

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
JANUARY 21, 1997**

The Louisville Free Public Library Advisory Commission met on Tuesday, January 21, 1997, at 4:30 p.m. in the Board Room, Mezzanine Level, located at the Main Library.

Present:

Mr. Harreld, Ms. Wooden, Ms. Horton, Ms. Whittle, Ms. Porter, Ms. Pennington, Ms. Miller, the Director and the Assistant Director.

The meeting was convened at 4:30 p.m. Mr. Harreld presided.

Mr. Burse was excused.

Minutes:

A motion to approve the minutes of the December 17, 1996 meeting was entered by Mr. Horton, seconded by Ms. Wooden and passed unanimously.

Planning Committee:

No report.

Finance Committee:

Ms. Horton announced that the Committee has reviewed financial reports. An area for future funding is public relations and further work is being done to get an estimate of its cost.

Library Broadcasting Committee:

No report.

Chairman's Report:

Mr. Harreld asked Mike Bowles, Executive Director of the Library Foundation to update the Commission on the annual appeal. Mr. Bowles announced that the Library Foundation has raised approximately \$40,000 to date for children's books.

Librarian's Report:

Ms. Henderson relayed the following.

- ⇒ Displayed the 1997 Children's Calendar, sponsored in part by the Library Advisory Commission.
- ⇒ Displayed the Pre-School Reading program, sponsored by the Friends, "Curl up with a Good Book", which will be distributed in FEB/MAR 1997.
- ⇒ Announced that 1100 "Read Baby Read" packets (sponsored by the Friends) have been distributed at University Hospital, and the program is going into its second year.

- ⇒ Announced that the parents of all new cardholders under the age of 14 years will receive a post card in the mail stating that their child has received a library card and noting Library policies.
- ⇒ Displayed the "I Love to Read Week" brochure; which highlights celebrity readers during the week of February 10-15, 1997.
- ⇒ Judge Armstrong funded a mural at the Southwest Regional Branch depicting the southwest area; the mural should be finished by the end of January.
- ⇒ The Okolona Branch opening will be 03/06/97 at 10:00 a.m.
- ⇒ The announcement of the KFC funded video about the Western Branch Library will be February 27 at 5:00 p.m.
- ⇒ Distributed a flyer regarding "Empower Kentucky", which outlines a proposal for Internet access in public libraries. (copy enclosed)
- ⇒ The Library Advisory Commission discussed how to meet with City/County government to review the Strategic Plan. February dates will be set.

Ms. Henderson reviewed the space study that was done by Tucker and Booker for the main library, and led a brief discussion on same.

Ms. Henderson announced that Internet workstations are currently being installed and staff training will begin in February.

New Business:

A motion to approve a booksale by the Friends of the Jeffersontown Branch library, September 19-21, 1997 was entered by Ms. Miller, seconded by Ms. Porter and passed unanimously.

Adjournment:

Mr. Harreld called an Executive Committee meeting at 5:25 p.m. to discuss personnel issues.

The Library Advisory Commission reconvened at approximately 5:35 p.m. and adjourned.

Library Advisory Commission
February 18, 1997

Minutes

The Library Advisory Commission met for their regular meeting at 4:30 p.m. on Tuesday, February 18, 1997.

Attending:

Mr. Harreld, Ms. Porter, Ms. Pennington, Ms. Horton, Ms. Whittle, Ms. Miller, Mr. Burse, Library Director and Assistant Director. Also attending were Mayor Jerry Abramson, County Judge-Executive Dave Armstrong, Maura Temes and Geoff Ellis; Karen James and Susan Moore, Library children's staff.

Excused: Cecelia Wooden.

The regular agenda was dispensed with in order to discuss the Library's strategic plan at length with Mayor Abramson and County Judge-Executive Armstrong. Mike Harreld thanked the City and County for the support given to improve Library services through the current five-year plan of development, gave an overview of the processes followed in order to develop the new strategic plan, and highlighted the critical issues the Commission discussed. Harriet Henderson gave an overview of the strategic plan; Karen James and Susan Moore, children's staff, provided information on the services the Library has developed for pre-school and at-risk children.

Discussion included the importance of services to at-risk and pre-school children; cooperation with other agencies such as JCPS and the National Center for Family Literacy; use of volunteers, particularly to expand services to children; statistics available about library users; promotion of library services.

With concurrence on the focus of the strategic plan, staff will use it as the basis for the Library's work plan for the next three years.

The meeting was adjourned at 6:00 p.m.

The next regular meeting will be at 4:30 p.m. on Tuesday, March 18.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
MARCH 18, 1997**

The Louisville Free Public Library Advisory Commission met on Tuesday, March 18, 1997, at 4:30 p.m. in the Board Room, Mezzanine Level, located at the Main Library.

Present:

Mr. Burse, Ms. Horton, Ms. Whittle, Ms. Porter, Ms. Pennington, Carol Behr, the Director and the Assistant Director.

The meeting was convened at 4:30 p.m. Mr. Burse presided.

Mr. Harreld, Ms. Wooden and Ms. Miller were excused.

Minutes:

A motion to approve the minutes of the January 21 and February 18, 1997 meetings was entered by Ms. Pennington, seconded by Ms. Whittle and passed unanimously.

Planning Committee:

No report.

Finance Committee:

No report.

Library Broadcasting Committee:

Ms. Henderson announced that the radio stations are still working on the contract with the city leading to the transfer of licenses. She said the contract negotiations should be completed by April 1, 1997 with a September target date of transferring the licenses.

Chairman's Report:

No report.

Librarian's Report:

Ms. Henderson made the following announcements:

- FY98 budget proposal has been submitted based on the five year plan and February discussions with Mayor Abramson and County Judge-Executive Armstrong.

- A public announcement regarding the Just Ask Telereference Center will be made April 1, 1997.

- The Friends of the Library will celebrate their 20th anniversary on April 14 with a free lecture by author Stephen Jay Gould. The event will be co-sponsored by Alliant Health System and the Library Foundation.

- Public Internet Access/Western web site will be announced the week of April 21.

- Library 2000 oversight committee will report on their recommendations and timetable at the May Foundation Meeting.

New Business:

A motion to approve the expenditures listed below from unrestricted funds was entered by Ms. Horton, seconded by Ms. Whittle and passed unanimously.

\$20,000 for Western Branch Library (web site, archives)

\$ 6,250 for Horizon Research to conduct focus groups targeting preschoolers/parents and over 40 general purpose users

A motion to approve the projects and accept the donations listed below was entered by Ms. Horton, seconded by Ms. Whittle and passed unanimously.

Approve:

May 17 Spring Festival arts/crafts fund-raiser by Jeffersontown Friends

May 15-17 book sale by Fern creek Friends

Accept

\$250 from LG&E for Southwest Regional

\$720 from Kroger for Southwest Regional

\$835 from Bon Air friends for Bon Air Regional

\$250 from crescent Hill Friends for Crescent Hill Branch

Discussion:

Ms. Henderson led a discussion regarding the possible dissolution of the Main Library's Genealogy Collection and its role in current collection policies. It was decided that Commission members Ray Burse, Rae Horton, and Jefferson County representative Carol Behr and City representative Maura Temes negotiate with interested parties and report their findings at a future meeting.

Ms. Henderson announced that she and Advisory Commission Chairman Michael Harreld will be meeting with the Courier-Journal editorial board on March 19, 1997 to discuss the role of the library in our community.

Ms. Henderson led a discussion regarding space at the main library for occupants that now receive space/utilities free of charge. This action would involve LVAA and Entech at the present and the radio stations in the future.

The Library Advisory Commission meeting for April 1997 was canceled.

Adjournment:

The Library Advisory Commission adjourned at approximately 5:30 p.m.

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

APRIL 1997

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
MAY 20, 1997**

The Library Advisory Commission met at 4:30 p.m. on Tuesday, May 20, 1997 in the board room of the main library. Rae Horton called the meeting to order.

Present:

Rae Horton, Betty Whittle, Cecelia Wooden, Robert Douglas, Carol Behr, Maura Temes, the Director and the Assistant Director. Diane Pennington attended as a retiring Commission member.

Dr. Robert Douglas was introduced as a new member of the Commission, appointed by the City of Louisville. Jane Charmoli, new member, was unable to attend because of illness.

Minutes:

The minutes of the March 18, 1997 meeting were approved as distributed.

The absences of Ray Burse, Jane Charmoli, Mike Harreld and Carmen Miller were excused.

Planning Committee:

No report.

Finance Committee:

Rae Horton reported that they had met with representatives of the Filson Club concerning the genealogy collections, with open access to the collections being a condition of any transfer of materials. The Filson Club will consider options and contact us for further discussions.

Library Broadcasting Committee:

Harriet Henderson reported that a Memorandum of Understanding for the Public Radio Partnership to operate WFPL and WFPK has been negotiated and signed. This document clears the way for the Partnership to directly receive membership and underwriting revenue. The Partnership continues to work on fundraising for equipment and building acquisition/renovation.

Chairman's Report:

Rae Horton asked that Commission members let the Director know of any committee preferences. With new appointments to the Commission, new committee assignments will be made.

Librarian's Report:

1) The video "A Separate Flame", documenting the history of the Western Branch Library, was shown.

2) The City has asked the Library to review its fines/fees to see if increased revenue is appropriate. Information is being gathered for the Finance Committee to review, with a summer recommendation to the Advisory Commission planned.

3) The FY98 budget recommendations from the County Judge and Mayor do not match on the requests for an additional children's outreach position and a community relations position. The Director will work with the Mayor's and Judge's representatives to resolve this.

4) Bids received for the Fairdale branch were excessive; County Public Properties is reviewing these bids and will make a recommendation for action.

5) Cecelia Wooden is acting as legislative agent for the Public Library Section of the Kentucky Library Association; funding requests would increase the state aid formula for public libraries and would include public libraries in Empower Kentucky funding.

6) WHAS radio has a Friday morning "weekend reads" segment on Wayne Perkey's show, with the St. Matthews-Eline branch staff providing the reading recommendations.

7) Corrected statistical reports will be distributed; discard those sent with the Commission packets.

New Business:

1) Resolutions honoring the contributions of Diane Pennington and Diane Porter to the Advisory Commission were distributed. Ms. Whittle moved, seconded by Ms. Wooden, that these resolutions be adopted with thanks to Ms. Pennington and Ms. Porter. The motion passed unanimously, and a framed resolution was presented to Diane Pennington. Diane Porter's resolution will be delivered to her.

2) The Commission discussed the summer meeting schedule and agreed to meet in July. The June and August meetings will be canceled. Harriet Henderson will check with Carmen Miller to see if 4:00 p.m. as a starting time for Commission meetings would meet her schedule.

The meeting was adjourned at 5:20 p.m.

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

JUNE 1997

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

JULY 1997

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
AUGUST 19, 1997**

The Louisville Free Public Library Advisory Commission met on Tuesday, August 19, 1997, at 4:30 p.m. in the board Room of the Main Library.

Present:

Mr. Harreld, Mr. Burse, Ms. Charmoli, Mr. Douglas, Ms. Miller, Ms. Whittle; Ms. Behr, the Director and the Assistant Director.

Excused: Wooden.

The Minutes of the May 20, 1997 meeting were approved as distributed.

Planning Committee: Betty Whittle reported that the Planning Committee had met, and reviewed the Horizon Research report on the focus groups. The committee has drafted an outline for the proposed public relations campaign effort, and committee members will contact other libraries to get information on other successful campaigns. They plan to bring a recommendation to the September Advisory Council meeting for approval.

Finance Committee: Ray Burse asked the Advisory Commission to approve two items. 1) The Library Foundation will conduct another annual appeal in 1998. The Finance Committee recommends the focus for the annual appeal be children's services, the Summer Reading Program, and children's books. 2) The committee recommends the expenditure of \$2,000 for a library user survey, to be conducted in October by Bill Dakan of U of L. With motion and second, the Commission approved both items.

Library Broadcasting Committee: Harriet Henderson reported no progress on the building on Fourth Street. Some employees have been transitioned from City employees to employees of the Public Radio Partnership. This process will continue until all are transferred to the Partnership. At that time, the licenses for the stations can be transferred. This transfer will require Advisory Commission approval and the approval of the Board of Aldermen. Carol Behr offered to serve on the Partnership board; library staff will also be appointed to the board to take Harriet Henderson's place.

Chairman's Report: Mike Harreld reviewed the initial discussions held with the Mayor and County Judge-Executive about a search for a new library director. Ray Burse has been named to chair the Search Committee. Commission members were asked to think of appropriate representation for the Search Committee, and to let Ray know in the near future of their suggestions. Ray will report back at the September 16 Commission meeting to establish the Search Committee and to recommend a search process. The Advisory Commission named, upon motion and second, Bill Garnar as Acting Director of the Library System upon Harriet Henderson's resignation.

Librarian's Report: Harriet Henderson reported: 1) the Foundation's conclusion of the Children's Annual Appeal for 1997 will be held August 27 at 5:00 PM. 2) Fairdale bids were still too high; County Public Properties staff and Harriet are to meet with County Commissioner Darryl Owens tomorrow to discuss the project. 3) An issue for future Commission discussion will be the ability to filter Internet access, once all 300+ PC's are installed. A staff task force will review the issues and recommend action to the Commission in the near future. 4) Ms. Henderson distributed a list of Major Library 2000 Projects to be implemented September 1997 - June 1998 (attached).

New Business: Upon motion and second, the following items were approved/accepted:

- 1) Accept: \$785 from Bon Air Friends for various books and projects
\$1,000 from Fraternal Order of eagles, large print books for Jeffersontown
\$2,500 from Middletown Friends for books on cassette.
\$2,500 from Cherokee Triangle Association for Highlands-Shelby Park
\$1,100 from Iroquois Friends for Equipment from Friends of the Library
for each library location and bookmobile.
- 2) Approve: Booksales on November 13-15 at Fern Creek, November 8, at Iroquois

Old Business: None

Adjournment. The meeting was adjourned at 5:05 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
SEPTEMBER 9, 1997**

The Louisville Free Public Library Advisory Commission met on Tuesday, September 9, 1997, at 4:30 p.m. in the Board Room of the Main Library.

Present:

Mr. Harreld, Mr. Burse, Ms. Charmoli, Mr. Douglas, Ms. Miller, Ms. Whittle, Ms. Horton, Ms. Wooden; Ms. Behr, Ms. Belt, Mr. Bowles, Mr. Rudd, the Director and the Assistant Director.

The Minutes of the August 19, 1997 meeting were approved as distributed.

Presentation:

Mason Rudd, former Board member at Jewish Hospital and Chairman of the Library foundation, presented a copy of the new history of Jewish Hospital to the Library.

Planning Committee: A recommendation was made by Ms. Wooden to 1) approve contracting with a public relations firm to promote improvements already made within the library system, to work with staff to promote the library and 2) to approve contracting with a public relations professional to act as a liaison between the library and the public relations firm. The goal of this request would be to support pre-school services and technology and to make the public aware of the tiered system within the library system. The requested budget for the Public Relations Campaign is \$350,000 (\$175,000 from the Library; \$175,000 from the Library Foundation). The Commission approved the recommendation unanimously.

Finance Committee: Ray Burse recommended that the Library Advisory Commission authorize \$125,000 from the operating fund and \$50,000 from the undesignated fund to support the public relations campaign. With motion and second, the Commission approved this item.

Ms. Horton congratulated The Planning Committee for their work on this proposal.

Search Committee: After conversations with the City and County, Ray Burse compiled and distributed a roster of the Search Committee formed to select a new Library Director. A list of committee members, a schedule, and a method of search is attached. The formation of the Search Committee was approved as presented with a recommendation by Ray Burse, seconded by Cecelia Wooden.

Library Broadcasting Committee: No report.

Chairman's Report: Mr. Harreld announced that the Library Foundation asked for and received an additional \$250,000 disbursement from the Louisville Community Foundation from the New Book Endowment. A recommendation was made by Ms. Charmoli to accept this donation, it was seconded by Ms. Whittle and approved by the Commission.

Librarian's Report: Ms. Henderson handed out information on a teleconference to be held on October 17.

New Business: Upon motion and second, the following items were accepted:

- 1) \$25,000 endowment for the purchase of books in the areas of art, music, culture; endowment in memory of Frances Shapiro-Weitzenhoffer, from estate of Esther and Dr. David Shapiro (through Fanny Rose Rosenbaum);
- 2) \$50,000 from estate of Mr. and Mrs. Harold M. Howe, Jr. (no restrictions)

Old Business: None

Adjournment. The meeting was adjourned at 5:10 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
OCTOBER 21, 1997**

The Louisville Free Public Library Advisory Commission met on Tuesday, October 21, 1997, at 4:30 p.m. in the Board Room of the Main Library.

Present:

Mr. Harreld, Ms. Charmoli, Mr. Douglas, Ms. Horton, Ms. Wooden; Ms. Behr, Mr. Bowles, Ms. Temes, and the Acting Director.

The Minutes of the September 9, 1997 meeting were approved as distributed.

A motion to approve the absences of Ms. Miller and Ms. Whittle was seconded and approved.

Planning Committee:

Ms. Wooden reviewed the proposal of Jenan Dorman for structuring a public information campaign. Ms. Wooden moved that the Planning Committee be empowered to proceed with a contract, not to exceed \$10,000.00 and subject to the approval of the Committee, after further review at its October 29, 1997 meeting. The motion, seconded by Ms. Horton, was approved.

Finance Committee:

No Report.

Library Broadcasting Committee: No report.

Search Committee: Advertisements have appeared in several professional periodicals and are scheduled to appear in others.

Chairman's Report: Mr. Harreld inquired as to plans of the Louisville Visual Arts Association. The Acting Director indicated a meeting with the Association was to be scheduled in December to discuss its plans for moving programs from the Main Library to another location.

Librarian's Report: Mr. Garnar reported on Technology Project progress and reviewed finances. A prototype business web page has been developed. The Park-DuValle project is also proceeding.

New Business: Upon motion and second, the following items were accepted:

1. \$785 from Bon Air Friends for books, program speaker, etc.,
2. \$1,000 from Fraternal Order of Eagles for large print books at Jeffersontown
3. \$2,500 from Middletown Friends for unabridged books on tape
4. \$2,500 from Cherokee Triangle for Highlands-Shelby Park branch
5. \$1,100 from Iroquois Friends for paperback rack
6. \$2,100 from St. Matthews/Eline Friends for paper back rack, bookmarks, etc.,
7. \$10,000 from the Foundation as an endowed fund in honor of Harriet Henderson

Upon motion and second, the following branch fundraising activities were approved:

1. Fern Creek Friends Booksale, November 13-15, 1997
2. Iroquois Friends Booksale, November 8, 1997
3. Southwest Friends sale of bookbags and t-shirts

Mr. Harreld reviewed future possible changes in the makeup of the Commission and stressed the need for pursuing early replacement or reappointment of Commission members.

Old Business: None

Adjournment. The meeting was adjourned at 5:25 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
November 18, 1997**

The Louisville Free Public Library Advisory Commission met on Tuesday, November 18, 1997, at 4:30 p.m. in the Board Room of the Main Library.

Present:

Mr. Harreld, Ms. Charmoli, Mr. Douglas, Ms. Horton, Ms. Wooden; Ms. Whittle; Mr. Burse; Ms. Behr; Ms. Temes; Mr. Bowles, and the Acting Director.

The Minutes of the October 21, 1997 meeting were approved as distributed with a motion by Ms. Charmoli and a second by Ms. Wooden.

A motion to approve the absence of Ms. Miller was seconded and approved.

Planning Committee:

Ms. Wooden announced that the contract with Jenan Dorman will proceed pending approval with the City, beginning with Phase I in January 1998, which includes studying the area of growth, user market and recommending a plan of action.

Finance Committee: No Report.

Library Broadcasting Committee: No report.

Search Committee: Mr. Burse announced that seventeen (17) applicants have been received for the director's position. There will be a Search Committee meeting on Thursday, November 20, 1997 to review applications.

Chairman's Report: Mr. Harreld announced that the Library Foundation has four (4) new members; and that seven (7) board members have stepped down. Mr. Harreld also announced that the Technology Campaign cash flow is currently meeting needs.

Librarian's Report: Mr. Garnar announced that the library will participate in the 10th Annual Kentucky Harvest celebration by conducting a "Cans for Fines" program. Mr. Garnar also announced that the library will be closed on December 5 for Staff Development Day and that the Commission members are invited to attend. The keynote speaker will be Mary Somerville, a former LFPL employee, currently director of the Miami-Dade County Public Library. Other announcements included; the contract for the Fairdale Branch Library had been approved and renovations will begin shortly; results of an Internet survey of patron's received a positive response; and installation of new wiring for the main library will be completed in December.

New Business: Upon motion by Ms. Wooden and second by Ms. Horton the following item was approved.

1. Friends Booksale (November 21-23, 1997)

Old Business: Mr. Harreld announced there would be no regular Advisory Commission meeting in December. A special Commission meeting may be called, at the discretion of the Search Committee.

Adjournment. The meeting was adjourned at 5:00 p.m.

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

DECEMBER 1997

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

JANUARY 1998

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

FEBRUARY 1998

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

MARCH 1998

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

APRIL 1998

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
May 19, 1998**

The Louisville Free Public Library Advisory Commission met on Tuesday, May 19, 1998, at 4:30 p.m. in the Board Room of the Main Library.

Present:

Ms. Charmoli, Dr. Douglas, Ms. Horton, Ms. Whittle, Mr. Burse, Ms. Wooden, the Director and the Assistant Director. Also present were Ms. Behr, Ms. Temes, and Ms. Varble.

A motion to approve the absence of Ms. Weinstein was seconded and approved. Representative Jordan was absent. Ms. Whittle announced that she will not be attending the June and July Commission meetings and wished to be excused.

Mr. Burse presided.

Minutes:

The minutes of the April 21, 1998 meeting were approved as distributed, upon a motion by Ms. Whittle, which was seconded by Ms. Horton.

Chairman's Report:

Mr. Burse reported that the Fairdale Branch Grand Opening was a success. Mr. Burse also noted that the Library Foundation would be setting up a committee to meet with the Community Foundation concerning the New Book Endowment.

Librarian's Report:

Mr. Buthod noted that the City Law Department was drafting a license transfer agreement and a lease with the Public Radio Partnership. A Law Department opinion has indicated space is a library asset and leases are necessary.

Mr. Buthod also stated that he would meet with enTech, an agency currently located at the Main Library, to discuss the lease of their space, possibly in exchange for providing in-kind services to library patrons.

It was the sense of the Commission that Mr. Buthod should resume discussions with Louisville Visual Arts Association, which were begun by the Library in August 1997. Ms. Henderson and Commission member Ms. Wooden met with LVAA Executive Director John Begley and told him the LVAA needed to move from the library by the end of the 1997-98 fiscal year. The point of the renewed discussions is still to be to end LVAA's tenancy at the library.

