



# Library Advisory Board Meeting

## Thursday, June 18<sup>th</sup>

### VIRTUAL MEETING

#### 12:00 pm

### 1. Call to Order

The meeting was called to order at 12:05pm.

Members Present: Julie Boam, Liz Allen, Trevor Pearson, Jim DeHaven, Kara Murphy, Bill Conway, Mary Ann Tempestini.

Members Absent: Felix Lohitai, Martha Knuth.

Others Present: Alyssa Johnson, Amy Johnson, Andrew Miller, Deana Cooper, Blane Dessy, Shane Donaldson, Sheryl Thomas, Marcia Wilking.

### 2. Approval of Minutes – May 2020

Bill motioned to approve. Julie seconded. Minutes approved as written.

### 3. Library Reports

#### a. Introduce new IRQ Branch Manager: Amy Johnson

Amy Johnson introduced to the board.

#### b. Report of Director

- Library submitted annual update to the Erie County 3 Year Plan, which gets presented to the County Council.
- On June 29<sup>th</sup> ECPL will open Lobby Service to patrons. Day 1 of curbside on June 15 was “good pandemonium”.
- Grants: ECPL received a \$1400 grant from the Erie Yacht Club which will fund the acquisition of maritime collection materials. We are in preliminary talks with the Burleigh Legacy Alliance on a joint grant proposal.
- Next week Blane will host a joint call with other Erie agencies to discuss a possible COVID-19 archive and whether ECPL has a role in that.
- Tasked adult services with researching the needs of Erie’s future Community College with respect to the role played by public libraries in supporting the school and students.
- Food Service: Penny’s Concession plans to reopen with the full library on July 13<sup>th</sup>. There are several unresolved matters that will determine ability to reopen. 1) there is no current contract with the Friends of the Library, 2) The stations needs updates to be COVID-19 regulations compliant, 3) The Erie County Workplace Blue Zones initiative will require our food service vendors to have majority health conscious food offerings.
- Blane is in talks with Kevin Oppel, Edinboro Borough Manager, on long range planning for the Edinboro Branch Library.
- Millcreek Branch Library has submitted the Keystone Planning Grant application which we are awaiting results for.
- The Joint Boards meeting has been postponed until fall

- Minerva Update: Sheryl has been in touch with Mr. Banks to complete the restoration work, the pedestal designs will be submitted from artist finalists on July 15<sup>th</sup>.
- All ECPL Locations will be closed July 3 and 4.

#### c. Review of Financial Report

See attached.

- Library Revenue is less than budgeted due to the closure
- Operations expenses are under budget
- Wages and Fringes are under budget due to furlough and several vacancies
- Still awaiting JOC expenses bill back
- By 5/31, ECPL is typically at 41% expended, this year we are at 32%.
- ECPL's purchase of COVID-19 supplies are not yet represented in the budget. All county supplies have been billed to a COVID account, and departments will be billed back after federal/state reimbursement amounts are determined.
- Blane reviewed that ECPL revenue typically comes from fees/fines, Idea Lab patron project fees, copies, etc. This year, we've reduced the amount of fines by instituting automatic renewals, and with the library closure there have been several months without any revenue. This fiscal year we can expect to lose ~40% from fines, which historically generates over \$100,000.
- Trevor asked about any budget surplus. Deana relayed that wages savings are reabsorbed into the general fund (at county level), and that we have to be very careful to meet this year's Local Financial Effort. Blane asked Deana to do a Q3 audit for any potential surplus. Trevor asked about savings from curtailed programs. Blane explained that ECPL's entire programming budget is supplied by the Friends of the Library, which is roughly \$80,000 annually. ECPL is preparing a revised budget request to the Friends, in light of the forthcoming virtual programming.

#### d. Statistical and Other Reports

Sheryl reviewed Statistics, noting that the library has promoted its digital offerings throughout the closure which led to library use and activity though doors were closed. Since opening the bookdrops there have been huge levels of item returns, and a large patron demand for curbside service. The library's website was updated to reflect information on curbside pickup and procedures. The 25% of checkouts was due solely to checkouts of digital materials and automatic renewals of outstanding items, but there was a huge increase in digital materials use during closure.

