planning Report

There was no planning report.

Finance Report

Commissioner Florence Chang gave a brief finance report, which included sharing the status of the first quarterly report of the fiscal year. She also acknowledged a donation from a Mr. John Thomas Tucker.

Librarian's Report

Mr. Burchfield noted that there was a 40 percent increase in circulation over September 2020, and a 2% increase over September 2019. This was identified as a significant accomplishment, since in September 2019 the renovated and expanded St. Matthews Library and the new Northeast Regional Library had both recently reopened and circulation was near record highs.

The director reported on the completion of an upgrade of the Library circulation software system which includes many new features that will be appeal to library users. One feature noted was the integration of digital checkouts in the Polaris patron account so that both tradition and digital circulation can be managed by a patron from the Library website or mobile app.



Commissioners were alerted to the upcoming opening of the new Middletown Library at 10 am on November 15th. They will also receive an invitation to a reception in the afternoon on Sunday the 14th.

Chairperson's Report

There was no chairman's report.

Old Business

There being no quorum, no business was conducted.

New Business

There being no quorum, no business was conducted.

Adjournment

There being no other business, the meeting concluded at 4:49 p.m.



**LIBRARY ADVISOR
COMMISSION
NO MEETING HELD**



Library Advisory Commission Minutes
December 21, 2021

The Louisville Free Public Library Advisory Commission met on Tuesday, December 21st, 2021. The meeting was held in the Board Room at the Main Library at 301 York St. Commissioners were also able to attend via WebEx video conference.

Chairperson Lisa Pearce called the meeting to order at 4:32 p.m.

Attendance and other items:

Participating Commissioners included Aaron Miller, Allison Strickland, Florence Chang, Keith Runyon, Nathan Smith, Tiffany Stith, and Marcus Walker.

Participating Library staff included Library Director Lee Burchfield, Executive Administrator Ben Tipton, and Web Content Manager Charlton Braganza.

Absent commissioners included Carla Robinson and Carol Mullins.

New Commissioners Keith Runyon and Marcus Walker were introduced. Marcus Walker shared his background as a librarian at the University of Louisville's Law Library, and Keith Runyon shared that he is a retired editor of the Courier-Journal. Both new commissioners were met with warm welcomes.

A motion to approve the minutes of the September 21st meeting was made by Commissioner Nathan Smith and seconded by Aaron Miller. The minutes were approved unanimously.

A motion to excuse the September 21, 2021 absence of Allison Strickland was entered by Tiffany Stith, seconded by Florence Chang, and approved unanimously.

A motion to excuse the October 19, 2021 absences of Carol Mullins, Nathan Smith, Aaron Miller and Tiffany Stith was entered by Florence Chang, seconded by Allison Strickland, and approved unanimously.

Planning Report

No planning report.

Finance Report

Commissioner Florence Chang reviewed the quarterly report. Future meetings will be dedicated to deciding how to allocate the funds according to the spending plan. A contribution from Mr. John Tucker was acknowledged.



Librarian's Report

Mr. Lee Burchfield reported that item circulation was a total of 270,130 items, which is up by 20% over November 2020, but down by 2% from 2019. The door count was 99,851, up vs 2020, but still only 55% of November 2019.

The Middletown Grand Opening was held on November 15th. It was also reported 9752 items have been checked out in the first 30 days, which places Middletown tenth in terms of other branches.

Once Upon an Orchestra, a collaboration between LFPL and the Louisville Orchestra that is meant to engage young patrons with the integration of music and storytelling, has had multiple successful performances. Affrilachian poet and Louisville Bernard Clay gave an insightful and well received reading at the Western branch.

Mr. Lee Burchfield shared that the Parkland Library request for proposals (RFP) is out and closes December 28th. The Library also received notification of final approval from the State for a Public Library Facility Construction Grant for the Portland Library expansion project. The total grant is for \$1,225,760 payable in annual installments of \$61,288 for twenty years. The funds will be used to repay bond financed funding for the project.

Chairperson's Report

No Chairperson's report

Old Business

Director Lee Burchfield introduced the LAC Commissioner Handbook, which is an essential document detailing the rules, guidelines, and helpful information for commissioners on the board.

New Business

The Kentucky Libraries Report was introduced by Lee Burchfield. The report is for the fiscal year that ended in 2019.

The Annual Benchmark Cities Report was also introduced by Mr. Lee Burchfield, which compares LFPL to libraries in Louisville's peer cities. Some of these cities are selected due to proximity, while others are comparable in population size or economic indicators.

Adjournment

There being no other business, the meeting adjourned at 5:17 pm

Minutes prepared by Administrative Specialist, Vanessa Fuller