Mr. Buthod said that he has received information that the Gates Library Foundation will provide computers/software to libraries in all Kentucky counties. He will keep the Commission posted, as more information becomes available.

The Director also announced that staff and the Technology Advisory Committee will review the debit card system (LINCard). The LINCard system has produced far less revenue than was anticipated and has cost far more to implement and operate than it has brought in. Mr. Buthod also said he had serious concerns about the effect the system was having on service to our patrons.

A staff committee has been formed to review the overdue book collection practices currently in use. Mr. Buthod will report the results of both efforts to the Commission.

Mr. Buthod reviewed the status of the 1999 Capital Budget and Operating Budget Enhancements requests. The commission discussed the proposal to re-fund the Community Relations Manager position. Funding for the position was not included in the budget proposal from the County Judge/Executive. Mr. Buthod said he felt the position is still needed and proposed looking at internal realignment to bring it about. He said that additional state funding this year should allow him the flexibility he needed to reinstate the position. The Commission indicated agreement.

The County Judge/Executive's budget proposal also recommended funding for an additional bookmobile, expanding the Children's Outreach Program and making minor facilities improvements at Middletown and Main.

Mr. Buthod announced that the Library would host a PAGE RECRUITMENT DAY on May 30, 1998, at the Main Library.

New Business:

Upon motion by Ms. Charmoli and second by Ms. Horton, the following item was accepted.

Accept:

1. \$5,000 bequest of Betty Embry Williams to be used for the purchase of hardcover fiction.

Upon motion by Ms. Whittle and second by Ms. Charmoli, the following item was approved.

Approve:

1. Friends of the Library Booksale: June 12-14, 1998.

Old Business:

Ms. Horton announced that the plans for the Mike Harreld reception were continuing at a satisfactory pace. Ms. Horton also suggested that the Commission present Mr. Harreld with a book signed by Commission members and purchase books for the library in his honor.

Adjournment

There being no further business, the meeting adjourned at 5:41 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
June 16, 1998**

The Louisville Free Public Library Advisory Commission met on Tuesday, June 16, 1998, at 4:30 p.m. in the Director's Office at the Main Library.

Present:

Mr. Burse, Ms. Horton, Ms. Weinstein, Dr. Douglas, Ms. Charmoli, Representative Jordan, the Director and the Assistant Director. Also present was Ms. Behr.

A motion to approve the absences of Ms. Whittle and Ms. Wooden was seconded and approved.

Mr. Burse presided.

Minutes:

The minutes of the May 19, 1998 meeting were approved as distributed, upon a motion by Ms. Weinstein, which was seconded by Ms. Charmoli.

Chairman's Report:

No Report.

Librarian's Report:

Mr. Buthod announced that the lease on the Fern Creek Library is up in August. There are limitations with the current space. County and Library staff are looking into the possibility of alternative locations and will advertise for bids.

Mr. Buthod announced that Darlene Roby has been temporarily assigned as Technology Project manager. She will coordinate all aspects of the project in order to resolve staging and other implementation problems. The assignment is anticipated to last six to twelve months. Ms. Roby's prior position was Manager of Branch Services.

Mr. Buthod announced that contract negotiations with AFSCME would begin next month.

Mr. Buthod informed the Commission as to the number of staff vacancies at all levels. In order to expand the pool of applicants and expedite selection, Library staff were holding a page recruitment day and Jean Varble would be attending the ALA conference in order to recruit professional staff. Other strategies and partnerships will be tried in the future in order to address the problem.

Mr. Buthod noted he and staff had participated in a Habitat for Humanity work party and that he and his wife had hosted two luncheon meetings for managers from around the system.

Mr. Buthod announced that the Friends Semi-Annual booksale this past weekend raised \$17,800 and was the most successful sale to date.

Mr. Buthod announced that the Library Foundation and the Louisville Community Foundation have resolved their disagreement regarding the distribution limits on the Library Foundation's New Book Endowment.

Mr. Buthod provided an update on the status of Main Library tenants. The Library will negotiate an in-kind lease with EnTech. Louisville Visual Art Association indicated they will vacate their space at the end of the year (December 31, 1998).

New Business:

The consensus of the commission was to not meet in July. The next regularly scheduled meeting of the Library Advisory Commission will be Tuesday, August 18, 1998, 4:30 p.m.

Old Business:

A motion to expend \$1,000 to purchase books in honor of Michael Harreld was made by Dr. Douglas and seconded by Ms. Horton. All books will bear a nameplate honoring Mr. Harreld's work with the Library.

A copy of **Library Builders** was signed by Advisory Commission members present and will be presented to Mr. Harreld at a reception following the meeting.

Adjournment

There being no further business, the meeting adjourned at 5:11 p.m.

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

JULY 1998

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
AUGUST 18, 1998**

The Louisville Free Public Library Advisory Commission met on Tuesday, August 18, 1998, at 4:30 p.m. in the Board Room at the main Library.

Present:

Ms. Charmoli, Dr. Douglas, Ms. Horton, Representative Jordan, Ms. Weinstein, Ms. Whittle, and Ms. Wooden. Also present were the Director, Assistant Director, and Ms. Temes.

A motion to approve the absence of Mr. Burse was made, seconded and approved.

Ms. Horton presided.

Minutes:

The minutes of the June 16, 1998, meeting were approved as distributed, upon a motion by Ms. Charmoli, which was seconded by Ms. Whittle.

Chairman's Report:

At Ms. Horton's request, Mr. Buthod reported on the Library Foundation meeting which took place at noon. Funding for several Library projects was discussed.

Director's Report:

Mr. Buthod reported the State's Empower Kentucky program would supply the Library with 16-20 computers. The Gates Library Foundation program, which has been delayed to January 1999, could supply the Library with as many as 80 computers.

Mr. Buthod also reported that Main terminals had been replaced by computers, all having access to the Internet. Several branches have also had terminals replaced by computers and all branches should be completed by October 1, 1998. The project will make databases accessible at all library locations as well as at remote locations via the Internet. To that end library staff are developing the Library's web site. Staff will pursue a suggestion of Ms. Weinstein that the Library become an access point for Internet based information on candidates and elections.

Mr. Buthod also reported the Library and County were reviewing the bids received for leased space for the Fern Creek Branch.

The Summer Reading Program wrap-up is scheduled for 5:30, August 26, 1998. Participation in the Summer Reading Program was 27,630, an increase of 8.6% over 1997.

New Business:

The Fern Creek Branch Booksale, November 12-14, 1998, was approved upon a motion by Ms. Charmoli, which was seconded by Ms. Whittle.

The Friends of the Library Booksale, October 23-25, 1998, as approved upon a motion by Ms. Wooden, which was seconded by Ms. Whittle.

Mr. Buthod requested approval for disposal of remaining Special Collections materials by turning them over to Sotheby's for auction. Proceeds of the sale would be returned to the Library's restricted accounts to be used for the enrichment and promotion of the Library's collections. Ms. Charmoli so moved. Ms. Wooden seconded the motion, which passed unanimously.

A bequest of \$2,000 from Mrs. Louis Moseson was accepted, upon a motion by Ms. Wooden, which was seconded by Ms. Weinstein.

Old Business:

Mr. Buthod announced the First Annual Staff Recognition Event would be held on September 25, 1998, will be held at Jewish Hospital, thanks to the support of The Friends, The Foundation and the Mason Rudd Heart and Lung Center.

Commission members thanked Ms. Horton for organizing the reception for Mr. Harreld.

Adjournment:

There being no further business, the meeting adjourned at 5:20 p.m.

9180W

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
September 15, 1998**

The Louisville Free Public Library Advisory Commission met on Tuesday, September 15, 1998, at 4:30 p.m. in the Board Room at the main Library.

Present:

Mr. Burse, Dr. Douglas, Ms. Horton, Ms. Charmoli, and Ms. Whittle. Also present were the Director, Ms. Temes and Ms. Behr.

A motion to approve the absences of Ms. Wooden, Representative Jordan and Ms. Weinstein was made, seconded and approved.

Mr. Burse presided.

Minutes:

The minutes of the August 18, 1998, meeting was approved as distributed, upon a motion by Ms. Horton, which was seconded by Ms. Charmoli.

Finance Report:

Ms. Horton distributed a copy of the preliminary year-end financial review (copy attached). Ms. Horton announced that the Finance Committee has had a request from the Library Foundation to review investment objectives of the Library Advisory Commission's quasi-endowment funds held at the Community Foundation of Louisville. The Finance Committee reported out that the LAC appreciates being consulted periodically on the performance of these funds and that it has every confidence in the Library Foundation and their continuing stewardship of Library investments. Ms. Horton suggested that as the Library Foundation makes changes in the investment objectives of its own funds, they consider whether such changes are also appropriate for the quasi-endowments. Further, the Library Advisory Commission would like to be informed by the Library Foundation of any major changes in the status or the management of the quasi-endowment funds. The Library Commission as a whole then endorsed the report from the Finance Committee.

Chairman's Report:

No Report.

Director's Report:

Mr. Buthod reported that Jefferson County Public Properties is working with a bidder to negotiate space and rent for the Fern Creek Library at a new location about a mile farther out Bardstown Road. The new space will provide a larger library right away with the potential for later expansion.

Mr. Buthod also noted that the first Staff Recognition Event would be held September 25, 1998 at the Mason Rudd Conference Center. He invited Commission members to attend.

Old Business:

Mr. Buthod announced that the next stage in the transfer of licenses and equipment of the radio stations was to obtain authorization from the Board of Aldermen and the Mayor. At the same time, the Board will be asked to authorize the City to enter into a lease with the Public Radio Partnership for the space in the Main Library. The Commission voted its support for the Board of Aldermen's anticipated action to proceed with the transfer and lease arrangements.

Adjournment:

There being no further business, the meeting adjourned at 4:47 p.m.

9180X

9180X

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
October 20, 1998**

The Louisville Free Public Library Advisory Commission met on Tuesday, October 20, 1998, at 4:40 p.m. in the Board Room at the Main Library.

Present:

Mr. Burse, Dr. Douglas, Ms. Whittle, and Ms. Wooden were present. Also present were the Director, the Assistant Director, Ms. Behr, and Ms. Temes.

The excused absences of Ms. Horton, Ms. Weinstein and Ms. Charmoli were approved. Representative Jordan was also absent.

Mr. Burse presided.

Minutes:

A motion to approve the minutes of the September 15, 1998 meeting as distributed was made by Ms. Whittle, seconded by Ms. Wooden and approved unanimously.

Finance Report:

No Report.

Chairman's Report:

No Report.

Director's Report:

Mr. Buthod reported that 17 LFPL staff members went to the Gates Library Foundation grant training in Lexington on October 14, 1998. He noted that the grant application is currently being developed and will be sent in next week. If the grant is received, LFPL will receive approximately \$300,000 in cash; 3 years of technical support; installation support; training, and approximately \$1700 worth of free software installed on each of 100 public access computers. If a grant is awarded to LFPL, implementation would begin in the first quarter of 1999.

Mr. Buthod also announced that the library is the recipient of a \$63,000 Empower Kentucky Grant. This grant money will be used to purchase computers and will be implemented along with the Gates Library Foundation grant installation.

Mr. Buthod noted that the Library 2000 Technology Implementation is nearly complete and that the Computer Services team is currently working through technical glitches. He has received positive reports from staff and patrons of several branches about the new databases and the Internet access, but there have also been problems. Technical issues have caused printing difficulties at most locations; the Computer Services Department is working on those as a top priority.

Internet content issues have also arisen as some patrons have overcome the filtering software to get access to "adults only" sexual images. Library staff continue to tune the filtering software and are now trying different approaches to talking with patrons whose use of the Internet interferes with other

users or staff. Chairman Burse reiterated the Library Advisory Commission's earlier position that the Library would take what reasonable measures it can in this area but that it also expects parents to take responsibility for their own children's use of the Internet.

Since the Library Foundation voted to sponsor library school scholarships for employees, Mr. Buthod has met with Hannelore Rader, University Librarian from the University of Louisville, and Dr. Tim Sineath, director of the University of Kentucky Graduate School of Library and Information Science. The purpose of the meetings was to urge UK to provide library science classes in Louisville. Mr. Buthod reported encouraging progress with UK agreeing in principle to an arrangement whereby students would be able to take half of their courses in the Louisville area. Courses would be taught by UK faculty, adjunct instructors from the Louisville library community, as well as through live television instruction. The University of Louisville has been very supportive of the effort, offering classroom space and library privileges free of charge and technology support at cost.

Mr. Buthod reported that the Louisville Community Development Bank notified the library that a \$50,000 Certificate of Deposit which the library has at the bank has come up for renewal. It was the consensus of the commission to leave the Certificate of Deposit at the Louisville Community Development Bank. Mr. Burse did not participate in the discussion because of a potential conflict of interest.

Mr. Buthod announced that the Library Foundation will conduct a scaled down appeal this year and that Children's Programming will be the theme and benefactor. Also noted was that the Library Foundation, on the Library's behalf, has applied for a grant from the UPS Foundation in Atlanta.

Old Business:

Mr. Buthod announced that the Library has requested that the Public Radio Partnership Asset Transfer Agreement be amended to give the City and the Library terms parallel to the terms agreed to with the University of Louisville. Specifically, three terms are sought:

- 1) that the Public Radio Partnership will develop new broadcast programs highlighting the Louisville Free Public Library;
- 2) that the Public Radio Partnership board will include at least 25% representation from appointees from the Mayor of Louisville; and
- 3) that program advisory committees for the three radio stations reflect the interests of the City and the Library. The proposal is working its way through the Public Radio partnership board.

Mr. Buthod informed the commission that the Louisville Visual Arts Association is requesting another six-month extension on their plan to vacate the offices located on the 3rd floor of the South Building. After considerable discussion, the commission reached the consensus that since the LVAA had originally agreed in August 1997 to vacate the space, no further extension beyond January 31, 1999 is warranted.

Adjournment:

There being no further business, the meeting adjourned at 5:20 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
November 17, 1998**

The Louisville Free Public Library Advisory Commission met on Tuesday, November 17, 1998, at 4:45 p.m. in the Board Room at the Main Library.

Present:

Mr. Burse, Ms. Horton, Ms. Weinstein and Ms. Whittle were present. Also present were the Director, the Assistant Director and Ms. Behr.

Ms. Charmoli, Ms. Wooden, Representative Jordan and Dr. Douglas were absent.

Mr. Burse presided.

Minutes:

A motion to approve the minutes of the October 20, 1998 meeting as distributed was made by Ms. Whittle, seconded by Ms. Weinstein and approved unanimously.

Finance Report:

No Report.

Chairman's Report:

Mr. Burse recommended, and it was the consensus of the commission, that a revised Library Advisory Commission meeting schedule be implemented to include branches for the 1999 year. See Attachment A.

Director's Report:

Mr. Buthod reported that the Library 2000 Technology Implementation has been completed and that all 17 locations have received new equipment, new operating systems, new servers and new datalines.

Mr. Buthod noted that the web site rollout will take place on December 8, 1998. Mr. Buthod gave a brief description of the databases currently available on the web site.

A discussion about getting a public relations person to handle public relations for the rollout was discussed. Mr. Burse and Ms. Horton said they would seek public relations assistance for the project.

Mr. Buthod announced that the library and AFSCME have a new contract, pending approval by the Board of Aldermen, that gives a 3.75% increase across the board for all members and an additional increase for librarians of approximately 4%. Some of the other features of the contract are a change in the nepotism clause, which will allow the library to hire relatives of current staff; and a pay raise for pages in the second year of the contract.

Mr. Buthod informed the commission that Barnes & Noble has bought Ingram, one of the major book wholesale vendors for the library.

Mr. Buthod also noted that Baker & Taylor has submitted a proposal to process new books for the Library for approximately \$3.20 per book. The proposal covers only special project money from the Foundation, not the routine and customary flow of books purchased with City and County funds.

Mr. Buthod also announced that the Scholarship Program was given final approval by the Library Foundation at their board meeting today.

Old Business:

Ms. Horton reported that the Finance & Investment Committee of the Library Foundation has made the following recommendation: "Recommended new investment objectives to the Community Foundation for the Library Quasi-Endowment Fund. Objectives to mirror those of the New Book Endowment Fund both now and in the future per request of the Library Advisory Commission unless otherwise notified." This recommendation was approved by the Library Foundation as a whole at its November 17 meeting.

New Business:

Upon motion by Ms. Weinstein and second by Ms. Horton, the following items were accepted:

1. \$1,000 bequest from Helen S. Helman
2. Estate of Robert Fink, approximately \$105,033 to be paid at 60% by 12/31/98 and remainder after claims against estate are resolved.
3. Estate of Edith Luhn, up to \$11,600.

Adjournment:

There being no further business, the meeting adjourned at 5:35 p.m. A demonstration of the new electronic library was held in the director's office for commission members.

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

DECEMBER 1998

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
January 19, 1999**

The Louisville Free Public Library Advisory Commission met on Tuesday, January 19, 1999, at 4:50 p.m., at the Bon Air Regional Branch, 2816 Del Rio Place.

Present:

Mr. Burse, Representative Jordan, Ms. Horton, Mr. Neal, Ms. Wooden, Ms. Charmoli, Ms. Weinstein, and Ms. Whittle. Also present were the Director, the Assistant Director and Ms. Behr.

Dr. Douglas' absence was excused.

Mr. Burse presided.

Minutes:

A motion to approve the minutes of the November 17, 1998 meeting as distributed was made by Ms. Horton, seconded by Ms. Whittle and approved unanimously.

Staff Report:

Charles Harris, Bon Air Regional Branch Manager presented staff members and thanked the commission and library administration for their hard work and support of all branches and services.

Chairman's Report:

Mr. Burse welcomed new County-appointed commission member Steve Neal. Mr. Neal is with the Jefferson County Teachers Association. Mr. Neal thanked commission members for the warm welcome.

Mr. Burse welcomed the Mayor's new liaison to the commission, Carol Behr. He also indicated that he would be reviewing committee assignments and if commission members had any preference to relay that to the director.

The Chairman also announced that the public rollout of the Library 2000 technology initiative and the www.lfpl.org web site on December 8, 1998 was a huge success.

Planning Committee:

The Planning Committee met just prior to the Advisory Commission meeting and submitted the following recommendations for the development of a strategic plan.

1. Direct the library director to begin a strategic planning process for the library to include the following areas: a building needs assessment and a deferred maintenance plan; a public services plan; staffing plan; further technology development; an architectural plan for renovation of the Main Library; and an examination of the finances and governance of the library system.
2. Direct the director to begin the process for procuring professional services firms to aid in the planning.

3. Invite the Planning Committee to make recommendations to the Commission for planning expenditures at the next or earliest possible meeting of the Board.

After questions and discussion by all Commission members, the Planning Committee's recommendations were approved as presented.

Director's Report:

Mr. Buthod reviewed the new organization chart as distributed (copy attached). He also announced the appointment of Catherine Ashabraner, Community Relations Manager, to the Library.

Mr. Buthod gave a brief review of the Gates Library Foundation grant that was offered to the library on December 29. The grant was in the amount of \$236,000 for the purchase of public access computers in all seventeen libraries. Significant restrictions on the use of those computers, however, caused the director to decline the grant by letter on January 8. The library had not yet heard any response from Gates Library Foundation by the date of the Commission meeting.

The director announced that the recipients of the first Library Foundation Scholarships were Amy Lorson, a current Library Assistant, who will continue her education at the University of Kentucky, and Julia Horne, who is attending IU full time. Both recipients have committed to working at the Library for a specific amount of time in return for tuition assistance. He also said that the UK School of Library and Information Science has committed to teaching a minimum of one class each semester in the Louisville area. Mr. Buthod commented that LFPL's need for librarians can only be expected to grow more severe as national trends reflect that public librarians are retiring or leaving the profession at a rate five times faster than new graduates are entering public libraries.

A new library card enrollment campaign targeted for six- and seven-year-olds will be held this fall. This campaign will include incentives for coming to the library and using the new card and a notice to parents that their child now has a library card.

The director announced that the library would step up its programs to support learning needs of people entering the workforce and those attempting to improve job skills. The library will begin by increasing its purchase of books and other materials in this area.

The Library is also working with the Community Resources Network to make their databases web ready and available to library patrons.

The Library will move forward with plans to create computer labs in several libraries. The director will meet with the local community colleges about holding programs in these labs.

New Business:

Mr. Burse announced that Governor Patton would present a \$10,000 grant to the Okolona Library on January 22, 1999 at the Southeast Government Center.

Adjournment:

There being no further business, the meeting adjourned at 5:48 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
February 16, 1999**

The Louisville Free Public Library Advisory Commission met on Tuesday, February 16, 1999, at 4:30 p.m. in the Board Room at the Main Library.

Present:

Mr. Burse, Representative Jordan, Ms. Horton, Mr. Neal, Ms. Charmoli, Dr. Douglas, Ms. Weinstein, and Ms. Whittle. Also present were Craig Buthod, Bill Garnar, Ms. Carol Behr (City Representative), Ms. Sharon Martin (County Representative) and Sandra Murphy.

Ms. Wooden's absence was excused.

Mr. Burse presided.

Minutes:

A motion to approve the minutes of the January 19, 1999 meeting as distributed was made by Ms. Horton, seconded by Representative Jordan and approved unanimously.

Planning Committee:

Ms. Charmoli gave the report in the absence of Ms. Wooden.

Two recommendations were submitted for the commission's approval.

1. That the library contract with Shandwick USA, Inc., to develop a five-year strategic plan for a fee not to exceed \$40,000. The Commission approved the recommendation as put forward by the committee.
2. That a detailed needs assessment of all library buildings be done to find out the status of their physical condition. The director and assistant director Jean Varble are currently interviewing architectural firms. The Finance Committee has approved the expenditure of not more than \$150,000 for this project. The Commission approved the recommendation as put forward by the planning committee.

Finance Committee:

The Finance Committee met just prior to the Advisory Commission meeting. Ms. Horton presented the following items for discussion.

1. The Finance Committee was confident that funding for the strategic planning recommendations made by the Planning Committee would be available from the Library Commission's quasi-endowment funds.
2. The library's 1999-2000 budget request must be submitted for County and City consideration during the next three weeks. Three proposed items for expansion were discussed by the committee and put forward to the Commission: expansion of branch open hours and an increase in Sunday hours; "Library After Hours" activities aimed at

young people and their families; and facilitated book discussion programs targeting seniors in retirement homes, as well as other hard-to-reach populations. The Commission urged the director to take these proposals forward with the County and the City.

Chairman's Report:

Mr. Burse reported that the Library Foundation Board met earlier this day and noted that the Annual Children's Appeal is underway. The Foundation hopes to raise \$125,000 by June 30, 1999.

Mr. Burse also noted that the Foundation is again sponsoring the Summer Reading Program with significant support from LG&E.