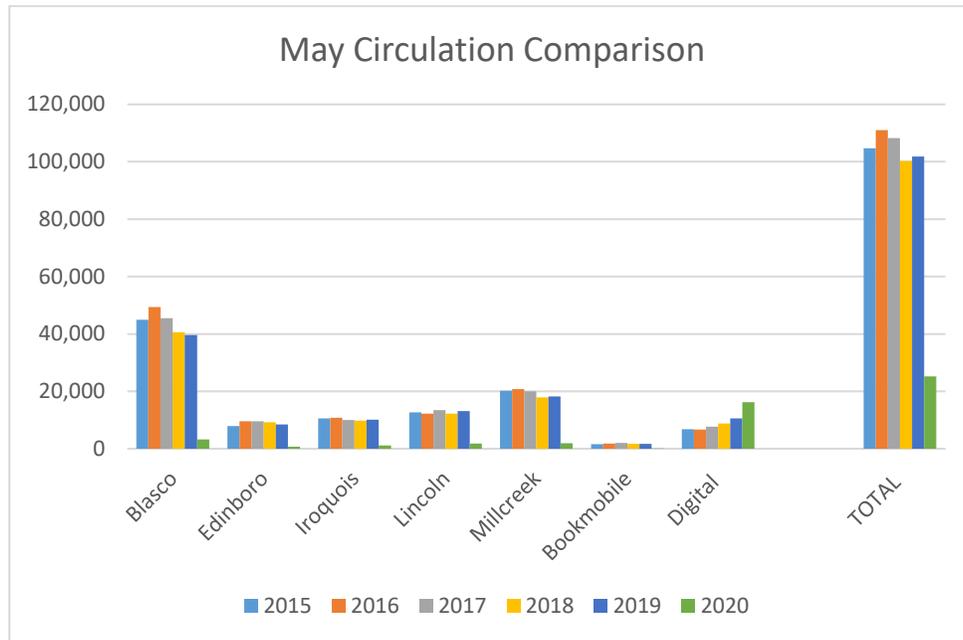


#### May 2020 Statistics

##### Numbers Snapshot

- **25,178** overall check outs, down **75%**
- **16,216** digital check outs, up **53%**
- **6** staff loaned to the Health Dept. for Covid-19 related projects
- **3** staff loaned to the Public Information Office for Covid-19 related projects
- **74** staff furloughed starting May 1<sup>st</sup>
- **24%** increase in Consumer Reports page views
- **21%** increase in AtoZ Databases record views
- **92%** increase in Universal Class lessons viewed

## Circulation



	2015	2016	2017	2018	2019	2020
<b>Blasco</b>	44,946	49,354	45,476	40,664	39,594	3,292
<b>Edinboro</b>	7,910	9,516	9,588	9,197	8,456	649
<b>Iroquois</b>	10,591	10,749	10,052	9,779	10,130	1,159
<b>Lincoln</b>	12,663	12,225	13,448	12,280	13,154	1,813
<b>Millcreek</b>	20,176	20,812	20,031	17,840	18,169	1,962
<b>Bookmobile</b>	1,608	1,754	2,058	1,709	1,722	87
<b>Digital</b>	6,805	6,671	7,644	8,824	10,620	16,216
<b>TOTAL</b>	<b>104,699</b>	<b>111,081</b>	<b>108,297</b>	<b>100,293</b>	<b>101,845</b>	<b>25,178</b>

### e. Report of District Consultant

- State
  - Guidelines continue to be updated and released to us.
  - Two weeks ago the guidelines were updated to require that all libraries offer some sort of services be provided to the public, minimum curbside pickup, before the end of June. These guidelines also recommended that a reopening plan for future stages be finished also by end of June. We believe that means that future stages of reopening will have deadlines forthcoming, but this is currently unconfirmed by OCL. Erie-Crawford libraries meet the requirements.
  - Funding- A bifurcated budget was passed for 5 months, the remaining 7 months will be passed in November. Library funding was approved as flat for 5/12 months of the year. Libraries appear to be the only line within the department of education's budget that was not flat funded for 12/12. At this time, OCL has not determined how this funding will be allocated between districts, systems, individual libraries, the state library, and OCL initiatives. However, leadership at OCL has warned libraries not to expect more than 5/12 of their funding from last year.
  - Standards - during the state of emergency, all standards were suspended (the governor says the state of emergency has not ended yet, some senators are saying it has, awaiting for clarification

from OCL). However, OCL has indicated you must have some services by June 30th and implied that you needed to be working towards full standards in the very near future, although no concrete date has yet been given. Rumor says the 12% collections rule will be enforced for sure, (likely, because ebooks count towards that) hours open is iffy. I think once we hit August or September it will be back in effect. Rumor also continues to indicate, that waivers will not be issued.

- Advocacy
  - When the budget passed very quickly and unexpectedly, I did not send the advocacy email out to everyone. At the time, we thought we had 12/12 flat funding. Since that is not the case, we (SNOE) are working on the sheet again and will send it out shortly.
  - Expect more advocacy recommendations and events in future
- District Libraries News
  - All district libraries launched curbside service on June 15<sup>th</sup>. Many will be launching Lobby service in the next couple of weeks.
  - Reopening with limited services is tentatively planned for August in Crawford, PLEC is also leaning towards and August date. This assumes we are not given a deadline before then by OCL.
- DLC
  - A meeting of the District Advisory Council is scheduled for July to discuss the budget impact and to appoint members to the district continuing education committee and to the district PR committee.