Librarian's Report:

1. Mr. Buthod reported that he met with the presidents of Jefferson Community College and Jefferson Technical College to develop a strategic alliance between the library and the colleges. The colleges were quite interested in entering into a contract with the library for the colleges to provide teaching assistance in library computer labs. Mr. Buthod also said that the colleges were interested in providing the library with on-line information about their classes, public programs and seminars, as well as possible online registration.
2. Mr. Buthod updated the commission on the status of the Gates Library Foundation grant. He noted that after LFPL pulled out of the program because of restrictions, the GLF asked him if our library would accept a grant if the foundation changed their guidelines and eliminated certain restrictions from the grant. Mr. Buthod told the foundation that we would. GLF will now be giving the library approximately \$191,000 in cash to purchase computers for all seventeen libraries, as well as providing free software for all the computers GLF funds. Some of the Gates-funded computers will be used to equip four new computer labs to be built in the libraries this spring.
3. Mr. Buthod reported that the Universal Service Fund grants administered by the Federal Communications Commission have been announced and that LFPL will receive \$461,000. That amount is approximately 20 times the average amount expected by libraries our size.
4. Mr. Buthod distributed a copy of Globe magazine that featured an article about the Audrey Knauer estate in which LFPL has been named a contingent beneficiary, behind Mr. Charles Bronson. (Copy attached).
5. Mr. Buthod noted that Louisville Visual Art Association vacated their space on the 3rd floor of the south building effective 1/31/99.
6. Mr. Buthod invited all commission members to attend a program being held at the Western Branch on Friday, February 19, 1999. The program will feature pediatric neurosurgeon Benjamin S. Carson, M.D. of Johns Hopkins University Medical Center, who will speak to Louisville youth about how libraries and reading changed his life.

New Business:

Upon motion by Ms. Charmoli and second by Ms. Weinstein, the following item was approved.

1. Friends Annual Book Sale, June 4, 5, 6, 1999, First Unitarian Church.

Upon motion by Ms. Whittle and second by Dr. Douglas, the following item was approved.

1. Okolona Boosters Silent Auction, April 19-24, 1999, Okolona Branch.

Adjournment:

There being no further business, the meeting adjourned at 5:08 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
March 16, 1999**

The Louisville Free Public Library Advisory Commission met on Tuesday, March 16, 1999, at 4:30 p.m. at the Shawnee Branch Library.

Present:

Mr. Burse, Ms. Horton, Ms. Charmoli, Dr. Douglas, Ms. Weinstein, Ms. Whittle and Ms. Wooden. Also present were Director Craig Buthod, Assistant Director William Garnar, Assistant Director Jean Varble, Ms. Carol Behr (City Representative), Ms. Sharon Martin (County Representative).

A motion to approve the absences of Representative Jordan and Mr. Neal was made by Ms. Whittle, seconded by Ms. Wooden and approved unanimously.

Mr. Burse presided.

Staff Report:

Ms. Raamesie Umandavi, Shawnee Branch Manager, gave a brief report on the branch's efforts to increase awareness in the community.

Minutes:

A motion to approve the minutes of the February 16, 1999 meeting as distributed was made by Ms. Wooden, seconded by Ms. Whittle and approved unanimously.

Planning Committee:

Ms. Wooden introduced Allan Cowen, President and CEO of Fund for the Arts. Mr. Cowen then gave a brief presentation on the proposed Broadway Corridor Development project. (A copy of concept outline distributed by Mr. Cowen is included.) The plan proposes the beautification of Broadway for several blocks in either direction from the main library. A landscaped approach from Broadway to the library's north entrance is also envisioned in the plan.

Librarian's Report:

1. Mr. Buthod distributed the UK published brochure recruiting students into the joint UK, JCPS, LFPL and UL Library & Information Science program of library science classes to be offered in Louisville. He also noted that two informational sessions for prospective students would be held on April 21 at the Main Library and Gheens Academy.
2. Mr. Buthod updated the Commission on the status of the library's budget proposal. He noted that the budget proposal has been submitted to the County and that the City's deadline for a budget submittal is later in the week.

3. Mr. Buthod called the Commissioners' attention to several key items in the budget proposal. The library is requesting funds to extend the open hours in all branch libraries so that they would all be open every school night, as well as extending hours at other times when patrons tell us they expect the library to be open. He also described the request for funds to extend Sunday hours through the summer and to add five additional branches to the Sunday schedule. Finally he called attention to the proposal to create homework centers in several libraries. That proposal includes matching funds from the Library Foundation, with the Foundation matching the proposed first year's City-County expenditure of \$207,000. As proposed, if the public dollars are budgeted to pay staffing expenses, the Foundation will contribute an equal amount to buy special collections of books and other materials and will buy any needed computers for the homework centers.
4. Mr. Buthod discussed with the Commission whether to bring to the Foundation any major new initiatives that would require the Foundation to raise funds in the community. After brief discussion, it was decided that the library's strategic planning process would result in the identification of many new needs for Foundation support, and that trying to name those needs now could undercut the planning process and the public participation in it. The Commission agreed that the Foundation's Annual Children's Appeal was a major contribution to the library and that the library would be grateful if the Foundation would continue it for at least one more year.
5. Mr. Buthod reviewed the newspaper articles included in the packet and reported that the publicity on the Audrey Knauer bequest involving Charles Bronson and the library had been reported on television as far away as Lima, Peru.

New Business:

Mr. Burse noted that although the commission is not engaged directly in the budget presentations to the City and the County, they might need to attend such meetings in the future to show their support. He also noted that he hoped the Mayor and the County Judge would take advantage of the wave of good publicity generated by a successful library and participate in library activities as opportunities are presented.

Ms. Horton commented that perhaps the Commissioners *should* become more involved in the budget process and advocate for the library in whatever way they can. She also encouraged Ms. Behr and Ms. Martin, as representatives of the Mayor and Judge/Executive, to call on the Commissioners for any additional support that is needed when the library's budget comes before the Mayor and Judge/Executive for decisions.

Mr. Buthod noted that the first of three focus groups to be held on children's services was held on March 8 and attracted 20 community members involved in services to children. The second focus group will be held on March 18 with a 3rd focus group targeting children and teenagers on March 24.

A motion to accept \$175,677 from the Gates Foundation was entered by Ms. Whittle, seconded by Ms. Wooden and approved unanimously.

Old Business:

Mr. Buthod announced that the interviewing of contractors to do a building needs assessment has been completed. The contractor chosen was Lockett and Farley with an estimate of \$58,600. Other companies interviewed were Louis & Henry, Tucker & Booker and Presnell & Associates. All four companies are under contract with the City and have met the City's contracting requirements for affirmative action and minority subcontractor participation on past projects.

Mr. Buthod also announced that the strategic planning contract with Shandwick USA has been submitted to the City for approval by the Board of Aldermen.

Cecelia Wooden said she would approach the chair of the Jefferson County legislative delegation to get library commissioners on the delegation's agenda for their April meeting

Adjournment:

There being no further business, the meeting adjourned at 5:30 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
April 27, 1999**

The Louisville Free Public Library Advisory Commission met on Tuesday, April 27, 1999, at 4:00 p.m. in the Board Room of the Main Library.

Present:

Mr. Burse, Ms. Horton, Dr. Douglas, Ms. Weinstein, Ms. Whittle and Ms. Wooden. Also present were Director Craig Buthod, Assistant Director Jean Varble, and Susan Moore, Children's Services Manager.

Mr. Neal, Ms. Charmoli and The Honorable Eleanor Jordan were absent.

Mr. Burse presided.

Minutes:

A motion to approve the minutes of the March 16, 1999 meeting as distributed was made by Ms. Horton, seconded by Ms. Wooden and approved unanimously.

Staff Report:

Ms. Moore unveiled the 1999 Summer Reading Program theme "Your Library Presents...The Art of Reading." Ms. Moore distributed samples of the reading incentives that children can earn this summer by reading 10 or more books. Prizes included yo-yo's and kazoos. (Advisory Commission Members present then held an impromptu concert.) She noted that last year over 28,000 children participated and over 10,000 children completed the program. This year the Summer Reading kickoff will be held at the Speed Museum on June 5, 1999. The Kentucky Center for the Arts is hosting the 3-hour finale in August; WHAS and LG&E are producing a TV spot; The Slugger Museum is donating 18 personalized bats for prizes.

Planning Committee:

Ms. Wooden noted that the planning committee met with consultant Joan Riehm on April 13 to summarize the results of a planning study of the library's services for children, conducted by consultant Joan Riehm. Commissioners then discussed the study at some length. A copy of the executive summary is attached.

Librarian's Report:

1. Book Discussion Kits – Mr. Buthod showed one of the new kits to commission members. Dr. Douglas suggested a tie-in with UofL professors.
2. The Director announced that the state is launching a virtual university providing courses via the Internet. Kentucky would like the library to make terminals available to students. The announcement of the KVVU (Kentucky Virtual University) will be May 17, 1999.
3. Mr. Buthod announced that the new Fern Creek Branch would open on or about June 1 with grand opening ceremonies being held Monday, June 7, 10:00 a.m. A copy of the schedule

for Fern Creek's closing and re-opening is attached.

4. The Director discussed the Strategic Alliance with Jefferson Community and Technical colleges. A copy is enclosed.
5. Mr. Buthod noted that the County budget would be announced on April 29, 1999 and that the County had asked the library to cut supply and contractuals categories of their submitted budget by 10%. Mr. Burse asked commission members, if the library budget was cut, to stay informed and connected and to appeal to Fiscal Court members on behalf of the library.

Chairman's Report:

1. Mr. Burse announced that the Foundation is developing planned giving policies for people who would like to include the library in their wills and estates. As part of these discussions, the staff has been asked to collect policies from libraries and universities on the question of naming facilities after donors. The Library Commission will then develop a naming policy in consultation with the foundation. Mr. Burse indicated his belief that the Library Commission was the appropriate body for passing such a policy, rather than one of the elected bodies.
2. Action Taken: Jean Varble and Craig Buthod will continue to be authorized to co-sign checks for the Library Commission's Restricted Fund (with Bill Garnar signing in the absence of either of them). The chair of the Finance Committee will henceforth open and review bank statements on these accounts to confirm they have been properly co-signed.
3. Mr. Burse reviewed the one-year performance appraisal of Mr. Buthod, indicating that Mr. Buthod has set new standards and exceeded all expectations.

New Business:

A Community Forum on the Governor's Task Force on Early Childhood Development will be held on May 18th at Metro United Way, 6:30 – 8:30 p.m. Advisory Commission members and staff were encouraged to attend in support of the importance of libraries in early childhood learning.

Upon motion by Dr. Douglas and second by Ms. Whittle, the following items were accepted.

- a. Accept Robert Fink Estate, \$112,548.15 (revised figure).
- b. Accept \$21,750 from Kentuckiana Metroversity for the Library Linking Project.
- c. Accept \$300.00 from Monday Afternoon Club for St. Matthews/Eline Restricted Adult Gift Book Fund.

Old Business:

Ms. Wooden announced that members of the Library Commission would be invited to make a presentation to the Jefferson County Delegation in early fall in an effort to gain their support for increased state funding.

Adjournment:

There being no further business, the meeting adjourned at 5:13 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
May 18, 1999**

The Louisville Free Public Library Advisory Commission met on Tuesday, May 18, 1999, at 4:30 p.m., at the Fern Creek Branch Library, 6768 Bardstown Road.

Present:

Mr. Burse, Ms. Wooden, Mr. Neal, Dr. Douglas, Ms. Whittle, Ms. Weinstein and Ms. Charmoli. Also present were Mr. Buthod, Director, Mr. Garnar, Assistant Director, Ms. Varble, Assistant Director, Ms. Behr, City Representative, Ms. Martin, County Representative, Ms. Seymore, Manager of Branch Services and Ms. Taranto, Fern Creek Branch Manager.

A motion to excuse the absences of Ms. Horton and Representative Jordan was made by Ms. Charmoli, seconded by Mr. Neal and approved by the Commission.

Mr. Burse presided.

Minutes:

A motion to approve the minutes of the April 27, 1999 meeting as distributed was made by Ms. Wooden, seconded by Ms. Whittle and approved unanimously.

Staff Report:

Ms. Seymore gave a tour of the new Fern Creek Branch. Ms. Taranto then briefed commissioners on the plans for the grand opening on June 7, 10:00 a.m. The Friends of the Fern Creek Library will be coordinating tours, food and door prizes. There will be community programs and a formal opening ceremony featuring Jefferson County officials and neighborhood leaders. Mr. Burse thanked Commissioner Betty Whittle for being a driving force in the Fern Creek area and for her work with the Fern Creek Friends group.

Planning Committee:

Ms. Wooden announced that the contract with Shandwick has been approved and that the Planning Committee met with representatives Tom Howell and Becky Simpson on May 14 to discuss planning the library's service needs.

Ms. Wooden announced the next meeting of the Planning Committee would be held on May 24, 3:00 p.m., Main Library. Mr. Burse encouraged all commissioners to attend Planning Committee meetings.

Ms. Wooden passed out information on the Governor's Initiative for Early Childhood and encouraged all commissioners to attend the forum, which was scheduled for May 18, 1999, 6:30 p.m. (see attached).

Librarian's Report:

Mr. Buthod reported that the proposed County budget did not include funding for any of the new initiatives, including the extension of branch library hours.

Mr. Buthod announced that the FCC is ready to give final approval to transfer the licenses of the radio station from the Library to the Public Radio Partnership. A motion to finalize the transfer of the licenses was made by Ms. Charmoli, seconded by Ms. Whittle and approved unanimously.

The Friends Semi-Annual Book Sale will be held June 4, 5 and 6 at the First Unitarian Church and encouraged all Commissioners to volunteer or attend to show their support.

The Children's Summer Reading Kickoff Event will be held Saturday June 5, 11:00 a.m. at the Speed Art Museum.

Mr. Buthod also pointed out an article from the New York Times that outlined the *new Grove Dictionary of Art Online*. He said that the Library has purchased this database and that it will be made available to all Jefferson County residents via the library's web site. He also told commissioners that the library would be getting two new on-line encyclopedias -- Grolier and Americana.

Mr. Buthod reported that the Library Foundation voted that afternoon to conduct the Annual Children's Appeal again next year. They set as their goal to raise \$150,000. Mr. Burse then handed out appeal letters to all of the commission members and asked for their support for the Foundation's fundraising on the library's behalf.

Chairman's Report:

Mr. Burse spoke at length about the importance of this year's budget initiatives and his concern that they had all been left out of the Judge/Executive's budget proposal to the Fiscal Court. Mr. Burse encouraged all the library commission members to talk about the library's needs in conversations with the elected officials, and to place special emphasis on the proposed extension of branch library operating hours.

New Business:

None

Adjournment:

There being no further business, a motion to adjourn the meeting was made by Dr. Douglas and seconded by Ms. Charmoli. The meeting adjourned at 5:19 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
June 14, 1999**

The Louisville Free Public Library Advisory Commission met on Monday, June 14, 1999, at 4:00 p.m. in the Boardroom of the Main Library.

Present:

Mr. Burse, Ms. Horton, Ms. Wooden and Ms. Weinstein were present. Also present were Director Craig Buthod, Assistant Directors Bill Garnar and Jean Varble, City Representative Carol Behr, Ms. Becky Simpson and Ms. Janice Wheatley of Shandwick, Inc.

Mr. Neal, Ms. Charmoli, Dr. Douglas, Ms. Whittle and The Honorable Eleanor Jordan were absent.

Mr. Burse presided.

Minutes:

A motion to approve the minutes of the May 18, 1999 meeting as distributed was made by Ms. Wooden, seconded by Ms. Horton and approved, pending ratification at the next meeting.

Planning Committee:

Ms. Wooden introduced Ms. Becky Simpson of Shandwick, Inc., who conducted a general discussion of what the library is and what it should be in the future and to get the thoughts and perceptions of the Commission. The results of this discussion are to help shape the direction of the library's strategic planning process which will also include interviews with key stakeholders and the solicitation of public comment.

Public Request to Address Commission:

Mr. Burrell Farnsley, a library patron and supporter, informed the Commission of his plans for making the microform edition Sabin's Bibliography of America available at the University of Louisville and the CD-ROM index to it available at public library locations.

Librarian's Report:

Mr. Buthod briefly reviewed the attached memo regarding "Managing the Internet on the Public Service Floor." He indicated that members of the Commission may wish to be familiar with the section on content issues, as this is the area of most frequent concern to members of the public.

Mr. Buthod also reported on the latest stages of the City and County budget process. Neither the Mayor nor the Judge/Executive has included any funds for the library's proposals for extending branch open hours, expanding Sunday service or creating homework help centers. It does not appear that the board of Aldermen or the Fiscal Court will add the funds in the final legislation.

Carol Behr, City liaison, thanked Mr. Buthod for volunteering the library to develop the literary celebration portion of the Mayor's Millennium Project. She then gave a brief description of what the project was trying to accomplish, in short, to honor the past and imagine the future of the city as we approach 2000.

Chairman's Report:

Mr. Burse announced that the commission was not successful in increasing the budget for the library and that the planning process now takes on an even more important role. He also thanked commissioners for their support of the library.

New Business:

A motion to accept the \$2000 bequest from the estate of Dr. Virginia Stevens was made by Ms. Wooden, seconded by Ms. Horton, and approved unanimously subject to ratification at the next meeting.

Adjournment:

There being no further business, the meeting adjourned at 5:40 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
July 20, 1999**

The Louisville Free Public Library Advisory Commission met on Tuesday, July 20, 1999, 4:40 p.m. in the meeting room at the Southwest Regional Library.

Present:

Mr. Burse, Ms. Horton, Ms. Wooden, Ms. Whittle, Dr. Douglas and Ms. Weinstein were present. Also present were Director Craig Buthod, Assistant Directors Bill Garnar and Jean Varble, County Representative Sharon Martin and Susan Baugh, Southwest Regional Branch Manager.

Mr. Neal, Ms. Charmoli, and The Honorable Eleanor Jordan were absent.

Mr. Burse presided.

Minutes:

A motion to approve the minutes of the June 14, 1999 meeting and to ratify actions taken at the June 14th, 1999 meeting was made by Ms. Whittle, seconded by Ms. Horton and approved unanimously.

Staff Report:

Ms. Baugh addressed the commission and reported that the Southwest Regional will be opening its Computer Learning Center next month with 13 terminals, a scanner and a monitor projector. She indicated that their Friends group has been very active in raising money for branch projects and programming. Ms. Baugh briefly outlined her outreach efforts in order to bring a larger customer base to the branch. Mr. Burse thanked Ms. Baugh for her hospitality and for her continued commitment to the Louisville Free Public Library.

Planning Committee:

Ms. Wooden distributed updates from the Planning Committee, which included examples of materials that will be used for interviewing community groups and individuals about their needs and expectations of the library. Samples of survey forms were also distributed and discussed.

Mr. Buthod exhibited a sample suggestion box for the patron surveys. Mr. Burse suggested that Ms. Wooden contact Mike Harreld, President of PNC Bank Kentucky, and a former chair of the Commission, about distributing the surveys at all PNC Bank locations. Mr. Burse also suggested that Mr. Harreld might be able to persuade other banks to agree to distribute surveys

Librarian's Report:

Mr. Buthod distributed copies of a Millennium Programming proposal to all commission members present. Under this proposal, the library will present an ambitious program of lectures, author appearances, concerts, exhibits, debates and workshops over the course of nine to twelve months, beginning in the fall of 1999. Programs will center on the theme of "Turning Points" and will explore the times and events in history, literature and the arts where the course of human experience and expression changed direction, or where the life of an individual or a literary character was changed by an event, a decision or an epiphany.

Authors, speakers, musicians and other presenters will include a mix of local expertise and nationally known talent. Programs will be free and open to the public and will be held in library buildings wherever possible. At every opportunity, programming will be coordinated with the Mayor's citywide celebration of the millennium in order to contribute to that celebration's success.

A brief discussion ensued resulting in a request to approve using LAC-managed gift funds for a contract with an event producer for public programming events over a period of up to twelve months. A motion to approve the expenditure was entered by Ms. Wooden, seconded by Ms. Horton and approved unanimously.

Chairman's Report:

Mr. Burse distributed a draft copy of the Library Foundation's draft Gift Acceptance Policies. He indicated that the policy has been revamped and is being submitted the LAC in advance of the approval by the Library Foundation board. A motion to endorse the policy was entered by Ms. Weinstein, seconded by Dr. Douglas and approved unanimously.

Old Business:

Cecelia Wooden updated the commission on the State Legislative Report and Call to Action. She, along with Mr. Buthod, indicated that the main objective is to increase direct state aid to public libraries. This library currently receives less than \$500,000 from the state. Mr. Buthod said the legislative proposal currently under discussion would increase this amount to approximately \$1.2 million.

Ms. Wooden said that the Kentucky Library Association, representing all of Kentucky's public libraries, would be asking the governor to increase state aid to libraries by \$10 million dollars in the budget the governor will propose this fall.

The approach of the Kentucky Library Association is to have volunteers meet with Kentucky library boards all across the state to encourage them to support the plan and to contact their legislators and get them to support the legislation. Mr. Buthod said he and Mr. Burse met with the Oldham County Library board, and he and Ms. Wooden met with the library boards in Bullitt and Owen Counties. Ms. Horton volunteered to accompany Mr. Buthod in a visit to the Trimble County library board

Ms. Wooden urged commission members to call the governor and to urge local legislators to increase aid to libraries. She also urged commission members to become familiar with library programming in an effort to communicate more effectively with legislators.

New Business:

A motion to accept the following was entered by Ms. Whittle, seconded by Ms. Wooden and approved unanimously.

1. Accept bookmobile grant from KDLA, for the replacement of our Adult Outreach Service bookmobile.
2. \$1,000 from Dorothy Joseph for Crescent Hill Branch.

A motion to approve the following was entered by Ms. Weinstein, seconded by Dr. Douglas and approved unanimously.

1. Closing of Middletown branch between August 9-28 for re-carpeting, painting and other modest improvements.

Mr. Buthod announced that the Planning Committee meeting originally planned for August 16 has been cancelled.

Adjournment:

There being no further business a motion to adjourn the meeting was made by Ms. Whittle, seconded by Ms. Wooden and approved unanimously. The meeting adjourned at 5:45 p.m.

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

AUGUST 1999

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
September 21, 1999**

The Louisville Free Public Library Advisory Commission met on Tuesday, September 21, 1999, 4:30 p.m. in the meeting room at the Bon Air Regional Library.

Present:

Mr. Burse, Ms. Horton, Ms. Potter, Ms. Charmoli, Dr. Douglas, Representative Jordan, and Ms. Weinstein were present. Also present were Director Craig Buthod, Assistant Directors Bill Garnar and Jean Varble, County Representative Sharon Martin and City Representative Carol Behr.

Mr. Neal and Ms. Whittle were absent.

The meeting was called to order at 4:37 p.m. Mr. Burse presided.

Minutes:

The minutes of September 21, 1999 were approved by acclimation.

Mr. Burse welcomed new commission member, Genie Potter.

Planning Committee:

Mr. Buthod announced a series of seven community forums on the Library's future to be conducted over the next several weeks.

Mr. Buthod reviewed usage maps.

Mr. Buthod distributed some "Your Opinion Counts" surveys' comments.

A draft copy of the Bon Air Regional Library property evaluation report was distributed to commission members.

A timetable for remaining strategic planning steps was distributed. Mr. Buthod will schedule a strategic planning meeting for the week of 11-2-99

Librarian's Report:

Mr. Buthod introduced Mr. Norman Morton as the new manager of Community Relations.

Mr. Buthod announced that computer labs at the Iroquois, Southwest, Shawnee, and Main branches opened this month, and that a grand opening was held on September 13.

A dedication ceremony for a PC for the visually impaired will be held on Monday September 27, 1999 a 3:30 at the main library.

Mr. Buthod announced collaboration with Career Resources, Inc., to set up a service bureau in the main library. A motion to approve the collaboration and proceed with the contract was entered by Ms. Weinstein, seconded by Dr. Douglas and approved unanimously. A copy of the proposed plan is enclosed.

Mr. Buthod referred to a copy of a letter by State Librarian James Nelson stating that LFPL should give more priority to Facilities management, technology training and early childhood development in spending state funds. Mr. Burse directed Mr. Buthod to move ahead to bring LFPL in line with state priorities for library service.

Mr. Buthod distributed a copy of a letter from ACLU requesting clarification of the library's meeting room policy. Also distributed was a copy of the library's meeting room policy.

Mr. Burse asked all commission members to review their committee assignments and contact him if they had any preferences for new committee assignments.

Chairman's Report:

No report.

Old Business:

No report.

Adjournment:

There being no further business the meeting adjourned at 6:10 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
October 19, 1999**

The Louisville Free Public Library Advisory Commission met on Tuesday, October 19, 1999, 4:30 p.m. in the meeting room at the Okolona Branch Library.

Rebecca Miller, Branch Manager of the Okolona Branch Library, welcomed Advisory Commissioner members and gave a brief description of the branch's community involvement.

Present:

Mr. Burse, Ms. Horton, Ms. Charmoli, Dr. Douglas, Ms. Weinstein, and Ms. Whittle were present. Also present were Director Craig Buthod, County Representative Sharon Martin and City Representative Carol Behr.

Mr. Neal, Representative Jordan and Ms. Potter were absent.

The meeting was called to order at 4:30 p.m. Mr. Burse presided.

Minutes:

A motion to approve the minutes of October 19, 1999 was entered by Ms. Weinstein, seconded by Ms. Horton and approved unanimously.

Planning Committee:

Raymond Burse thanked Cecelia Wooden for her years of service to the Library Advisory Commission and her continuing commitment to the Library.

Cecelia Wooden introduced Richard Waters, a consultant with Providence Associates, who is engaged by Luckett and Farley to conduct a space needs study for LFPL.

Mr. Waters briefed the commission on what their needs will be, in 5-year increments, until the year 2020. Mr. Waters indicated that 15 out of 17 locations will need more space during this time period. He stated that the Library's computer infrastructure is currently excellent. Mr. Waters said that he will finish the study by the end of November and will submit a report for total space needs now and in the future, a building cost estimate and an operational cost estimate.

Ms. Wooden stated that she attended the Westport Community Forum and encourages commissioners to read the comments from that meeting and from all the meetings (attached). Mr. Buthod added that the public forums were eye opening and that the public comments were strong and heartfelt.

Mr. Buthod also informed commissioners that he was invited by the Mayor of Prospect to discuss putting a library in that city. Mr. Buthod said a library was needed in northeast Jefferson County, but at the present time there were no prospects for a library in Prospect.

Luckett & Farley Building Condition Assessment Study:

Mr. Buthod distributed the draft building condition study by Luckett and Farley. Preliminary figures indicate that \$5.75 million is needed for basic repairs and renovation at the main library and branches.

Luckett & Farley will provide an executive summary to the Library. It was the consensus of the Library Advisory Commission that Mr. Buthod and Ms. Wooden provide updates to the LAC and to keep the Mayor and County Judge apprised of the planning studies through interim reports.

Hennen's American Public Library Ratings Index:

Mr. Buthod distributed a copy of the above to all commissioners. It was decided that the library would establish benchmarks to try and improve LFPL's overall rating.

Technology Planning Study

Mr. Buthod announced that Diane Mayo of Information Partners, Inc. will be doing a technology planning study as well as looking at workflow patterns in the Technical Services department in advance of rebuilding the area after the fire.

Mr. Buthod encouraged commission members to read and digest the enclosed draft Shandwick Report of the public comment process. A full commission planning meeting will be held Monday, November 1 from 4:30-6:30.

Librarian's Report:

Mr. Buthod announced that he has received invoices for the fire clean up, which includes cleaning all the books, computers, and other equipment, totaling \$980,000. Total damages from the fire, including clean up, reconstruction and replacement of destroyed books and computers are now estimated at \$2 million.

Mr. Buthod also announced that patron registration records that have been inactive for greater than 3 years have been purged from the system. We currently have 230,000 active library card users in Jefferson County.

Mr. Buthod invited commission members to the Staff Recognition Event to be held at the Rudd Conference Center, Saturday, October 23, 1999, from 7:00 – 9:00 p.m.

A copy of the November 1999 library calendar was distributed and discussed.

Chairman's Report:

No report.

Old Business:

Mr. Buthod informed the commission that the City Law Department has referred the meeting room policy back to LFPL staff for review. After review, staff will come back to LAC with recommendations. Ms. Charmoli will get a copy of the JCPS meeting room policy to share with commissioners.

Mr. Buthod announced that the ACLU has requested information regarding library Internet filtering software. Mr. Buthod will keep the Library Advisory Commission informed of any developments on this front.

Mr. Buthod announced that Mr. William H. Garnar, Assistant Director, has announced his intention to retire in December 1999.

Adjournment:

There being no further business the meeting adjourned at 5:46 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
November 16, 1999**

The Louisville Free Public Library Advisory Commission met on Tuesday, November 16, 1999, 4:30 p.m. in the Boardroom at the Main Library.

Present:

Mr. Burse, Ms. Horton, Dr. Douglas, and Ms. Whittle were present. Also present were Director Craig Buthod, Assistant Directors Varble and Garnar, as well as County Representative Sharon Martin and City Representative Carol Behr.

Mr. Neal, Representative Jordan, Ms. Charmoli, Ms. Weinstein, and Ms. Potter were absent.

The meeting was called to order at 4:37 p.m. Mr. Burse presided.

Minutes:

A motion to approve the minutes of October 19, 1999 was approved pending ratification at the December 14 meeting.

Planning Committee:

The Library Advisory Commission held a work session on the strategic plan on November 1, 1999. Commission members at that meeting examined the results of the various studies conducted by the library and its contractors. They discussed the public input received through the 2,000 surveys received, the community interviews, the library town meetings and the presentations to neighborhood and community groups. The consensus of the Commission was that the public has made clear that they like what they get from the library but they want more service than they are currently receiving. The Commissioners gave Mr. Buthod direction on the shape of the plan document he is to develop.

Richard Waters of Providence Associates will return to present his findings on our space needs study, timetable and cost estimates to the Commission. There will be a planning committee meeting on November 29, 1999 to hear his report. The entire commission is invited to attend this important session.

Librarians Report:

Mr. Buthod said he is working with the University of Louisville's university librarian and business school dean and the City's Department of Employee Relations on a Librarian Management training program that would train recent library school graduates in supervisory positions. Through this program, LFPL will contract with the U of L for the business school faculty to teach monthly seminars on management topics to a small group of LFPL managing librarians.

Mr. Buthod showed a video of recent media coverage of library events.

Chairman's Report:

Mr. Burse announced new Foundation board appointments and the election of officers. Mason Rudd returns as chair and Malcolm Chancey remains president. The Foundation is waiting on the Library Commission's final strategic plan to develop the Foundation's 2000-2001 budget.

The Foundation finance committee may revise its investment strategy, looking into more long-term, higher yield investments. This would affect the Commission as its legacy funds are managed by the Foundation through the Community Foundation of Louisville.

Old Business:

Mr. Buthod presented information regarding the library's millennium programming. A year-long schedule of events is being prepared, with speakers, author appearances and exhibits centered generally around the historical theme of "Turning Points." Mr. Buthod requested authorization of up to \$90,582 for direct expenses of these events. Ms. Horton stated that the funding is available from earnings on the quasi-endowment funds under the Commission's control. Foundation donor events will be scheduled to take advantage of publicity surrounding some of these events. Any costs for these donor events will be paid for by the Foundation. The Commission approved the millennium programming expense, pending ratification.

New Business:

Mr. Buthod announced a December commission meeting on the 14, at 4:30 p.m. in the Board Room at the Main Library.

Mr. Buthod invited all commission members to a holiday party at his home on December 20.

Adjournment:

There being no further business a motion to adjourn the meeting was entered into by Ms. Whittle, seconded by Ms. Horton and approved, pending ratification, at 5:24 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
December 14, 1999**

The Louisville Free Public Library Advisory Commission met on Tuesday, December 14, 1999, 4:30 p.m. in the Boardroom at the Main Library.

Present:

Mr. Burse, Ms. Horton, Dr. Douglas, Ms. Charmoli, Ms. Weinstein and Ms. Whittle were present. Also present were Director Craig Buthod, Assistant Directors Varble and Garnar, as well as City Representative Carol Behr.

Representative Jordan and Ms. Potter were absent.

The meeting was called to order at 4:37 p.m. Mr. Burse presided.

Minutes:

A motion to approve minutes and ratify actions taken at the November 16, 1999 meeting was offered by Ms. Whittle, seconded by Ms. Horton and approved unanimously.

Mr. Buthod announced that commission member, Steve Neal, has resigned.

Planning Committee:

Mr. Burse said that Lockett & Farley had been contracted to conduct a detailed examination of all buildings. The firm has now produced a detailed report of the condition of all 17 libraries and has made recommendations on needed repairs and maintenance. (An executive summary of Lockett & Farley's report is attached.)

Mr. Dick Waters, a public library planner working as a subcontractor for Lockett & Farley, conducted a space needs study.

Mr. Waters recommends a 4-region system (Inner Loop, Southwest, Northeast, and South Central regions). One regional branch of approximately 42,000 sq. ft. would serve each of three regions and the Main Library would serve as the regional center for the Inner Loop region. Most of the remaining branch libraries would be renovated and enlarged or replaced by new larger facilities. Planning library services over four fairly equal regions is intended to ensure equity of service across all of Jefferson County.

The Commission then reviewed and discussed Waters' recommendations on how to expand the facilities to accommodate the State of Kentucky's public library standard of 2.5 volumes per capita. At present, virtually all library facilities are currently full with total holdings of only 1.6 volumes per capita.

Chairman Burse led the commission through a page-by-page review of the latest draft of the strategic plan. Mr. Burse noted that the commission had already conducted two work sessions to

come up with the plan. He said that Mr. Buthod had also incorporated in this draft the many revisions and changes that had been submitted in writing by members of the commission.

After initial discussion of the first section of the plan, Ms. Charmoli made a motion, seconded by Ms. Weinstein, that the commission adopt the mission, vision, values and customer service pledge, amended to include a note indicating the commission was adopting this section to guide the commission, staff and administration of the library in carrying out their respective duties. The motion was approved unanimously.

The commissioners discussed the remaining sections of the plan at length and directed Mr. Buthod to make several changes to the draft. Ms. Weinstein made a motion, seconded by Dr. Douglas, to adopt the revised plan. The motion passed unanimously.

Chairman Burse then outlined steps necessary to move the strategic plan forward. He said he would make appointments with Mayor Armstrong and Judge/Executive Jackson for the commission to present its draft plan to them first before releasing it for public comment.

Librarians Report:

Mr. Buthod announced a joint project with the Louisville Orchestra to hold a concert on Martin Luther King Day. The Library will act as a co-sponsor and will have a booth at the concert, have its name on the program, and will hold two pre-concerts on January 11 at the Crescent Hill and January 15 at Western.

Mr. Buthod also announced that author David Rusk will give a presentation and conduct local visits on January 20.

Chairman's Report:

None.

Old Business:

None.

New Business:

A motion to accept a \$1,000 bequest from the estate of Nell Kessler was offered by Ms. Charmoli, seconded by Ms. Horton and approved unanimously.

A motion to accept a \$1,000 donation from Commission member Genie Potter and her husband John Potter was offered by Ms. Charmoli, seconded by Ms. Whittle and approved unanimously.

Mr. Burse thanked the Assistant Director, William H. Garnar, for his service to the Library on the occasion of Mr. Garnar's retirement from the Library.

Adjournment:

There being no further business, the meeting adjourned at 6:30 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
January 18, 2000**

The Louisville Free Public Library Advisory Commission met on Tuesday, January 18, 2000, at the Iroquois Branch, 601 W. Woodlawn Avenue.

Stacy Decoste, Branch Manager at Iroquois welcomed Commission members and gave a brief overview of how the branch interacts with the community. She indicated that the Iroquois Library is truly a branch library, with patrons walking, driving, and riding their bikes to the branch. She said the new Computer Learning Center is always full and that the community appreciates the opportunities the library has to offer.

Present:

Mr. Burse, Ms. Horton, Dr. Douglas, Ms. Charmoli, Ms. Whittle, and Ms. Bateman were present. Also present were Director Craig Buthod, City Representative Carol Behr and County Representative Sharon Martin.

Representative Eleanor Jordan, Donna Kane and Genie Potter were absent.

The meeting was called to order at 4:37 p.m. Mr. Burse presided.

Minutes:

A motion to approve minutes of the December 14, 1999 meeting was offered by Ms. Horton, seconded by Ms. Whittle and approved unanimously.

Mr. Burse welcomed new commission member, Stephanie Bateman. Ms. Bateman works for Jefferson County Public Schools. She noted her first job was with the library as a Page.

Mr. Burse briefed Ms. Bateman on the library's long range strategic plan.

Planning Committee:

Mr. Burse announced that the Strategic Plan would be presented to the Mayor and County Judge in draft form before being distributed elsewhere and finalized.

Dr. Douglas suggested that the Library put the final Strategic Plan on the Library's web page.

Librarians Report:

Mr. Buthod announced a librarian hiring push. The Library has had trouble hiring for more than a year and has had as much as a 20% librarian vacancy in recent months. Mr. Buthod feels this trouble is in part because of lower salaries at LFPL, no MLS program locally and the relatively low profile LFPL has had in the library world. In an effort to be more effective in recruiting new librarians LFPL has sent recruiters to library school campuses to interview graduating students. LFPL hosted a banquet for the brightest of these recruits and has hired 3 to date. 8 of 12 current vacancies will be filled in the next month.

Mr. Buthod provided the text of a 30" X 30" sign that has been made by the City to be placed on the statue of George Prentice in front of the Main Library. The commissioners expressed serious concerns about whether placing a large sign on the statue is the right thing to do. Mr. Buthod told the commissioners that Board of Alderman President Steve Magre was trying to head off future controversy and division, the likes of which we had seen several different times when people complained about the statue over the years. The commissioners said they understood his constructive intentions but thought it might have the opposite effect, stirring up more resentment than it resolved. One commissioner questioned whether the library ought to be in the business of re-writing history with a plaque on a statue any more than it would insert text into a controversial book in order to justify the author's words. The commissioners believed they have a significant stake in this decision as they expect that any citizen dissatisfaction with the statue or the plaque will be directed at the library.

At the suggestion of Mr. Burse, Mr. Buthod said he would call Sharon Receveur and work with her and Alderman Magre regarding the sign in hopes of arriving at a more moderate solution.

Mr. Buthod distributed a Millennium Programming schedule and indicated that preliminary public interest is high. Some highlights will include "Kentucky Bourbon" in April/May with members of Kentucky's famous bourbon families telling tales and answering questions. In September, Jane Scott, an 81-year-old rock critic with the Cleveland Plain Dealer will present a program that is expected to draw cross-generational interest. Mr. Buthod also announced that the Friends of the Library are helping with all the programs. They will sponsor parking and have membership opportunities available at each program.

Mr. Buthod announced that legislative action was needed to increase direct state aid to local libraries by \$10 million annually. Under the proposal, LFPL's state library funding would grow from approximately \$500,000 to \$1.2 million. He noted that former LAC member Cecelia Wooden is a paid legislative agent for the Kentucky Library Association and is currently working with library supporters from across the state for this increase. All commissioners were encouraged to write notes to their senators and representatives asking for their support. Mr. Buthod also encouraged visits to the capital on February 22, 23 or 24 to ask Jefferson County legislators to support the library funding legislation. Mr. Burse asked the director to get from Cecelia Wooden the calendar of legislative events scheduled for the days in question.

Chairman's Report:

None.

Old Business:

None.

New Business:

A motion to accept a \$3,000 donation from the Middletown Friends was offered by Ms. Charmoli, seconded by Dr. Douglas and approved unanimously.

Adjournment:

There being no further business, the meeting adjourned at 5:37 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
February 15, 2000**

The Louisville Free Public Library Advisory Commission met on Tuesday, February 15, 2000, 4:30 p.m. in the Board Room at the Main Library.

Present:

Mr. Burse, Ms. Horton, Ms. Charmoli, Ms. Bateman, Mr. Preston, and Ms. Potter were present. Also present were Director Craig Buthod, Assistant Director Jean Varble and County Representative Sharon Martin.

Representative Eleanor Jordan, Ms. Donna Kane and Dr. Robert Douglas were absent.

The meeting was called to order at 4:40 p.m. Mr. Burse presided.

Minutes:

The minutes of the January 18, 2000 meeting were approved.

Mr. Burse welcomed new commission member, Mark Preston. Mr. Burse briefed Mr. Preston on the library's long range strategic plan.

Planning Committee:

Mr. Burse noted that the Library Advisory Commission has been working on the Strategic Plan for the past 11 months. A summary was distributed (attached). Commission members have met with Mayor David Armstrong and County Judge/Executive Rebecca Jackson, and are confident the plan is taking the library in the right direction. Ms. Horton commented that the plan is well thought out and was created with the help of extensive community input and outside researchers.

A motion to approve the plan for dissemination, pending a response from the Judge Jackson, was offered by Ms. Charmoli, seconded by Ms. Horton and approved unanimously.

Mr. Buthod reported to commissioners that one significant planning study remained to be completed, a salary study comparing librarian pay at LFPL and at other urban libraries in the region. Such a study would also fulfill a letter agreement with the library union stemming from the most recent contract agreement. William M. Mercer Inc. is prepared to produce a study for the Library Advisory Commission. Mr. Burse directed Mr. Buthod to have Mercer complete such a study for the commission and to have Mercer report the results at the commission's March meeting.

Librarians Report:

Mr. Buthod announced that the librarian hiring push, which began in December, has resulted in the hiring of seven new librarians who have begun work or will begin soon. Offers have been made to two other candidates, leaving only 1 vacancy at this time.

Mr. Buthod noted that the Library Celebrates 2000 programs have begun and have been received well. The first program in January, a lecture by urban policy authority David Rusk, brought 200 people into the library. The second program, Thomas Jefferson as portrayed by humanities scholar

Clay Jenkinson, drew over 450 people. The programs are intended to raise the library's profile in the community and to provide audiences with thoughtful content. Future programs include Meriwether Lewis (March 16) and Women's History Exhibits and Programs (throughout March), Kentucky Bourbon Legacy (April 30), and Cokie and Steve Roberts (June 12).

Mr. Buthod advised that he has been asked to join the board of "Libraries for the Future," an organization that obtains grants from large foundations to support public libraries.

Mr. Buthod circulated a new sign that will be placed on the base of the statue of George Prentice at the York Street entrance of the Main Library. Mr. Buthod explained that the sign was to be installed at the request of Louisville Board of Aldermen President Steve Magre.

Mr. Buthod advised the commission that budget planning is underway and that March 2 is the County's deadline for budget submission. After presenting a summary of budget impacts of the commission's strategic plan, Mr. Buthod asked for advice on setting priorities for this year's budget submissions to both the County and the City. After some discussion, Mr. Burse summarized the commissioners' recommendations on the operating budget priorities (in ranked order):

1. Service Hours Expansion – Propose the full program needed
2. Staffing the Libraries – step in the proposal over two or three years but include all elements described in the strategic plan (salary improvements, increased investment in training, upgrading positions, accelerated recruiting efforts, diversifying the workforce, etc.)
3. Special Services to Youth
4. Information Technology Equipment Replacement Fund – propose the amount needed to replace technology equipment on a three-year cycle.

Commissioners also reviewed the possible capital projects coming out of the strategic plan. They recommended requesting

- ❑ The entire first year building repairs identified in the Luckett & Farley study as the most pressing needs, estimated to cost approximately \$3.5 million
- ❑ The collection building project to bring LFPL's collections up to state adequacy standards (\$3 million per year for five years)
- ❑ Further planning support on the major capital projects to rebuild or replace all the library's branches and main library, rather than requesting the full capital costs in the first year.

Chairman's Report:

Mr. Burse announced that the Library Foundation's annual appeal is underway and that 100% commission participation would be appreciated.

Old Business:

Mr. Buthod advised commissioners that legislation is currently working its way through the Kentucky House of Representatives to increase state funding for libraries. He noted that next Thursday he is meeting with Jefferson County legislators to reinforce the message that this is important to LFPL and to all libraries in the state. He invited available commissioners to join him.

Adjournment:

There being no further business, a motion to adjourn the meeting at 5:27 p.m. was offered by Ms. Bateman, seconded by Ms. Horton and approved unanimously.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
March 21, 2000**

The Louisville Free Public Library Advisory Commission met on Tuesday, March 21, 2000, 4:30 p.m. in the meeting room at the Crescent Hill Library.

Present:

Mr. Burse, Ms. Horton, Ms. Charmoli, Ms. Bateman, Mr. Preston, Ms. Kane and Dr. Douglas. Also present were Director Craig Buthod, Assistant Director Jean Varble, County Representative Sharon Martin, City Representative Carol Behr, Library Community Relations Manager Norm Morton, Crescent Hill Branch Manager Montie Manning and Assistant Branch Manager Dustin Strong.

Staff Report:

Crescent Hill Branch Manager, Montie Manning, welcomed the Commissioners and gave a brief review of recent activities at the branch. Mr. Manning announced that the use of the branch, as measured by circulation, door count and program attendance statistics, has increased over 10% for the months of January and February when compared to the same period in 1999.

Minutes:

A motion to approve the minutes of the February 15 meeting and the absences of Representative Eleanor Jordan and Ms. Genie Potter was entered by Ms. Horton, seconded by Ms. Bateman and approved unanimously.

Mr. Burse welcomed new commission member, Donna Kane.

Planning Committee:

Mr. Burse noted that the Commission is in follow-up meetings with the County regarding the Strategic Plan.

Librarians Report:

Mr. Buthod announced that Career Resources, Inc. has opened its office in the main Library and will be providing job support to the public.