#### f. Other library reports

Shane and Andrew provided update on the status of Library programming, and the shift from in-person programs toward digital offerings. The team is exploring the framework of how to execute programs in the new year, how to do program outreach, and what are our options should another closure happen.

#### g. Unfinished business

- Election of board secretary: Kara Murphy volunteered. Trevor motioned to approve, Bill seconded. All aye.
- Marcia Wilking announced her resignation from the position of District Consultant.

### 4. Board and Committee Reports

#### a. Report of County Council Liaison

None.

#### b. Report of Friends and ERLF

None.

### 5. Adjournment

Julie motioned to adjourn. Bill seconded. Meeting adjourned at 1:05pm.

### 6. Appendix

#### a. CAM Video Links

<https://youtu.be/7dfie1WjEoA>

<https://youtu.be/GidVuOJ5xbw>

<https://youtu.be/VZ6aVBmKnIs>

<https://youtu.be/W1Y8QNRfr4E>

<https://youtu.be/UEFh0rmkevM>

<https://youtu.be/R2Kyt27K4jA>

## b. News Articles

### Erie County Public Library Accepting Book Returns

Patrons can drop their books off through the outdoor drop box, from there the books will be quarantined for 72 hours.

Thursday, June 4th 2020, 6:55 PM EDT

Updated:

Thursday, June 4th 2020, 10:19 PM EDT

By **Elsbeth Mizner**

[Play Video](#)

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The Erie County Public Library has begun to accept books and begin the process to accept book returns.

On June 3, the library first started to accept book returns with the book drop, from there the books will be quarantined for 72 hours and then checked back in.

Right now, the library is only accepting book returns.

Sheryl Thomas the Assistant Director of the Erie County Public Library explained, " the quarantine process is basically to allow and possible contamination of Covid-19 to die off and that insures the staffs safety and eventual patrons safety for when those items are checked out again."

All due dates are extended until July 1.

Curbside pick up will begin on June 15, where you can call and check out books over the phone and pick them up.

A limited lobby service will begin on June 29 and a full opening on July 13.

They also plan on doing summer reading programs but with an online format instead.

<https://www.erienewsnow.com/story/42212329/erie-county-public-library-accepting-book-returns>

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# Erie County Public Library to begin phased reopening

Starting in June through July

by **Madeline Bruce** May 29, 2020 at 2:49 PM

The Erie County Public Library recently announced that it will begin a phased reopening process on June 1.

All Erie County Public Libraries have been closed since mid-March due to the COVID-19 pandemic. Due dates were extended for all items, and patrons who still had items checked out were not charged late fees. Now, the blanket due date for all outstanding items is July 1.

The phased reopening will start in June and continue through July. On June 1, all furloughed staff will return to work to begin what the organization deems a "tiered reopening." Throughout the coming weeks, more services will be offered at two-week intervals. This is to ensure that branches are opening as safely as possible, and any adjustments can be made if necessary.

Starting June 3, the library will begin offering reference services to patrons through phone and email. Returns will also start to be accepted on this date through the external book drop at all locations. To ensure proper disinfecting of materials, items will be quarantined.

Library facilities will remain closed to the public until June 29, with curbside service being offered to the public starting June 15. To reserve items for curbside pickup, patrons can call the library or use the online catalog at [catalog.erielibrary.org](http://catalog.erielibrary.org).

The June 29 reopening of the libraries will include continued curbside pickup, as well as limited browsing. In the final stage of its phased reopening, all library facilities in the Erie County Public Library system will open on July 13 for most in-person services. This is, of course, reliant on local, state, and national guidelines. The library is also installing protective equipment at service desks and hand sanitizing stations throughout the branches. Staff will be encouraged to social distance upon returning to work, and patrons will also be encouraged to social distance once branches open to the public. To encourage social distancing among patrons, furniture will be moved in each facility.

Independent libraries, such as Waterford, McCord, and Albion, will also offer curbside pickup starting June 15 and have adopted the July 1 due date.

After a long-awaited reopening, the Erie County Public Library system is looking forward to serving its community again.

"In compliance with all guidelines, we are excited to begin the process of gradually reopening our library locations to ensure we protect all of our staff and patrons as much as possible," Blane Dessy, director of the Erie County Public Library said in a statement. "We want everyone to enjoy the library and to be assured that all health precautions are being taken."

*For more information about library hours and the phases of reopening, contact your library directly or visit [erielibrary.org](http://erielibrary.org).*