Programs in the Library Celebrates 2000 series have been successful beyond all expectations. 450 people attended the Thomas Jefferson program and 575 attended the Meriwether Lewis event. The next program in the series will be a panel of representatives of Kentucky's bourbon families, telling tales and re-living history at 2:00 on Sunday April 30. Charles Pace, a humanities scholar from the faculty of Centre College, will portray Malcolm X in a program at the Main Library at 7:00 on Tuesday evening, May 23. All programs in the series are free and open to the public.

Mr. Buthod also reported that the City and the Library are still in negotiations with the insurance companies regarding the September fire at the Main Library. He reported that the major categories of the insurance coverage are the books, the computer equipment and the physical improvements to the basic structure (such as carpets, walls, ceilings, wiring, etc.).

Mr. Buthod distributed a list of benchmark cities that will be used on a yearly basis to compare LFPL's operating statistics with those of other mid-sized cities in the region. The intent is to chart LFPL's performance on a number of performance indicators.

Mr. Buthod reported that he had submitted budget proposals to the city and the County in compliance with their respective budget processes. The requests for enhancements come out of the Library Advisory Commission's strategic planning process and support the service goals identified by the Commission.

The Library Foundation has received a contribution of nearly \$70,000 from the Downtown Development Corporation in honor of Mr. Tom Simons. Mr. Simons was a library supporter and former member of the Library Foundation. The funds for the gift come from the liquidation of an endowment for the maintenance of Theater Square.

Chairman's Report:

Mr. Burse announced that the Library's hiring difficulties may be attributed to the County's residency rule, which states that all newly hired Library employees must live in Jefferson County. Mr. Burse distributed a copy of a memo that was sent to the County Judge/Executive and County Commissioners asking them to repeal the residency requirement or exempt the library from its provisions.

Old Business:

None.

New Business:

A motion to accept an anonymous gift from the Community Foundation was entered by Ms. Horton, seconded by Dr. Douglas and approved unanimously. The \$10,000 donation will go into the Library Advisory commission's miscellaneous restricted fund.

Due to a scheduling conflict, the date and place of the May 2000 Library Advisory Commission meeting have been changed. The meeting will be held at the Main Library at 4:30 on May 23, 2000. (The meeting had been scheduled for May 16 at the Fairdale Library.)

A draft of the Library's new marketing plan was distributed. All commissioners were asked to review the plan in advance of a discussion at the May meeting.

Adjournment:

There being no further business, a motion to adjourn the meeting was entertained by Mr. Burse, seconded by Dr. Douglas and approved unanimously.

The meeting adjourned at 4:55 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
April 18, 2000**

The Louisville Free Public Library Advisory Commission met on Tuesday, April 18, 2000, 4:30 p.m. in the board room at the Main Library.

Present:

Mr. Burse, Ms. Horton, Mr. Preston, Ms. Kane and Dr. Douglas. Also present were Director Craig Buthod, Assistant Director Jean Varble and Library Community Relations Manager Norman Morton.

Minutes:

A motion to approve the minutes of the March 21st meeting was entered by Ms. Horton, seconded by Dr. Douglas and approved unanimously.

Ms. Potter, Ms. Bateman, Ms. Charmoli and Representative Jordan were absent.

Planning Update:

-Proposed State Regulations on Public Library Construction

Mr. Buthod said that the state has informed LFPL that they will withhold construction grant funds from libraries that do not meet the minimum state standards of service or at least have a master facilities plan in place that shows progress toward meeting the standards.

-Strategic Plan Draft

Mr. Burse reported that the plan was endorsed wholly by Mayor Armstrong. Mr. Burse said that Judge Jackson's staff relayed to him that funds would not be available for the plan.

It was the consensus of the Commission to release the Strategic Plan and move forward. It will be sent to the Board of Aldermen and Fiscal Court with a cover letter from Mr. Burse. Members of the community who took part in the planning process through interviews and focus groups will also receive copies and their further input will be solicited. The Commission will continue to work with Judge Jackson and her staff regarding the funding of the plan.

-Marketing Plan Discussion

Norman Morton distributed a copy of the draft Marketing and Community Relations Plan for Fiscal Year 2000-2001.

Ms. Horton suggested looking for all possible tie-ins with established community programs. A way to track the effect of the marketing was also suggested by Ms. Horton. Mr. Morton outlined a tracking system to begin the second year of the plan. Mr. Burse suggested changing the order of the neighborhood marketing initiatives to reach areas that have historically been less involved with library services.

Mr. Morton noted that this special marketing and communications program will be implemented entirely with donated funds from the Library Commission and the Library Foundation.

Finance Report:

Ms. Horton, Chair of the Finance Committee submitted a committee recommendation that a \$50,000 Certificate of Deposit at the Louisville Community Development Bank be renewed. The committee's recommendation was adopted. Mr. Burse did not participate in the discussion.

The following three recommendations were recommended for funding from the Commission's quasi-endowment funds on deposit at the Louisville Community Foundation.

1. \$10,000 for the Library Leadership Development Program, which is managerial instruction for beginning supervisors. Training would count toward 1 year of supervisory experience.
2. Funding for continuing the major cultural event programming for 2001 at a cost of approximately \$75,000.
3. Continue the contract for Kay Lowe Masuhr to serve as producer for the major cultural events, \$35,000.

The Commission approved the committee's recommendations.

Librarians Report:

-General Assembly Session – Final Report

The Public Library Funding Bill (HB 825) passed unanimously in both houses of the Kentucky General Assembly. When the final budget was announced, however, no funding for the bill had been included. Thus there will be no new state funding for Kentucky's public libraries.

-Urban Libraries council Symposium for elected officials.

Mr. Buthod announced that he received an invitation to attend a symposium on the value of public libraries in economic development and neighborhood preservation on December 8 and 9 in Chicago. The invitation comes from Chicago Mayor Richard Daley and will be sent to Mayor Armstrong, Judge Jackson and any Library Commissioners who would like to attend. (Any Commissioners who would like to attend should let Craig know.)

Mr. Buthod updated the commission on the remaining Millennium Programming, including

4/30: Kentucky Bourbon: Memories, Myths & Mayhem

5/10: New Works – presented by the Youth Performing Arts School

5/23: Malcolm X

6/12: Cokie and Steve Roberts

9/21: Jane Scott of the Cleveland Plain Dealer

10/12: Dr. Annette Gordon-Reed of NYU Law School will give presentation regarding her book about Sally Hemmings and Thomas Jefferson.

Chairman's Report:

Mr. Burse relayed that the Library Foundation has requested a fundraising goal for the coming year. Ms. Horton suggested that the planning committee of the Commission meet jointly with the planning committee of the Foundation to analyze the Strategic Plan for the most appropriate objective for a Foundation fundraising initiative. Mr. Burse directed Mr. Buthod to convey the proposal to the Foundation chairman and move ahead.

Mr. Burse distributed blank copies of the director's performance appraisal and asked members present to review and submit written comments to him or call him to discuss. Forms will be mailed to commission members not present so they may participate also.

Old Business:

None.

New Business:

None.

Remarks by Alderwoman Tina Ward-Pugh:

First Ward Alderwoman Tina Ward-Pugh thanked the commission for letting her speak at the meeting this afternoon.

She said that she was present to argue for the reinstatement of a public employee, Mr. Chuck Semple, a 16-year employee of the Library.

She stated that her constituents, who include many community groups, the ex-mayor of Louisville, his wife Madeline, and Library financial supporters, have asked her to approach the commission and ask them to reconsider the termination of Mr. Semple.

She said that Mr. Semple currently receives state unemployment benefits. Ms. Ward-Pugh indicated that she had received Mr. Semple's personal file from him, and assuming it was complete, there were no indications of improper conduct present in written form. She also had a letter from the State Unemployment Department indicating that Mr. Semple was "terminated for reasons other than those indicated by the employer." (Mr. Burse responded that this was standard statutory language from this state agency and that it was not considered as admissible evidence in any context outside that agency.)

Ms. Ward-Pugh also said that, although Mr. Semple has not said so, she expected his last resort would be to obtain a lawyer and sue the City. Her main concern was for the financial liability this situation presents for the City of Louisville and for the Library. She also indicated that long-time volunteers at the branch are quitting and that funding, by way of their friends' group, is in jeopardy.

Ms. Ward-Pugh stated that neither she nor any of the concerned citizens have found satisfaction in any public documents.

Mr. Burse thanked Alderwoman Ward-Pugh for her concerns and assured her that Mr. Semple's case is progressing through the appropriate and legitimate process. Mr. Burse also informed her that the Library Advisory Commission as a body does not have authority in matters such as this, that the LAC sets policy and directs staff to implement that policy.

Mr. Burse also noted that he and the Commission would appreciate the continued support of the neighbors and Friends of the Crescent Hill Branch.

Adjournment:

The meeting adjourned at 5:55 p.m.

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

MAY 2000

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
June 20, 2000**

The Louisville Free Public Library Advisory Commission met on Tuesday, June 20, 2000, 4:30 p.m. in the board room at the Main Library.

Present:

Mr. Burse, Ms. Horton, Ms. Charmoli, Ms. Kane and Dr. Douglas. Also present were Director Craig Buthod, Assistant Director Jean Varble, Assistant Director Mary Frances Cooper, City Liaison Carol Behr and County Liaison Sharon Martin.

Also present were Susan Moore, Manager of Children's Services, Martha Link, Children's Librarian, and Library Community Relations Manager Norman Morton.

Mr. Burse welcomed new Assistant Director Mary Frances Cooper.

Staff Report:

Ms. Moore briefed the commission about the Summer Reading Program and outlined the grand prizes available. She noted that the Summer Reading Finale would be Saturday, August 5, 2000, from 12:00 to 4:00 p.m. at the Speed Museum.

Minutes:

The minutes of the April 18, 2000 meeting were approved.

Ms. Bateman, Mr. Preston and Representative Jordan were absent.

Planning Update:

- Joint Meeting with Library Foundation Planning Committee

Ms. Horton and Ms. Charmoli reported on the first joint meeting of the planning committees of the Library Advisory Commission and the Library Foundation Board. The meeting was convened to discuss strategies needed to take the strategic plan forward successfully. The Foundation was very supportive, offering a resolution to the full Foundation Board that endorses the strategic plan and commits all the Foundation's efforts, resources and influence to accomplishing the plan. Foundation Board members also emphasized their conviction that donors' contributions should not be allowed to take the place of City and County funding, but should enhance public support.

- Strategic Marketing Plan Activities

Mr. Morton noted that the marketing plan doesn't go into effect until July 1, but noted that the following items are already moving ahead.

1. The Library newsletter had been reformatted to increase content and reduce printing costs by 30%.
2. Mr. Morton spoke with Marty Bell, deputy superintendent of JCPS, and learned that the schools have no current marketing plan for us to tie into. He was pleased to learn of ours.

3. The Summer Reading Program received a \$15,000 donation from LG&E for television ads.
4. WHAS donated \$8,000 in 10-second ads for the Cokie and Steve Roberts program.
5. The library will receive a number of free OrchKidstra tickets in exchange for promoting OrchKidstra and the Louisville Orchestra's young adult program. The free tickets will be used as incentives in library children's programs.
6. In conjunction with the Speed Museum, families will receive free Art Sparks admission when they show their LFPL library card in July, August and September.
7. LFPL will receive free TARC advertising space on the sides of buses for six months using the slogan "The shortest distance between you and a good book is TARC to the Library."

Librarians Report:

-Millennium Events:

Mr. Buthod noted that the program on the history of Kentucky's family bourbon distilleries attracted more than 200 visitors, the YPAS New Works Festival more than 100, Charles Pace as Malcolm X more than 200, and Cokie and Steve Roberts 725.

The next series of programs will be at the branches and based on "The Encyclopedia of Louisville."

On September 28, 2000, there will be a lecture by Jane Scott, an 81-year-old rock and roll critic from the Cleveland Plain Dealer; and beginning September 21, a display of work by Andy Warhol entitled "The Velvet Years, 1965-67: Andy Warhol's Factory."

-Budget Update

Mr. Buthod distributed a copy of the proposed budget enhancements from the Mayor's budget. A brief discussion was held. Mr. Buthod noted that the budget is currently before the Board of Aldermen.

-Friends of the Library Book Sale

Mr. Buthod announced that this spring's sale was the most successful ever. Mr. Burse directed the staff to develop a succinct explanation of why weeding is a necessary part of maintaining the collections.

-Radio Station Tenancy to End

Mr. Buthod announced that the radio station will have all of their equipment moved out of the leased space by 6/30/2000 and that the space is currently unusable. He noted that it would require extensive and expensive remodeling. He said that initially we would be able to renovate only the front lobby of the former station. We will use that space as the exhibit hall to house this fall's Gutenberg exhibition.

Mr. Buthod told the commissioners he had resigned from the Public Radio Partnership Board and the Raamesie Umandavi has been invited to serve as his replacement. Ms. Umandavi is branch manager of the Shawnee Branch.

-Gutenberg Exhibit Plans

Mr. Buthod noted that the year 2000 is Johannes Gutenberg's 600th Anniversary and that the Gutenberg has been named "Man of the Millennium" by Time-Life and by the Biography Channel. The Gutenberg Museum in Mainz, Germany will be lending the library a working printing press, their press master, and many original works printed in the 1400's. The Mayor of Mainz will be in Louisville for the opening of the exhibit and the museum director will accompany the exhibit. Major activities such as tours, demonstrations, school visits and publicity will surround the exhibit.

-Community Relations Issues

Mr. Buthod announced that the Crescent Hill Friends group met to discuss their future on June 12. A motion to dissolve the friends group was made but no vote was taken. Mr. Buthod asked the commissioners for their advice on how to keep the Crescent Hill Friends as library supporters. The commissioners all agreed that staff should continue to give excellent library service to the community and move on.

-Merger

Mr. Buthod asked the commissioners how they would like him to represent the LAC's position on the proposed merger of Louisville and Jefferson County. Mr. Burse said the Library Advisory Commission has already gone on record in the strategic plan as to what its position was and that Mr. Buthod should take his direction from that document.

Chairman's Report:

Mr. Burse requested that all comments regarding the director's annual appraisal be forwarded to him as soon as possible so he could complete the form.

Old Business:

None.

New Business:

None.

Adjournment:

A motion to adjourn the meeting was entered by Ms. Horton and seconded by Dr. Douglas. The meeting adjourned at 5:52 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
July 18, 2000**

The Louisville Free Public Library Advisory Commission met on Tuesday, July 18, 2000, 4:30 p.m. in the meeting room at the St. Matthews/Eline Library.

Present:

Mr. Burse, Ms. Horton, Dr. Douglas, Ms. Bateman, and Mr. Preston were present. Also present were Director Craig Buthod, Assistant Director Mary Frances Cooper, City Liaison Carol Behr and County Liaison Sharon Martin.

Staff Report:

Ms. Susan Irving, Branch Manager, greeted the commissioners and gave a brief overview of branch happenings. Ms. Irving invited commissioners to view the collection and programs.

Minutes:

A motion to approve the minutes of June 20, 2000 was entered by Ms. Horton, seconded by Dr. Douglas and approved unanimously.

Representative Jordan, Ms. Kane, and Ms. Charmoli were absent.

Planning Update:

Mr. Buthod announced that he attended a meeting of the Parkland Alliance regarding the disposition of the old Parkland Library Branch building. Parkland residents wanted to know if the library had plans for the building. Mr. Buthod told the residents that the library no longer owned the building in question and had no plans for its use. The Parkland Alliance officers expressed their interest in seeing that building put to some other good use, preferably for a purpose that will serve the entire community. Parkland residents present also spoke strongly in favor of restoring library service to that area in the near future. They asked to have their need for a new library considered as the Commission conducts its planning.

Mr. Buthod also met with Lyndon city officials who offered to donate land if LFPL would build a library on it. The property is located at 901 Lyndon Lane. The City of Lyndon would prepare the property. Mr. Buthod asked for advice from the commission in responding to Lyndon. Commissioners advised him that we have no immediate plans to build a branch in that area and should not accept the land.

Mr. Buthod distributed copies of citizen comments he had received regarding the draft Strategic Plan. He offered to incorporate some of the changes that were suggested. The consensus was that he should do so and return the revised version to the Commission at its September meeting.

Mr. Burse opened a discussion of the next steps in the Commission's strategic planning process. He suggested a four-step process to implement the Strategic Plan. The Commission should officially adopt the final plan at the next meeting. The Commission should then issue the plan as its own publication. We need to create a marketing plan to communicate the message of the plan to the

community and educate the public concerning the needs and opportunities for library service. The library must develop an action plan to lay out what specific steps will be needed to achieve the service goals identified in the plan.

It was the consensus of the commission to finalize the strategic plan and develop a plan to communicate it to the public. The library staff will develop an action plan which can then be reviewed by the planning committee. That action plan must be finished in time to get ahead of City and County budget processes. The planning committee and the executive committee will meet before the next full Library Advisory Commission meeting.

Librarians Report:

Mr. Buthod distributed a list of nearly \$1 million in special capital projects for the Library that was included in the City's final budget. A brief discussion ensued.

Mr. Buthod announced the hiring push for librarians has been a success so far and that the library has hired 16 librarians since 4/1/99.

Mr. Buthod announced the retirements of two long term staff this month: Darlene Roby (30 years) and Margarett Perkins (35 years).

The Arts and Cultural Attractions Council, consisting of directors of top cultural attractions, hired University of Louisville economist Paul Coomes to do a study of the effect on Louisville of the arts and culture industry. The study concluded that the Library is a major cultural institution. The study will be released at a special briefing at the Speed Museum on 8/30/00 at 8:30 a.m. Members of the Commission are invited to attend.

Mr. Buthod reviewed the June Monthly Report, which showed final fiscal year figures. He recapped this year's operating results:

- Visits to the libraries up more than 3% over the year before.
- Circulation held steady at 3.3 million.
- New library card registrations up more than 10%.
- Reference and information requests up 8%.
- Attendance at library programs up more than 16%.
- Class visits and library tours were up 8%.
- Attendance at pre-school story times was up 15%.
- Attendance at Parents & Tots programs was up 40%.

Mr. Buthod also noted that Career Resources Inc., has moved out of the Main Library due to a reduction in CRI's contract with the Workforce Investment Board.

Chairman's Report:

NONE.

Old Business:

A summary of the library's weeding policy was distributed and discussed briefly.

Mr. Burse said the Advisory Commission should ask the Foundation to conduct the Children's Appeal again this year.

Mr. Buthod raised the question of whether the Commission wanted to hold an August meeting this year. Commissioners concluded that the August meeting would be cancelled and that the Commission would meet again in September.

New Business:

A motion to approve the Okolona Boosters' silent auction and bake sale scheduled for October 16-28 was made by Ms. Horton, seconded by Dr. Douglas and approved unanimously.

A motion to accept the following donations was made by Dr. Douglas, seconded by Ms. Bateman and approved unanimously.

1. Bequest of \$91,438 from the estate of Jack Doyle.
2. Donation of \$14,178.12 from the City of St. Matthews for the St. Matthews/Eline Branch.

Adjournment:

A motion to adjourn the meeting was entered by Mr. Preston and seconded by Ms. Bateman. The meeting adjourned at 5:45 p.m.

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

AUGUST 2000

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
September 26, 2000**

The Louisville Free Public Library Advisory Commission met on Tuesday, September 26, 2000, 4:30 p.m. in the Board Room at the Main Library.

Present:

Mr. Burse, Ms. Horton, Dr. Douglas, Ms. Charmoli, Ms. Kane, and Mr. Preston were present. Also present were Director Craig Buthod, City Liaison Carol Behr and County Liaison Sharon Martin. Ms. Cecelia Wooden was present, representing the Planning Committee.

Minutes:

The minutes of July 18, 2000 were approved as submitted.

Representative Jordan and Ms. Bateman were absent.

Planning Committee Report:

Revisions to Draft Strategic Plan:

Ms. Wooden stated that two revisions are recommended to be made to the Strategic Plan. The revisions reflect feedback received from the Friends and Foundation as well as others in the community. The first revision includes a more specific description of the Friends activities. The second recommended revision is changing the SWOT analysis to reflect a broader view. The broader view and altered format would be called an Environmental Scan.

A motion to accept the Planning Committee's recommendation of these revisions was entered by Ms. Charmoli, seconded by Mr. Preston and approved unanimously.

Ms. Horton then moved the Commission give final approval of the revised Strategic Plan and for the plan to be published as the work of the Library Advisory Commission. The motion was seconded by Ms. Kane, and approved unanimously.

Staff Action Plan:

Ms. Wooden also noted that staff and management have developed an internal management document, which identifies specific activities associated with each of the strategies recommended in the Strategic Plan. A working version for use by managers will identify which staff members are responsible for accomplishing each action step. The Planning Committee has requested that the director review progress on the Action Plan with them in six months.

The Planning Committee asked that the Library Advisory Commission accept the Staff Action Plan as is. A motion to accept the Staff Action Plan as is was entered by Ms. Charmoli, seconded by Ms. Horton and approved unanimously. Mr. Burse requested further that staff report on an ongoing basis the staff action items that will have budget implications so that Commissioners can remain fully informed about budget needs.

Communication Strategy on Strategic Plan:

Ms. Wooden noted that library volunteer and Foundation board member Joan Riehm is working with library management and Ms. Wooden to develop a communication plan for getting the library's vision out in public view. Ms. Riehm will prepare a funding proposal to present to the Library Foundation in November. The Planning Committee is requesting that the Advisory Commission 1) acknowledge the Foundation's initiative and 2) support the opportunity to work together in communicating the vision of the library to the public and gathering public support. A motion to accept this Planning Committee recommendation was entered by Ms. Horton, seconded by Mr. Preston and approved unanimously.

Completing the Long Range Facilities Plan:

Ms. Wooden noted that work on the master facilities plan originally proposed to the City and County has been delayed due to the County declining to fund its share. However, the preliminary work on the plan needs to be completed, as valuable information from that completed work can be used in the communications plan for the vision of the library. It is estimated that approximately \$10,000 from Commission managed funds will be required to complete the work and make the information available for our use. The Planning Committee is requesting that the Library Advisory Commission approve the expenditure of \$10,000 to complete the preliminary work. Ms. Horton noted that the Finance Committee had already anticipated that this might be necessary and had funds available for it. A motion to approve the funding was entered by Ms. Kane, seconded by Ms. Horton, and approved unanimously.

New Report and Initiatives Affecting LFPL:

Ms. Wooden introduced a copy of a study commissioned by the Arts and Cultural Attractions Council relating to the Library's planning goal for the Library to become established as a major cultural institution. The study, performed by Dr. Paul Coomes, identifies the size and scope of the arts and cultural attractions in Louisville, compares Louisville to similar markets, and establishes benchmarks for the ACA. The findings of the study point to the Library as a leading cultural institution in Louisville.

Ms. Wooden also noted that the Office of the Mayor has commissioned consultants to assist the city with the development of a new Downtown Master Plan. Part of the draft recommendations from the planning consultants involve developing the area surrounding the Main Library as a residential and small business neighborhood.

Librarian's Report:

Mr. Buthod announced that Millennium programming was still going strong at the Library. The Library currently has an exhibit of photographs on loan from the Rock and Roll Hall of Fame in the newly renovated Bernheim Gallery. Eighty-one year-old rock critic Jane Scott conducted a program at the library. On October 12, author and New York University Law School professor Annette Gordon-Reed will present a program on the history of Thomas Jefferson and Sally Hemmings and their descendants.

The Gutenberg Exhibit opens on November 13 at the Library.

Chairman's Report:

NONE.

Old Business:

NONE.

New Business:

A motion to approve the two items below was entered by Dr. Douglas, seconded by Ms. Horton and approved unanimously.

1. Approve Fundraising request – Fern Creek Friends Book Sale – scheduled for November 16-18.
2. Approve Friends of the Library Fall Booksale – October 20, 21, 22.

Adjournment:

A motion to adjourn the meeting was entered by Dr. Douglas and seconded by Ms. Kane. The meeting adjourned at 5:15 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
October 18, 2000**

The Louisville Free Public Library Advisory Commission met on Tuesday, October 18, 2000, 4:30 p.m. in the Meeting Room at the Western Branch Library.

Present:

Mr. Burse, Dr. Douglas, Ms. Charmoli, Ms. Kane, Ms. Bateman, and Mr. Preston were present. Also present were Director Craig Buthod, Assistant Directors Varble and Cooper, City Liaison Carol Behr and County Liaison representative Henrietta Wallace.

Mr. Burse called the meeting to order at 4:40 p.m.

Minutes:

Motions to approve the minutes as distributed and excuse the absences of Ms. Horton and Representative Jordan were entered by Ms. Bateman, seconded by Dr. Douglas and approved unanimously.

Planning Update:

Mr. Buthod distributed copies of excerpts from the Public Library Data Service Statistical Report 2000 and a brief discussion ensued. LFPL falls near the bottom of the scale of urban libraries in the region on all measures but one. In the category of public computers available for the population served, LFPL is at the top of the list of fourteen cities.

Librarian's Report:

Mr. Buthod distributed proposed meeting locations for the 2001 calendar year (copy enclosed). The locations were adopted by consensus.

The Gutenberg Exhibit opens on November 13 at the Library. There will be programs for adults and children, activities and special speakers. There has been widespread public support for the project including more than \$100,000 free printing contributed by several local printers.

Ms. Charmoli suggested contacting CEP sites for field trips to the exhibit.

Chairman's Report:

NONE.

Old Business:

NONE.

New Business:

Assistant Director Ms. Cooper reviewed the current Meeting Room Policy and distributed a comparison study of nationwide libraries. A brief discussion followed.

Ms. Bateman suggested that the library review the Jefferson County Public School policy on meeting rooms before any changes to the current policy were made.

Mr. Burse also suggested that the Commission review the policy on space use from the University of Louisville.

It was the consensus of the commission that the library wants the community to use the meeting rooms and that they should be seen as open free space.

Commissioners suggested that Ms. Cooper submit a draft of any proposed changes to the meeting room policy for review at the next meeting.

Mr. Buthod distributed copies of the approved Strategic Plan 2000.

Adjournment:

There being no further business, the meeting adjourned at 5:20 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
November 21, 2000**

The Louisville Free Public Library Advisory Commission met on Tuesday, November 21, 2000, 4:30 p.m. in the Board Room at the Main Library.

Present:

Mr. Burse, Dr. Douglas, Ms. Charmoli, Mr. Cooke, and Ms. Horton were present. Also present were Director Craig Buthod, Assistant Directors Varble and Cooper and County Liaison Sharon Martin.

Ms. Bateman, Ms. Kane, Representative Jordan and Mr. Preston were absent.

Mr. Burse called the meeting to order at 4:37 p.m. He welcomed a new member to the Commission, Mr. Graham Cooke.

Minutes:

The minutes of October 18, 2000 were approved as submitted.

Librarian's Report:

Mr. Buthod noted that the Gutenberg Exhibit is up and running. He noted that lots of school group tours are schedule and that all tours are guided. Mr. Buthod also noted that volunteer printers from local companies are operating the printing press during library hours for visitors. Mr. Buthod noted that radio and TV ads are running and that the Courier Journal is running ads. Public response has been very strong.

Mr. Buthod noted that in a Courier Journal article (November 21, 2000) Judge Executive Rebecca Jackson asked Fiscal Court to repeal the residency requirement for County employees. Mr. Buthod asked the Commission to help by asking County Commissioners to support the repeal effort. He noted that the Library Union, AFSCME, also wants the ordinance repealed.

Chairman's Report:

Mr. Burse stated that the Foundation Board had met earlier that afternoon and that over the next few months there will be continuing dialogue with the Foundation Finance Committee over how the two bodies allocate endowment funds.

Old Business:

Assistant Director Cooper briefly reviewed the draft Meeting Room Policy with commissioners, stating that the revision removes the prohibition against meeting room use by religious, political and business groups in an attempt to open up the rooms to more groups.

A motion to approve the revisions to the meeting room policy was entered by Ms. Charmoli, seconded by Ms. Horton and approved unanimously.

New Business:

NONE.

Adjournment:

There being no further business, a motion to adjourn the meeting at 5:11 p.m. was entered by Ms. Charmoli, seconded by Dr. Douglas and approved unanimously.

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

DECEMBER 2000

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
January 16, 2001**

The Louisville Free Public Library Advisory Commission met on Tuesday, January 16, 2001, 4:30 p.m. in the Meeting Room at the Highlands-Shelby Park Branch, located at 1250 Bardstown Road.

Present:

Mr. Burse, Ms. Charmoli, Mr. Cooke, Ms. Horton and Mr. Preston were present. Also present were Director Craig Buthod, Assistant Directors Varble and Cooper and County Liaison Sharon Martin and City Liaison Carol Behr.

Ms. Bateman, Ms. Kane, Ms. Jordan and Dr. Douglas were absent.

Mr. Burse called the meeting to order at 4:40 p.m.

Minutes:

The minutes of November 21, 2000 were approved as submitted.

Planning Update:

Mr. Burse gave a recap of an Executive Committee meeting held on January 3, 2001. He discussed the possible effects of the merged government reorganization on library governance. He reported that the Library Foundation had agreed to fund the legal research needed to see what governance options are available to LFPL under Kentucky law. The results of that research will help make clear the path for the Library and the Library Advisory Commission to follow. There would likely be concentrated work with elected officials, especially the members of Fiscal Court. Working through a joint steering committee made up of members of the Advisory Commission, the board of the Friends of the Louisville Free Public Library and the Library Foundation board, we will now move ahead on a public education effort on the Commission's strategic plan. The Library Foundation is funding this public education effort.

Mr. Burse asked for Commission members to serve on the joint steering committee. Graham Cooke, Mark Preston and Rae Horton volunteered to serve.

Librarian's Report:

Mr. Buthod gave a wrap-up report on the Gutenberg exhibition and festival, announcing that more than 100,000 people visited the library during the period of the exhibit, coming from at least 36 states. He described the positive comments staff have heard from community members and said that community organizations are responding very well to the library as we seek new partnerships.

The Library Foundation has named four new board members: Nick Simon, president of Publishers Printing; Dr. Ted Steinbock; Marty Bell, deputy superintendent of Jefferson County

Public Schools; and Steve Bass, president of Hamilton Printing. Simon, Steinbock and Bass were all major supporters of the Gutenberg exhibition.

Mr. Buthod asked the Commission for guidance on this year's budget request to the City and County. Commissioners indicated strongly that the strategic plan outlined the Library's very serious needs and should be the basis for our request. They said it is important that the library's budget request makes clear to elected officials what the public needs and expects from its library. That will give these officials a chance to deliver to the public what they want.

To close the meeting, Commission members watched a videotape of a segment from the CBS News nationally televised program *Sunday Morning* spotlighting the Gutenberg exhibition.

Adjournment:

There being no further business, the meeting was adjourned at 5:45 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
February 20, 2001**

The Louisville Free Public Library Advisory Commission met on Tuesday, February 20, 2001, at 4:30 p.m. in the Board Room at the Main Library

Present:

Mr. Burse, Ms. Bateman, Mr. Cooke, Ms. Hawkins, Ms. Horton, and Mr. Preston were present. Also present were Director Craig Buthod, Assistant Directors Varble and Cooper, County Liaison Sharon Martin and City Liaison Carol Behr.

Ms. Kane, Dr. Douglas and Ms. Charmoli were absent.

Minutes:

The meeting was called to order by Mr. Burse at 4:43 p.m.

The minutes of January 16, 2001 were approved as submitted.

Mr. Burse welcomed new member Ms. Geneva Hawkins.

Planning Update:

Mr. Preston said consultant Dick Waters was asked to update his draft long-range facilities plan. After the Planning Committee meets with Mr. Waters, a time frame for completion of the plan will be submitted.

Mr. Preston announced a joint planning committee with the Library Foundation and Friends of the Library.

Chairman's Report:

Mr. Burse reported that the Library Foundation will review PNC's investment performance for all of the funds the Foundation has on deposit with PNC. The Foundation finance committee has asked the Commission for any direction the Commission might have regarding funds of the Commission that are managed by the Foundation but on deposit with PNC. After a discussion, Mr. Burse directed Mr. Buthod to inform the Foundation that the Commission wishes that the Foundation give the investment performance of funds at PNC a thorough and prompt review. Mr. Burse said the Foundation's finance committee would review the investments over the next two quarters.

Librarian's Report:

Mr. Buthod announced that the Actor's Theatre Humana Festival starts February 27 and that Actor's Theatre will use that occasion to announce a new partnership with LFPL. The Library and Actor's Theatre will produce four major public programs together over the next year as well as a major exhibit to be housed at the Main Library. In addition to these programs, the Library will create an Actor's Theatre collection of the plays produced by the company over the years. Mr. Buthod invited all commissioners to a reception on February 27, 5:30 p.m. at Actor's Theatre to kick off the partnership.

Mr. Buthod announced the return of Clay Jenkinson as Thomas Jefferson on March 5. "Mr. Jefferson's" visit will commemorate the 200th anniversary of his first inauguration, March 4, 1801.

An article about the Library's Gutenberg Exhibit, which appeared in "American Libraries" magazine, was discussed. (copy enclosed)

On April 3 the Library will present the author of "Lest We Forget," Velma Maia Thomas.

Mr. Buthod distributed summaries of the major items to be included in the Library's budget request to the City and County. The Commission then discussed the order of importance of these requests, based on the public comments received in the development of the Commission's strategic plan. The resulting priorities are attached.

Adjournment:

There being no further business, the meeting was adjourned at 5:32 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
March 20, 2001**

The Louisville Free Public Library Advisory Commission met on Tuesday, March 20, 2001, at 4:30 p.m. in the meeting room at the Fairdale Branch Library, located at 10616 W. Manslick Road in Fairdale, Kentucky.

Present:

Mr. Burse, Ms. Bateman, Mr. Cooke, Ms. Hawkins, Ms. Horton, Ms. Kane, Ms. Charmoli, and Dr. Douglas were present. Also present were director Buthod, assistant director Varble, County Liaison representative Tracy Neathery and branch manager Polly Price.

Mr. Preston was absent.

Mr. Burse introduced Polly Price, who welcomed commissioners and gave a brief overview of branch activities and attractions.

Minutes:

The meeting was called to order by Mr. Burse at 4:45 p.m.

A motion to approve the minutes of the February 20, 2001 meeting was entered by Mr. Cooke, seconded by Ms. Bateman and approved unanimously.

Planning Update:

Mr. Buthod handed out draft copies of the proposed new council districts for the new merged government, noting that the maps at hand now are a very early draft provided by Judge Jackson's office. He also said that facilities planning consultant Dick Waters is working on revisions to his draft report and that LAC planning committee chair Mark Preston hopes to submit a final revision at the next Commission meeting.

Mr. Buthod announced a joint steering committee meeting would be held with representatives of the Commission, the Library Foundation and Friends of the Library.

Budget Update:

Mr. Buthod said the Library's budget proposal has been submitted to the County judge/executive in writing and at a hearing with the County's finance and budget staff. Mr. Cooke attended the budget hearing and reported that its tone was positive and constructive.

Mr. Buthod also announced that the City would hold its budget hearing on March 29 at 2:00 p.m.

Mr. Buthod said he made a report at the Board of Aldermen's Appropriations Committee this day and that the questions directed to him were very detailed, pertinent and positive.

Chairman's Report:

No Report.

Librarian's Report:

Mr. Buthod announced that he had met with constituents from the Newburg area who want a library in their area. County Commissioner Dolores Delahanty, who convened the meeting, said funding the library's master facility plan is her top priority in this year's budget.

Mr. Buthod distributed a written proposal for special recruiting initiatives for librarians. Mr. Buthod said there has been no progress on librarians' salaries. He also noted that library staff has been going on recruiting missions to Indiana University and University of Kentucky and they have proved somewhat successful in the past. He proposed more campus recruiting trips, as well as recruiting at national and regional library conferences.

A motion to approve \$20,000 from Library Advisory Commission funds for the special recruiting initiatives was entered by Ms. Charmoli, seconded by Ms. Horton and approved unanimously. Ms. Charmoli reminded library staff to "be frugal" with these funds.

Mr. Buthod reported that history scholar Clay Jenkinson's return appearance as Thomas Jefferson had been extremely successful.

He also noted that author Velma Maia Thomas would give a living history performance at the Main Library on Tuesday, April 3 at 7:00 p.m.

Old Business:

NONE.

New Business:

A motion to approve the Fern Creek Book sale scheduled for May 17, 18, 19, 2001 was entered by Ms. Charmoli, seconded by Ms. Horton and approved unanimously.

Adjournment:

There being no further business, a motion to adjourn the meeting was entered by Ms. Charmoli, seconded by Ms. Horton and approved unanimously. The meeting was adjourned at 5:17 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
April 17, 2001**

The Louisville Free Public Library Advisory Commission met on Tuesday, April 17, 2001, at 4:30 p.m. in the meeting room at the Main Library

Present:

Mr. Burse, Ms. Bateman, Mr. Cooke, Ms. Hawkins, Ms. Horton, Ms. Charmoli, and Mr. Preston were present. Also present were director Buthod, assistant director Cooper, and County Liaison Sharon Martin.

Dr. Douglas and Ms. Kane were absent.

Minutes:

The minutes of the March 20, 2001 meeting were approved as submitted.

Planning Update:

Mr. Preston, representing the Planning Committee, asked the commissioners to accept the final Long-Range Facilities Plan from Dick Waters of Providence Associates. He explained that the report contains the recommendations of the consultant on what facilities will be needed to accomplish the service goals laid out in the commission's strategic plan. The report comes after months of work by the consultant, including several meetings with commission members and close work with library staff.

In his cover note to the Library Advisory Commission, Mr. Preston outlined the highlights of the consultant's recommendations as these:

- Establish four service regions – Inner Loop, Southwest, South Central, Northeast
- Build three new regional libraries of 42,200 square feet each
- Build new branches to replace existing libraries at Middletown, St. Matthews, Shively, Fern Creek, Fairdale, and Okolona
- Renovate and expand historic library buildings at Western, Crescent Hill, Shawnee and Portland
- Convert lower level storage space for public use at Iroquois
- Build an entirely new library in the southwest quadrant of Jefferson County
- Restore the Main Library's original 1906 building, renovate the 1969 wing and add 73,240 square feet of additional space.

On completion of this program, LFPL's facilities would meet or exceed all Kentucky minimum standards for public library adequacy. Mr. Waters estimates the capital costs for this plan to be \$126,609,054.

Upon recommendation from the Planning Committee, the report was accepted unanimously.

Ms. Horton asked the commission to keep in mind that the Waters report is a tool for the library to use in further planning, not the final conclusion of the Commission.

Mr. Preston expressed thanks to Ms. Horton and Ms. Charmoli for their excellent work regarding the Facilities Plan.

Joint Task Force:

Ms. Horton advised the commission that seven public relations agencies have submitted proposals to help the library develop public awareness of the Strategic Plan. She indicated the next meeting would be to hear presentations from three finalist agencies and select a firm to do the work. The group overseeing this effort is made up of three representatives each from the Foundation, the Friends and the Library Advisory Commission. Funds for the contract have been provided by the Library Foundation.

Budget Update:

Mr. Buthod reported on the status of the library's budget requests to the Mayor and the Judge/Executive. Executive staff at both the City and County have held hearings on the library's budget but no announcements have been made.

Mr. Cooke noted that he met with County Commissioner Darryl Owens and discussed the budget request. He noted that Commissioner Owens expressed great interest in the library.

Chairman's Report:

No Report.

Librarian's Report:

Mr. Buthod reported that the recent appearance at the Main Library by author Velma Maia Thomas attracted more than 600 people.

The next "Main Event" program will be a series of poetry programs starting this Thursday, April 19 and continuing through Saturday.

Mr. Buthod said the program scheduled for April 30 is called "Forgotten at the Finish Line" and focuses on the history of African American jockeys in thoroughbred horse racing.

Mr. Buthod handed out the Library Foundation's Annual Report. He also noted that the Foundation's Annual Children's Appeal is currently underway.

Mr. Buthod handed out a memo containing the rankings of Kentucky's county libraries by income, books per capita and circulation per capita for 1999 and 2000. (Attached.)

Old Business:

NONE.

New Business:

Mary Frances Cooper presented a proposal by staff to reduce the maximum overdue fine on videotapes from \$10 to \$5, in keeping with fines for other materials. A motion to delegate adjustments of fine policies to the library director was submitted by Mr. Preston, seconded by Ms. Charmoli and approved unanimously.

A motion to approve a donation of \$1300 to the Okolona Library from the Okolona Boosters and approve the Okolona Boosters Literary Basket Silent Auction was entered by Ms. Horton, seconded by Ms. Bateman and approved unanimously.

Exception to Meeting Room Policy:

Ms. Cooper announced that the library has received a request from two patrons to hold their marriage ceremony at the Bon Air Regional Library during hours the library is open. The request was approved with the understanding that the ceremony would not interfere with service to the public.

Adjournment:

There being no further business, a motion to adjourn the meeting was entered by Ms. Charmoli, seconded by Ms. Horton and approved unanimously. The meeting was adjourned at 5:18 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
May 15, 2001**

The Louisville Free Public Library Advisory Commission met on Tuesday, May 15, 2001, at 4:30 p.m. in the meeting room at the Portland Branch of the Louisville Free Public Library, located at 3305 Northwestern Parkway.

Ms. Horton called the meeting to order at 4:45 p.m.

Ms. Horton introduced Ms. Shannon Farms, Children's Library Assistant at the Portland Branch. Ms. Farms gave a brief overview of staff and summer plans for the branch. She also noted that this year marks the 8th year for their tutoring program in conjunction with the Lincoln Foundation.

Present:

Mr. Burse, Ms. Bateman, Dr. Douglas, Ms. Hawkins, Ms. Horton, and Ms. Kane were present. Also present were director Buthod, assistant director Cooper, assistant director Varble, City Liaison Carol Behr and County Liaison Sharon Martin.

A motion to approve the absences of Mr. Cooke, Ms. Charmoli and Mr. Preston was entered by Ms. Kane, seconded by Ms. Hawkins and approved unanimously.

Minutes:

The minutes of the April 17, 2001 meeting were approved following a motion by Ms. Kane and a second by Ms. Hawkins.

Staff Report:

Susan Moore, Manager of Children's Services and Martha Link, Special Programs Librarian presented a skit about the 2001 Summer Reading Program.

Ms. Moore presented commissioners with sample prizes and literature about the Summer Reading Program and invited them to join in the kick off on Saturday, June 2, at the Main Library. The finale is scheduled for August 18 at the Derby Museum.

Planning Update:

Mr. Buthod distributed literature outlining capital expansion programs in Nashville, Memphis and Indianapolis. He noted that both Memphis and Nashville ranked below LFPL in library facilities last year, but after their expansions rank well above.

Mr. Buthod noted that since the meeting this month is being held in the Portland Branch, he would take this opportunity to review the needs of the branch as outlined in the Long-Range Planning Study by Dick Waters and the Luckett & Farley building conditions study.

Mr. Buthod said Portland was the branch most in need of renovations and expansion. The Dick Waters report indicated the branch size should be increased to 10,000-sq. ft. The Lockett & Farley study identified approximately \$237,000 in repairs needed in the existing building.

Ms. Varble then said the heating and air conditioning units for the branch are scheduled to be replaced in the fall, and that a handicap accessible door will be installed. She also indicated that the vents and ductwork, as well as the air circulators would be looked at.

Dr. Douglas suggested that the library apply for a government grant to help defray the costs of making the branch handicap accessible.

Librarian's Report:

Mr. Buthod said the Judge has announced her proposed budget, which includes continued funding for current operations only, with the exception of \$75,000 for the Master Facilities Plan and \$85,000 to replace the HVAC in the South Building at the Main Library.

He also noted that the Mayor would release his budget proposal on Thursday, May 31.

Chairman's Report:

Mr. Burse said members of the commission met with County Commissioner Delores Delahanty on May 8 to discuss the Long Rang Planning Study produced by Dick Waters. Ms. Delahanty indicated the library is her top priority. Mr. Burse indicated that he and the director are scheduled to meet with the County Judge on May 29 to discuss the study.

Mr. Burse said Mr. Buthod is currently working with the joint task force of Friends, Foundation and Commission, looking at the impact of a merged government on the library system.

Old Business:

NONE.

New Business:

A motion to approve the Friends of the Library Spring Booksale, scheduled for June 1, 2, 3, 2001 was entered by Ms. Bateman, seconded by Ms. Kane and approved unanimously.

Ms. Bateman requested to be excused for the June 2001 and July 2001 meetings.

Ms. Hawkins requested to be excused for the June 2001 and July 2001 meetings.

Adjournment:

There being no further business the meeting was adjourned at 5:15 p.m.

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

JUNE 2001

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
July 17, 2001**

The Louisville Free Public Library Advisory Commission met on Tuesday, July 17, 2001, at 4:30 p.m. in the meeting room at the Jeffersontown Branch of the Louisville Free Public Library, located at 10635 Watterson Trail.

Mr. Burse called the meeting to order at 4:40 p.m.

Mr. Burse introduced Ms. Nancye Browning, Branch Manager of the Jeffersontown Branch. Ms. Browning noted that the branch was well supported and loved by the community and that they have an active Friends group. She also said the branch will once again participate in the Jeffersontown Gaslight Festival in September and other plans for the year include a screen play contest. Ms. Browning indicated they have an average of over 16,000 people come through the doors each month and an average weekly circulation of 4900 items.

Present:

Mr. Burse, Ms. Bateman, Dr. Douglas, Ms. Horton, Ms. Charmoli, Mr. Preston and Mr. Cooke were present. Also present were director Buthod, assistant director Cooper, assistant director Varble, City Liaison Carol Behr and County Liaison Sharon Martin.

Ms. Kane and Ms. Hawkins were excused.

Minutes:

The minutes of the May 15, 2001 meeting were approved following a motion by Dr. Douglas and a second by Ms. Horton.

Planning Update:

Planning Committee chair Mark Preston called on Ms. Cooper to highlight some of the progress on the Action Plan (see attached). She described the plan document as a management tool for guiding staff activities in keeping with the strategic plan. In addition to reviewing major points of the report in hand, Ms. Cooper offered to answer any questions about it at the next meeting.

Mr. Burse suggested a county-wide project based on the successful "What if all of Kentucky read the same book" promotion.

Budget Update:

Mr. Buthod distributed and discussed the attached memo entitled "Funded Programs in Approved 2001-2002 Budget." Mr. Burse suggested that commissioners thank the Mayor, County Judge, Aldermen and County Commissioners for this step forward.

In discussing the funded Master Facilities Plan development, Mr. Burse directed staff to work with the Planning Committee and bring to the next Library Advisory Commission meeting a recommendation on how to proceed.

Joint Task Force on the Strategic Plan:

Ms. Horton noted that Fred Joseph and Craig Buthod are working with the attorneys at Frost Brown & Todd who are researching legal options for the library when the merger goes into effect. The Library Foundation is funding this legal research.

The Library Foundation has also provided funds for public opinion research through the Urban Studies Institute, a research center at the University of Louisville. The research will attempt to discern public perceptions about the value of the library to the community and help shape future communications about the library's strategic plan.

Cecelia Wooden has been hired by the Library Foundation to develop a legislative relations strategy for the coming General Assembly session. Libraries statewide seek an increase in direct state aid for Kentucky libraries.

A 12-page information piece will be in the Courier Journal on Sunday, September 9 as part of LFPL's Public Information Program. Mr. Buthod noted that Nick Simon will donate most printing costs and the Courier-Journal has reduced their insertion costs. The total cost for the piece is approximately \$18,000.

Librarian's Report:

Mr. Buthod announced that the Summer Reading Kick-off, held on June 2, was a huge success. The finale is scheduled for August 18 at the Kentucky Derby Museum from 10:00 – 2:00 p.m. Mr. Buthod noted that as of now, participation is up strongly from last year.

Mr. Burse suggested that the library begin videotaping such special events as the summer reading kickoff for future use.

Mr. Buthod said that the quilt exhibit has been hung at the Main Library and will be on display until mid-September. He noted that more than 40 quilts are hanging and that there will programs associated with the quilts throughout the run of the show.

Mr. Buthod asked commissioners to approve funds, in the amount of \$1,395, for him to make a trip to Nashville, Tennessee with Greater Louisville, Inc. A motion to approve the expenditure was entered by Ms. Charmoli, seconded by Mr. Cooke and approved unanimously. Mr. Buthod invited members of the commission to join him in making the trip as most of the programs are to be presented at the new Nashville Main Library.

Mr. Buthod reviewed the end of the fiscal year monthly report for commissioners, indicating steady increases in door count and circulation.

Chairman's Report:

Mr. Burse reported that the Library Foundation is planning the focus for this year's fundraising efforts. He said that for the last four years, fundraising has centered around children. Mr. Buthod said that he is suggesting the Summer Reading Program as one part of this year's efforts. Jane Charmoli recommended expanding the past attention to children to include teens as well.

There was consensus that the library would benefit most from support in areas identified in the strategic plan. After considerable discussion, the commission instructed Mr. Buthod to convey the essence of the discussion to the foundation, i.e.,

- The Commission feels continuing the annual appeal is entirely appropriate.
- The library still needs support for activities for children and youth, noting that the addition of youth to this effort is entirely in keeping with the library's strategic plan.
- If other goal areas of the strategic plan can be added to the appeal, that we could use the research results from the Urban Studies Institute to help us decide which ones.

Mr. Burse said the foundation would decide on a fundraising direction at its next meeting on August 21.

Mr. Burse asked all commissioners to please return Mr. Buthods' evaluation form to him as soon as possible.

New Business:

A motion to approve the Jeffersontown Branch Booksale, scheduled for September 13-16, 2001 was entered by Ms. Bateman, seconded by Ms. Charmoli and approved unanimously.

Adjournment:

There being no further business the meeting was adjourned at 5:50 p.m. after a motion by Mr. Cooke and a second by Mr. Preston.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
August 21, 2001**

The Louisville Free Public Library Advisory Commission met on Tuesday, August 21, 2001, at 4:30 p.m. in the boardroom at the Main Library

Present:

Mr. Burse and Ms. Kane were excused following a motion by Ms. Charmoli and a second by Mr. Preston. Dr. Douglas and Ms. Hawkins were also absent.

Minutes:

The minutes of the July 17, 2001 meeting were approved following a motion by Mr. Cooke and a second by Ms. Bateman.

Planning Update:

Mr. Preston indicated that the committee would seek a consultant to move forward with the Master Facilities Plan. They will also solicit public input during the planning process.

Mr. Buthod said library staff would meet with the City-County Purchasing Department to work with them in selecting a consultant. He noted that \$150,000 is the budget for the entire project.

Finance Committee:

Ms. Horton announced that the Finance Committee chair would now receive a more complete breakdown of all payments by check from the Advisory Commission's restricted funds. Previously, the committee chair received summary information and requested details on any checks she had questions about.

The Finance Committee brought forward a set of proposed changes in the investment of the LAC restricted funds, along with draft guidelines formally authorizing the library director to make certain commitments from those funds. After some discussion, the action to adopt these changes was tabled to give the Finance Committee an opportunity to make revisions. The Finance Committee chair offered to bring a revised version to the September meeting.

Ms. Horton, representing the LAC Finance Committee, explained that the Library Foundation handles investments of the Quasi-endowment funds on behalf of the Library Advisory Commission. She noted that the Library Advisory Commission has formally expressed concern to the Foundation that PNC Advisors continues to perform badly as an investment manager for these funds. The Library Foundation took an action at its August 21 meeting to solicit proposals from other investment managers with an eye toward moving the Quasi-endowments.

Librarian's Report:

Mr. Buthod reported that the Library is co-sponsoring a special GED testing program this fall in a partnership with JCPS Adult Education Division and Kentuckiana Works, the workforce investment board. LFPL will provide 18 testing sessions at six branch locations and will underwrite testing fees for 300 students. Mary Frances Cooper is coordinating LFPL's participation.

Mr. Buthod reported on the Summer Reading Finale, held Saturday, August 18 at the Kentucky Derby Museum. More than 40,000 children took part in the program this summer and more than 14,000 completed it by reading ten books or more. He attributed the big increases to staff commitment and good promotion.

The Summer Reading Finale at the Derby Museum was also the occasion for the opening of a special exhibit organized by the Library and the Kentucky Derby Museum and underwritten by the Library Foundation and others. Thirty-one original works of art from children's books about horses were collected from across the country to make up the exhibit "Picturing Horses," on display at the Derby Museum until the end of the year. The library and the museum are collaborating on special programs through the run of the exhibit.

Mr. Buthod distributed a list of cultural events at the Main Library for the fall.

Adjournment:

There being no further business, the meeting adjourned at 5:37 p.m., following a motion by Ms. Bateman, and a second by Mr. Cooke.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION**

September 18, 2001

DRAFT

The Louisville Free Public Library Advisory Commission met on Tuesday, September 18, 2001, at 4:30 p.m. in the boardroom at the Main Library.

Mr. Burse called the meeting to order at 4:30 p.m.

Present:

Mr. Burse, Ms. Horton, Ms. Charmoli, Mr. Cooke, Ms. Bateman, Dr. Douglas and Ms. Hawkins were present. Also present were director Buthod, assistant director Cooper, assistant director Varble and Jefferson County representative Tracy Netherly.

Mr. Preston and Ms. Kane were excused.

Minutes:

The minutes of the August 21, 2001 meeting were approved following a motion by Ms. Bateman and a second by Ms. Charmoli.

Special Report from Nashville Trip:

Mr. Cooke and Mr. Burse were among several library supporters who attended the GLIDE (Greater Louisville Inc Development Expedition) trip on September 9-10, 2001 to Nashville, Tennessee. One full day of the trip was held at the Nashville Public Library. Mr. Cooke noted that the new central library there, part of a \$130 million expansion/renovation plan, has received great community and official support. He noted that the new central library has an auditorium, public conference halls, fantastic special collections, and a special children's theater and arts and crafts area. He also noted that the children's area is several times larger than the children's area at the Main Library in Louisville. He quoted Raymond Burse that Nashville was showing the world how much value they place on their children.

Mr. Burse noted that in Nashville, employers let parents off work on the first day of school to take their kids to school. Later that evening the mayor sponsors a support rally in a local arena. Mr. Burse noted that this is another way that the people of Nashville support their children.

Finance Committee:

Ms. Horton reviewed several investment actions to be taken regarding the Library Advisory Commission's restricted funds, as discussed at the August 21 meeting. A revised copy of the "Guidelines for library director in expenditure of funds from Restricted Accounts" (attached) was also presented and discussed. There being no objections, a motion to approve both the investment actions and the guidelines was entered by Ms. Horton, seconded by Ms. Charmoli and approved unanimously.

Mr. Burse distributed copies of the most recent reports of the investment performance of the Commission's quasi-endowments. The Library Advisory Commission entrusts these funds to the Library Foundation, which in turn relies on the Community Foundation of Louisville to hire an investment manager. The current investment manager for these funds is PNC Advisors. There was a brief discussion about the poor performance of these funds as managed by PNC.

Librarian's Report:

Mr. Buthod distributed an overview of the library's services to children and youth (attached) written by Susan Moore, manager of that division. He recommended it to the commissioners as a particularly good description of the full range of services LFPL offers to young readers.

Mr. Buthod reported that a group of library supporters from the Library Advisory Commission, Library Foundation and Friends of the Louisville Free Public Library met with the Jefferson County delegation to the General Assembly on September 17. Mr. Buthod noted that during the meeting he showed representatives, via the use of maps, how many children in their districts had library cards and how many households currently had library books out in their respective districts.

Mr. Buthod passed out a fact sheet entitled "Who Uses the Louisville Free Public Library?" to all commissioners (enclosed) and briefly reviewed the noted statistics.

Mr. Buthod announced a possible exhibit in conjunction with the University of Louisville's College of Arts and Sciences involving Chinese artifacts from a museum at the birthplace of Confucius, in the Shandong province of China. The exhibit is in the early planning stages now with an anticipated opening date of mid-November 2002.

Finally, Mr. Buthod reported that the Gutenberg and Mainz exhibits the library helped create last year will soon travel to St. Petersburg, Russia and other world cities.

Chairman's Report:

Mr. Burse announced that a legal opinion has been obtained confirming that a direct action by the county fiscal court can establish an independent library district as was done in Owensboro and Paducah. He said he and other library supporters will soon seek support in determining whether an independent library district is possible in Jefferson County.

New Business:

A motion to accept the following donations was entered by Ms. Hawkins, seconded by Dr. Douglas and approved unanimously.

1. Accept \$5,000 from the Mildred Horn Foundation for books on tape for Highlands-Shelby Park Branch.
2. Accept \$2,500 from the Cherokee Triangle Association for the Highlands-Shelby Park Branch.
3. Accept \$14,913.37 from the City of St. Matthews for the St. Matthews/Eline Branch.

Ms. Charmoli reported to the commissioners that the Main Library needs to be more accessible to people with disabilities, noting that there is handicapped parking at the south entrance but no accessible entrance at that end of the building. Mr. Burse asked her to put her concerns in a letter that would give him something work with in lobbying for building improvements.

Adjournment:

There being no further business, the meeting adjourned at 5:25 p.m., following a motion by Mr. Cooke and a second by Dr. Douglas.

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

OCTOBER 2001

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
November 20, 2001**

The Louisville Free Public Library Advisory Commission met on Tuesday, November 20, 2001, 4:30 p.m. in the Board Room at the Main Library.

Present:

Ms. Kane, Mr. Preston, Mr. Cooke. Director Buthod, Assistant Directors Varble and Cooper, and County Representative Martin were also present.

Mr. Burse, Ms. Hawkins, Dr. Douglas, Ms. Charmoli, Ms. Horton and Ms. Bateman were absent.

In the absence of a quorum director Buthod led a discussion of several agenda items.

Minutes:

The minutes of September 18, 2000 were distributed but not voted on.

Finance Report:

Mr. Buthod reported that the Library Advisory Commission entrusts its quasi-endowment funds to the Library Foundation for investment. The Foundation in turn works with the Community Foundation of Louisville to hire an investment manager, currently PNC Advisors. The poor performance of these funds had been discussed by the Library Foundation at its meeting earlier in the day. In an effort to find an investment manager who can produce better results, the Foundation is now seeking proposals from local and national firms.

Librarian's Report:

Mr. Buthod noted that the Young Adult Outpost opened on November 19. The Outpost is a special mini-branch designed, stocked and staffed for use by teenagers. It is located in rented space adjacent to the Highlands-Shelby Park Branch in the Mid City Mall.

Mr. Buthod handed out copies of the Consumer Attitudes Study that was conducted by the University of Louisville's Urban Research Institute and paid for by the Library Foundation. Mr. Buthod said that the study's results showed LFPL to be exceptionally well regarded by the public across all geographic areas and all population groups. One portion of the survey asked respondents to rate community institutions on a five point scale of importance. The public gave LFPL the highest rating 96.3% of the time, a higher score than U of L, Jefferson Community College, Metro United Way, the zoo, the Speed Museum, Actors Theatre, or the orchestra.

Mr. Buthod handed out a copy and gave an overview of the merger legal task force draft recommendations concerning the effects of merger on joint agencies like the library. There was a brief discussion.

Luckett and Farley recommended in its building condition assessment study that the concrete exterior of the north building be patched, sealed and assessed for any other repairs needed. Mr.

Buthod told commissioners that the concrete was deteriorating faster than expected and that emergency repairs would begin shortly.

Ms. Cooper noted that the LFPL has co-sponsored GED tests with the Jefferson County Public Schools Adult and Continuing Education Division and Kentuckiana Works, the workforce investment board. The exams have been given on Saturdays in branch libraries across the county and have resulted in 767 people being tested to date, with more to come. Ms. Cooper noted that this has been a great partnership with JCPS and KYANA Works. Ms. Cooper noted that three possible reasons for the success of the program were that it was free, it was convenient in locations and times, and local unions provided lunches so the participants did not have to leave the premises.

Chairman's Report:

None.

Old Business:

Mr. Buthod noted that the Foundation Annual Appeal campaign is underway and, as suggested by the Library Advisory Commission, the appeal letter indicates a variety of choices for support, as guided by the Commission's strategic plan goal areas.

New Business:

Mr. Buthod reported that Jefferson County had put out a request for proposals for leasing space for the County's East Government Center, currently the site of LFPL's Middletown Branch. One proposal received by the county was for lease of a building at 10605 Shelbyville Road, part of the Kentucky Baptist Home property. There was a discussion of whether that building would make a good home for the Middletown Library, which is currently in cramped quarters in the former bowling alley on Juneau Drive. Mr. Buthod showed commissioners a map of use patterns of the Middletown Library showing the prospective site to be closer to where most of the library's patrons live than is the current location.

All other business was postponed until the next meeting. No actions were taken.

Adjournment:

The meeting was concluded at 5:45 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
DECEMBER 18, 2001**

The Louisville Free Public Library Advisory Commission met on Tuesday, December 18, 2001, 4:30 p.m. in the Board Room at the Main Library.

Present:

Mr. Burse, Ms. Hawkins, Ms. Horton, Dr. Douglas, Ms. Bateman, Ms. Kane, Mr. Cooke and Ms. Charmoli. Director Buthod, Assistant Directors Varble and Cooper, and County Representative Martin were also present.

Mr. Preston was absent.

Minutes:

Moved by Ms. Hawkins that the minutes of September 18, 2001 be approved. Seconded by Dr. Douglas. Approved unanimously.

Moved by Ms. Kane that the minutes of November 20, 2001 be approved. Seconded by Ms. Bateman. Approved unanimously.

Librarian's Report:

Mr. Buthod asked Assistant Director Cooper to introduce a draft Community Literature Distribution Policy that she developed. Ms. Cooper noted that she looked at other libraries' policies as well as the American Library Association recommendations on literature distribution before presenting the draft to commissioners. Mr. Burse suggested that the City Law Department review the draft and that staff make a title change and other minor changes, noting that it must meet the mission of the library to be approved. Mr. Burse suggested that the policy be brought back before the commission after revisions and a legal review.

Mr. Buthod said that libraries across the state are urging the governor to back funding for House Bill 825 from the 2000 session of the Kentucky General Assembly. He noted that library boards across the state are adopting resolutions urging the governor to put funding for libraries in his budget. Under a new funding formula LFPL's allocation from HB 825 would increase from \$475,000 to \$1.2 million per year. Mr. Buthod asked commission members to adopt a resolution asking for the governor's support. Moved by Mr. Cooke, seconded by Ms. Hawkins. Approved unanimously. (Copy attached.)

Mr. Burse asked Mr. Buthod to draft a letter to the Jefferson County delegation of the General Assembly explaining the increase in funds that would be available to LFPL if the library funding is approved. Mr. Buthod said trustees from libraries across the state will make a trip to the capital in February to ask the General Assembly for support.

Mr. Buthod reported on his visit to the new Memphis, Tennessee Central Library recently. He said that the new building costs between \$65 and \$70 million dollars and that the library was outside the downtown area. Pictures of the new library were passed around.

Mr. Buthod asked County Liaison Sharon Martin to talk about the recent appearance at the Main Library by author Donald Miller. Ms. Martin said the program about his book, *The Story of World War II*, was excellent and that the speaker was wonderful. She noted that when veterans in the audience were asked to stand up and be recognized it brought tears to her eyes. Mr. Buthod noted that as at all author appearances a copy of the speakers' book was given away in a lucky ticket drawing, compliments of Hawley-Cooke Booksellers. At this program a Pearl Harbor survivor in the audience won the book.

Chairman's Report:

Mr. Burse advised commission members that the Library Foundation is requesting proposals for a new investment advisor for the quasi-endowments. He noted that PNC is not performing well and that monies coming in now are not being placed in the quasi-endowment accounts until the new investment manager is selected.

Old Business:

Mr. Buthod raised the question of the status of the library board after the merger in January 2003. He noted that the Library Board of Trustees was abolished in 1986 at the time of the City-County Compact and an Advisory Commission was appointed.

Commissioners discussed at length the issue of future governance of the library after merger. The central question is whether the library will be a direct department of the new mayoral administration or be returned to the pre-compact status of a governing board of library trustees. The Louisville-Jefferson County merger transition task force has recommended that all agencies currently governed by the compact be made direct departments of the new government, with advisory commissions at most to allow citizen input. Members of the commission discussed the status of the library board from 1902 to 1986 (a board of trustees with governing authority) and stated a strong preference for a return to governance by a board of trustees. The commission adopted a resolution to formalize their position in support of restoring the authority of the library board. (Copy attached.)

New Business:

Moved by Ms. Charmoli to accept the following 3 items. Seconded by Ms. Horton. Approved unanimously.

- Bequest of \$90,681 from Eileen Keltner estate.
- Meeting Locations for 2002
- Gift of magazine rack from LG&E to Southwest Regional Branch

Adjournment:

The meeting was concluded at 5:35 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
JANUARY 15, 2002
DRAFT**

The Louisville Free Public Library Advisory Commission met on Tuesday, January 15, 2002, 4:30 p.m. in the Community Room at the Southwest Regional Branch, located at 10375 Dixie Highway.

Present:

Mr. Burse, Ms. Hawkins, Dr. Douglas, Mr. Cooke, Ms. Charmoli and Mr. Preston. Director Buthod, Assistant Director Varble and County Representative Martin were also present.

Mr. Burse called the meeting to order at 4:44 p.m.

Moved by Dr. Douglas to excuse the absences of Ms. Horton, Ms. Kane and Ms. Bateman. Seconded by Ms. Charmoli. Approved unanimously.

Mr. Burse introduced Ms. Susan Baugh, Branch Manager at the Southwest Branch, who gave commissioners an overview of the services offered by the branch. She offered tours of the branch after the meeting for any interested commissioners.

Minutes:

There being no objections, the minutes of the December 18, 2001 meeting were approved without changes.

Librarian's Report:

Mr. Buthod referred commissioners to the Benchmark Cities study (enclosed) and briefly reviewed the report of the annual comparison with fifteen other library jurisdictions in our region of the country.

Mr. Burse noted that the trend information should be in the hands of elected officials.

Mr. Burse asked that the benchmark study be sent to the County Judge, Mayor, Board of Aldermen and Fiscal court as an update to previous studies.

Ms. Charmoli suggested that the study be given to candidates for new Metro Council. Mr. Buthod said he is to meet with candidates for Metro Council on February 23 and will prepare packets containing the study information for them.

Mr. Cooke suggested that the library also produce a more comprehensive report showing the trends of the study's 16 libraries over a three-year period. It was also suggested that Norfolk and Richmond VA and New Orleans LA be looked at to decide if they should be added to the study.

Mr. Buthod announced a new database for LFPL, Learn-a-Test, which is currently on the library's web site. He noted that the site has approximately 25 sample tests you can take to

prepare you for the real test, including ACT, SAT, GED, Civil Service and the U.S. citizenship exam. He encouraged commissioners to try the test for themselves.

Mr. Buthod said that Assistant Director Cooper would work up a revision to the library's rules of conduct and have the City Law Department review it before submitting the conduct rules to the Library Advisory Commission for adoption.

Ms. Charmoli thanked the library for its help with last year's GED testing. She noted that more than 1500 people took the test at libraries and other sites during the "Free GED" promotion co-sponsored by the schools, the library and the Workforce Investment Board.

Mr. Buthod handed out an initial Spring Programming calendar for the Main Library. (enclosed)

Old Business:

Mr. Buthod referred to a copy of the resolution on governance after the merger that was included with December's minutes. Mr. Burse directed that the resolution be released to the Mayor, County Judge, Board of Aldermen, Fiscal Court and the Jefferson County Delegation. Commissioners suggested that a letter from the advisory commission chair informing elected officials of the resolution be mailed as soon as possible. It was also suggested that a copy of the resolution on governance be hand delivered to lawmakers Larry Clark, Mary Lou Marzian and David Karem.

New Business:

Moved by Ms. Hawkins to accept the following item. Seconded by Mr. Cooke. Approved unanimously.

- Bequest of a painting by Samuel Morse from the Francesca Allen estate.

Adjournment:

Moved by Dr. Douglas to adjourn the meeting. Seconded by Mr. Preston. There being no further business, the meeting was concluded at 5:45 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
FEBRUARY 19, 2002
DRAFT**

The Louisville Free Public Library Advisory Commission met on Tuesday, January 15, 2002, 4:30 p.m. in the Centennial Room at the Main Library, located at 301 York Street.

Present:

Mr. Burse, Ms. Hawkins, Ms. Horton, Ms. Charmoli, Ms. Kane and Mr. Preston. Director Buthod, County Representative Tracy Neathery and City Representative Carol Behr were also present.

Mr. Burse called the meeting to order at 4:40 p.m.

Moved by Ms. Kane to excuse the absences of Mr. Cooke and Ms. Bateman. Seconded by Ms. Hawkins. Approved unanimously.

Minutes:

There being no objections, the minutes of the January 15, 2002 meeting were approved without changes.

Finance Report:

Ms. Horton led a discussion about moving approximately \$350,000 of Advisory Commission gift and endowment funds, currently in a money market account, into an investment that would earn a higher yield. Ms. Horton said that after consultation with Library Foundation executive director Mike Bowles, she recommended that the money be placed in a 6-month certificate of deposit account, working through the Library Foundation.

Moved by Ms. Horton to move the money into a CD. Seconded by Ms. Charmoli. Approved unanimously. Mr. Buthod was directed to give written investment instructions to the Foundation outlining specifics of the Advisory Commission's intentions.

Librarian's Report:

Mr. Buthod reported that the new meeting room was made possible by using insurance monies and Foundation donations related to the fire in 1999. He noted the meeting room had a capacity of 150 people, a kitchenette, and a sophisticated audio-visual system.

Mr. Buthod proposed naming the new meeting room "The Centennial Room" to celebrate the 100th anniversary of the Library on April 8, 2002. A motion to approve the naming of the new meeting room was made by Ms. Charmoli, seconded by Ms. Horton and approved unanimously.

Mr. Buthod noted that there will be a historic photo exhibition in April to celebrate the anniversary of the library and that current and previous library board members will be invited to attend anniversary festivities on April 8.

Mr. Buthod announced that a cultural minister from China came to view the library's exhibit space. The visit was in connection with a possible exhibit from the Confucius Museum. Mr. Buthod said he would keep the commission informed of developments.

Mr. Buthod noted that libraries around the state are still seeking increased funding from the General Assembly and that HB825 had been passed in the 2000 session, but not funded. If funded, it would increase library allotment by \$6 million statewide. Jefferson County's share would be \$1.2 million annually.

Mr. Buthod said he has been asked to speak to Metro Council candidates on February 23, and that packets of information about the library and corresponding council districts have been prepared by the library for distribution.

Mr. Buthod said that the city and county budget preparations are underway and that the Library has been asked to submit proposed budget cuts of 5% for the county and 10% for the city.

Chairman's Report:

None.

Old Business:

Commissioners engaged in a lengthy discussion on the governance structure of the library after merger is implemented in January 2003. Discussion centered on House Bill 659 which sets out conditions for the new merged government. Provisions for the library state that a library advisory board "may be established" with members serving at the pleasure of the mayor. (In the past, Library Advisory Commission members have served fixed-length terms and could only be removed for cause after a public process.) The Commission's formally adopted position in favor of a board of trustees was not supported in Representative Larry Clark's House Bill 659.

Ms. Horton said she was deeply committed to citizen governance through a library board of trustees and she wanted to continue to work toward that goal. Ms. Kane agreed and suggested Commission members continue to work toward a library governing board. Ms. Charmoli noted that elected officials are worried about getting elected and are not worried about the future of all the boards and commissions. Mr. Burse said the Commission needs to let the government officials know where the Commission stands and what it will be doing to bring about a board of trustees.

New Business:

A motion to accept the following donations was entered by Ms. Hawkins, seconded by Ms. Horton and approved unanimously.

- Accept donation of \$12,000 from Love 4 One Another Charities for the Western Branch Library.
- Accept donation of \$1000 from Sam's Club for Okolona Branch Library.
- Approve Fern Creek Spring Booksale for May 16-18, 2002 during branch hours.

Mr. Buthod handed out library lapel pins to all commission members. He noted that the Library Foundation purchased the pins for their donors.

A motion was entered by Ms. Horton to purchase pins for all staff members. The motion was seconded by Mr. Preston and passed unanimously.

Adjournment:

There being no further business, the meeting was concluded at 5:25 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
MARCH 19, 2002
DRAFT**

The Louisville Free Public Library Advisory Commission met on Tuesday, January 15, 2002, 4:30 p.m. in the meeting room at the Middletown Branch Library, located at 200 North Juneau Drive.

Ms. Debra Oberhausen, Branch Manager of the Middletown Branch, gave a brief overview of services offered to the community by the branch. She indicated that the branch has an annual circulation of about 165,000 which represents a 7.9% increase over the previous year. She noted such outreach successes as the Jefferson County Health Department Deposit Collection and their increased children's programming to meet the demands of the community.

Mr. Burse thanked Ms. Oberhausen for her commitment to the Library and the community.

Present:

Mr. Burse, Ms. Bateman, Ms. Hawkins, Ms. Horton, Mr. Cooke and Dr. Douglas. Director Buthod and County Representative Sharon Martin were also present.

Mr. Burse called the meeting to order at 4:35 p.m.

The absences of Ms. Charmoli, Ms. Kane and Mr. Preston were excused.

Minutes:

The February 19, 2002 meeting were approved without changes.

Budget Update:

Mr. Buthod reported that budget proposals have been submitted to both the City and the County. The proposals include an increase in base budgets of about 4%. Mr. Buthod noted enhancement requests including upgrades to the HVAC equipment in the Main Library, new windows for the original 1908 wing at Main, new carpeting for three branches (Westport, Shively and Southwest), adding to the book collections to build to state standards (\$3 million each year for five years), continuation of the technology replacement fund and added reading outreach for teenagers.

Mr. Buthod noted that the City and County asked the library to propose reductions in the budget of 10% and 5% respectively. The library submitted the following possible reductions as part of the budget process: reduce or eliminate Sunday hours; eliminate one bookmobile; reduce evening hours; close Talking Book Library; close all four computer labs.

Librarian's Report:

- Ranking of Kentucky County Libraries

Mr. Buthod presented the attached memo comparing resource and service indicators for LFPL and Kentucky's other public libraries.

- Middletown Branch

Mr. Buthod handed out a copy of the analysis and recommendations for the Middletown Branch from the Long-Range Facilities Plan (attached) followed by a brief discussion of the needs of the branch.

- Success by 6

Mr. Buthod announced a community partnership with Metro United Way. The Library is currently working as part of the Success by 6 initiative to put deposit collections in Neighborhood Place social service centers. Success by 6 is also helping promote the Preschool Reading Program which was launched March 6.

- Contact with Metro Council Candidates

Mr. Buthod stated that he made a presentation at a briefing for council candidates on February 23 and then mailed information packets to those candidates who did not attend. He also noted that the Friends of the Library and the Crescent Hill Friends are working together to get the candidates to sign a pledge in support of the library. Their goal is to get all candidates to sign the pledge before the election. They have about 30 signatures to date.

- Confucius Exhibit

Mr. Buthod asked the commissioners for their opinions on whether a proposed special exhibit from the Confucius Museum in Qufu, China would have broad public appeal and whether LFPL should pursue this opportunity in partnership with the University of Louisville. Commissioners expressed skepticism about the proposal, noting that the exhibits on offer were not compelling and that the exhibit didn't have the direct connection to the library's mission that the Gutenberg exhibit had presented in 2000. They also expressed concern about the cost of mounting such an exhibit and the necessity to raise a great deal of private money to accomplish it. Mr. Burse suggested that perhaps the University of Louisville's foundation should come up with more than one-half of the cost, as proposed. Finally, commissioners urged Buthod to explore carefully the benefits of the exhibit before entering into any formal agreement with the museum.

- Request from City of Prospect

Mr. Buthod reported that the City of Prospect will open a Reading Center and is asking the Louisville Free Public Library to provide library services there. Mr. Burse suggested that the library explore providing the service requested for a fee.

It was the consensus of the commission to submit a cost analysis associated with providing the service to the City of Prospect. The commission suggested that the director tell Prospect that the library is willing to work with them, but that Prospect must absorb the entire cost of the service.

Chairman's Report:

Mr. Burse distributed blank copies of the director's yearly appraisal and asked that they be returned to him with any suggestions or comments within 10-15 days.

Old Business:

In regard to library governance, Mr. Buthod said that the General Assembly's merger clean-up bill (HB659) has been amended in the House to require all board appointments to be negotiated between the new city council and the mayor. The bill is now pending in the Senate.

New Business:

A motion to accept the following donation was entered by Ms. Horton, seconded by Ms. Bateman and approved unanimously.

- Accept donation of \$1,000 from Sam's Club for the Jeffersontown Branch Library.

Ms. Bateman asked the director for a reading list for inclusion in the Jefferson County Public Schools newsletter.

Mr. Burse asked Ms. Bateman to forward to him a copy of the CATS testing scores for Kentucky Counties to compare to the Kentucky County Library Statistics.

Adjournment:

There being no further business, the meeting was concluded at 5:58 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
APRIL 16, 2002**

The Louisville Free Public Library Advisory Commission met on Tuesday, April 16, 2002, 4:30 p.m. in the boardroom at the Main Library.

Mr. Burse called the meeting to order at 4:35 p.m.

Present:

Mr. Burse, Ms. Kane, Ms. Hawkins, Ms. Horton, and Ms. Charmoli. Director Buthod, Assistant Director Varble, City Representative Carol Behr and County Representative Kay Harper were also present.

The absences of Ms. Bateman, Mr. Cooke and Mr. Preston were excused. Dr. Douglas was also absent.

Minutes:

The minutes of the March 19, 2002 meeting were approved without changes.

Librarian's Report:

- Report on Centennial Activities

Mr. Buthod announced that the Library is celebrating its 100th anniversary this month. He noted that the library went through many different faces before becoming the Louisville Free Public Library in 1902, including Library of Kentucky and the Polytechnic Society. He noted that construction pictures of the main library (1905-1908) are on display in the Gutenberg Gallery. Pictures of patrons throughout the years are also on display in the Bernheim Gallery. Mr. Buthod said that patrons have recognized themselves in the pictures. Mr. Buthod noted that 50 years ago LFPL put television sets in the libraries to put information in the hands of the public, just as the library supplied Internet access in recent years. He also noted that Louisville resident Wade Hall had donated several original plans and drawings of the main library, which he had purchased many years ago. Jefferson County Public Schools donated an original program of the opening of the main library and a flyer from the 1920's about library services for the blind.

- Community Activists in support of the library

Mr. Buthod noted that a number of community activists and friends of libraries led by Jane and Bert Emke have solicited signed pledges of support for the library from candidates for the new Metro Council. Mr. Buthod discussed a report Jane Emke had sent him indicating that 54 out of the 213 candidates have signed pledges of support.

- Update on the Master Facilities Plan Project

Mr. Buthod announced that the library had undergone a rather arduous competitive bidding process to select a library facilities planning consultant to assist with development of a formal master facilities plan, as required by the Kentucky Department of Libraries and funded by the city and the county. Five teams of design and planning professionals submitted proposals. The

proposals were reviewed by an internal committee of assistant director Mary Frances Cooper, manager of branches Nancye Browning, main library manager Charles Harris, director Buthod, and Library Advisory Commission member Mark Preston. The director of the city-county purchasing department has reviewed the process for legal compliance and authorized the library to negotiate a contract with the successful bidder. Mary Frances Cooper is the project manager for the master facilities plan.

Chairman's Report:

Mr. Burse announced that the presentations have been completed in the Library Foundation's effort to hire a new investment manager for the Library Advisory Commission's Quasi-Endowment funds and certain other foundation funds. He said that two finalists were chosen after the presentations and the selection of a new investment manager may be made as early as next week.

Old Business:

Mr. Buthod announced that HB659, the merger clean-up bill, has been approved by the Kentucky House and Senate. As passed, HB659 requires all board appointment procedures to be negotiated between the new city council and the mayor.

New Business:

A motion to accept the bequest of \$145,974.75 from the Eileen Keltner estate (this representing the 2nd portion of a total bequest now valued at \$239,864.76), to spend no more than the earnings on the funds for the foreseeable future and to reserve the principal for the day when the St. Matthews/Eline library is expanded or a replacement library is built. The funds could then be used to expand the collection of that library. The motion was entered by Ms. Horton, seconded by Ms. Charmoli and approved unanimously. Mr. Buthod said the Keltner bequest will be treated as a new quasi-endowment account as soon as the new investment manager is selected.

A motion to accept a donation of \$1,000 from Sam's Club for the Crescent Hill Branch Library was entered by Ms. Charmoli, seconded by Ms. Horton and approved unanimously.

Adjournment:

There being no further business, the meeting was concluded at 5:08 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
MAY 21, 2002**

The Louisville Free Public Library Advisory Commission met on Tuesday, May 21, 2002, 4:30 p.m. in the meeting room at the Shawnee Branch Library, located at 3920 W. Broadway.

In the absence of the chairman, Commissioner Rae Horton conducted the meeting. Ms. Horton introduced Ms. Raamesie Umandavi, the Branch Manager at the Shawnee Branch, who gave a brief summary of activities at the branch and how community support has strengthened the branch.

Ms. Umandavi introduced Mr. Cortlandt Armstrong, a page at the branch, as an example of the type of people the library attracts. Ms. Umandavi said that Mr. Armstrong is a jazz musician and has been accepted by West Point Military Academy.

Ms. Horton called the meeting to order at 4:43 p.m.

Present:

Ms. Horton, Ms. Bateman, Mr. Cooke, Ms. Charmoli and Ms. Kane. Also present were City Liaison Carol Behr, County Liaison Tracy Neathery, Assistant Director Cooper and Director Buthod.

The absences of Mr. Burse and Mr. Preston were known in advance and were excused. Ms. Hawkins and Dr. Douglas were also absent.

Minutes:

The minutes of the April 16, 2002 meeting were approved with one change; Ms. Bateman's absence was noted as excused, with a motion by Ms. Charmoli and a second by Mr. Cooke.

Guest Speaker – Library Activist Jane G. Emke

Ms. Emke stated that she loves the library and that she belongs to every group that supports the library. She described a grassroots political effort she and many other volunteers have been conducting in order to gain library support among the candidates for the new Metro Council.

The candidate's pledge of support for the library originated in District 9 and has spread to all 26 districts in Jefferson County. The pledge promises support for a "significant, permanent increase" in library funding. She said she contacted members of the several library support organizations and many other private citizens to enlist their help. Voters in each district then called on candidates asking them to sign the pledge of support.

Ms. Emke stated that she is creating a new support group for the library entitled "Library Lovers of Louisville and Jefferson County." As a formal political action committee, the group will raise money and speak out in support of the library. Ms. Emke also noted that she would be appearing on a local radio program in the near future in support of the group and the library.

Mr. Cooke asked Ms. Emke if the pledge were weaker, would more candidates have signed. She indicated they probably would have but then the pledge would have been meaningless.

After considerable discussion, the Library Advisory Commission thanked Ms. Emke for all her efforts and for her dedication to the library.

Finance Report:

Ms. Horton noted that the Library is preparing to undertake a Financial Projection Study, noting that this was done once before in 1991 by the Library Foundation. The Finance Committee chair asked for the approval of \$10,000 for the study, to be done by the accounting firm of Carpenter-Mountjoy. Upon a motion by Mr. Cooke and a second by Ms. Bateman, the motion carried.

Ms. Horton stated that the Library Foundation has selected a new investment manager for the Quasi-Endowment Funds. The Foundation had interviewed many candidates over several months and has chosen, as of April 23, 2002, Invesco National Asset Management investment company under the management of Saloman Smith Barney.

Planning Update:

Ms. Cooper gave a brief status report of the Master Facilities Plan process. She indicated that Mr. Richard Waters, of Providence Associates, would be in Louisville on May 23 and 24 to review the game plan. The first steps of this phase of our planning will involve much public input.

Ms. Cooper said that Mr. Waters plans to conduct approximately 22 public focus groups and to gather input from the Library Advisory Commission, Library staff, Library Foundation, Friends of the Library and community leaders. Mr. Waters would also be working with the urban design studio of University of Kentucky's College of Architecture.

Ms. Cooper said that the final report is due in October and that Mr. Waters will start in earnest in July 2002.

Librarian's Report:

Mr. Buthod announced that the exhibit "A Spring-fed Pond" would be opening on June 13 at the Main Library. The exhibit comprises photographs by Kentucky poet laureate James Baker Hall from his book of the same name. Opening festivities for the exhibit will include a reception and readings by Mr. Hall and Kentucky authors Bobbie Ann Mason, Ed McClanahan, Wendell Berry and Mary Ann Taylor-Hall.

Mr. Buthod also said that author Betsy Barlow Rogers is to speak at the Main Library on June 7 during the day. Ms. Rogers' latest book is *Landscape Architecture*. Ms. Rogers will be in Louisville to support projects in Louisville's Olmsted parks.

In conclusion, Mr. Buthod announced that citizenship classes would be offered all summer in the Library's Centennial Room. The classes will be conducted by the Mayor's Office of International and Cultural Affairs.

New Business:

A motion to approve the Shively/Newman Friends Group's book sale booth on June 28 and June 29 at the Shively Outdoor Festival was entered by Ms. Kane, seconded by Mr. Cooke and approved unanimously.

A motion to approve the Portland Friends Group book sale on June 1 in conjunction with the Portland Festival was entered by Ms. Bateman, seconded by Ms. Charmoli and approved unanimously.

Adjournment:

There being no further business, the meeting was concluded at 5:29 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
JUNE 18, 2002**

The Louisville Free Public Library Advisory Commission met on Tuesday, June 18, 2002, 4:30 p.m. in the Board Room at the Main Library.

In the absence of the chairman, Commissioner Rae Horton conducted the meeting.

Ms. Horton called the meeting to order at 4:33 p.m.

Present:

Ms. Horton, Ms. Bateman, Ms. Hawkins, Mr. Cooke, Ms. Charmoli, and Mr. Preston. Also present were City Liaison Carol Behr, County Liaison Sharon Martin, Assistant Director Cooper, Assistant Director Varble and Director Buthod.

The absences of Mr. Burse and Ms. Kane were known in advance and were excused. Dr. Douglas was also absent.

Minutes:

The minutes of the May 21, 2002 meeting were approved following a motion by Ms. Charmoli and a second by Ms. Bateman.

Finance Report:

Ms. Horton noted that Kay Lowe Masuhr has been acting as a contract producer for the library for special cultural events and exhibits. For example, Ms. Masuhr made initial contacts that resulted in the Gutenberg exhibition and the upcoming Here Is New York and Declaration of Independence exhibits. Over the last three years the Library Advisory Commission has approved a total of \$100,000 from the quasi-endowment funds for contracts with Ms. Masuhr but the library has only needed to draw down and spend \$46,000. The library will continue to use Ms. Masuhr's services for the coming year but it will not be necessary to approve any additional funds. The library director will simply use remaining funds from earlier years' appropriations to pay the coming year's contract.

Ms. Horton also announced a Finance Meeting for June 21, 2002 at 10:00 a.m. at the Main Library.

Master Facilities Plan Update:

Ms. Cooper indicated that a focus group will be conducted in every branch library, along with three at Main. Focus groups are also scheduled in the underserved areas of Newburg, PRP and the northeast portion of Jefferson County. Ms. Cooper indicated that library staff have received an excellent response from the community regarding the focus groups. She said that as of today, they have gathered 243 names for the focus groups.

Ms. Cooper invited the Library Advisory Commission to participate in a focus group, possibly during the August meeting, or in lieu of it.

Librarian's Report:

Mr. Buthod noted that the City and County budgets for 2002-2003 must be approved by the respective legislative bodies by June 30 at midnight. He indicated that three Aldermen have said library's requests should be approved with no reductions. The Mayor has recommended \$1.25 million in new funding in his proposed budget for the library. The County Commissioners added to the Judge/Executive's proposed budget an additional \$150,000 for books and \$275,000 to continue funding of the technology replacement fund.

Mr. Buthod announced that a Dunlap Broadside of the Declaration of Independence will be on display at the Main Library from October 26 through November 3. A meeting of the Louisville Host Committee was held today and they have pledged to keep this special event in the public forefront. Mr. Buthod also announced that Mr. Nick Simon of Publishers Printing has pledged to donate printed materials. A national announcement of the tour cities will be made on July 4, 2002. A press event is scheduled on October 26 at 9:00 a.m. He also noted that the document will not spend the night in the library but that it will be removed to a secure remote location every night when the library closes.

Mr. Buthod also noted that the National FFA convention will be in town during the exhibit and is expected to draw 50,000 people to the city.

Neighborhood Children's Internet Protection Act:

Ms. Cooper distributed a draft copy (enclosed) of the library's "Internet Safety and Acceptable Use Policy." A brief discussion followed, ending with Ms. Cooper noting that there will be a public hearing at the library on June 25 to discuss the proposed policy. The draft policy will be on the agenda at the July Library Advisory Commission meeting for final approval.

New Business:

A motion to accept a donation of \$1000 from Walmart for the Fern Creek Branch Library was entered by Ms. Hawkins, seconded by Ms. Bateman and approved unanimously.

A motion to accept a donation of \$4000 from the Friends of the Crescent Hill Library for furniture for the reading room there was entered by Mr. Cooke, seconded by Ms. Charmoli and approved unanimously.

Ms. Charmoli inquired about the citizenship classes being held at the library this summer. Mr. Buthod noted a disappointing attendance. The organizers of the classes have told the library staff to expect attendance to grow by word of mouth.

Adjournment:

There being no further business, a motion to adjourn was entered by Ms. Charmoli, seconded by Mr. Cooke and approved unanimously. The meeting was concluded at 5:22 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
JULY 16, 2002**

The Louisville Free Public Library Advisory Commission met on Tuesday, July 16, 2002, 4:30 p.m. in the meeting room at the Fern Creek Library, located at 6768 Bardstown Road.

Chair Raymond Burse called the meeting to order at 4:55 p.m. Mr. Burse introduced Fern Creek branch manager Michael Steinmacher, who gave a brief summary of activities at the branch, including how expanded services and increased hours have improved branch circulation. He also noted that community involvement has raised the library's profile in the Fern Creek area.

Present:

Mr. Burse, Ms. Charmoli, Dr. Douglas, Ms. Horton and Mr. Preston. Also present were City Liaison Carol Behr, Assistant Director Cooper and Director Buthod.

The absences of Mr. Cooke, Ms. Hawkins and Ms. Bateman were known in advance and were excused following a motion by Ms. Horton and a second by Ms. Charmoli. Ms. Kane was also absent.

Minutes:

The minutes of the June 18, 2002 meeting were approved following a motion by Dr. Douglas and a second by Mr. Preston.

Finance Report:

Ms. Horton reported that a Finance Committee meeting held on June 21, 2002 at 10:00 a.m. resulted in the following recommendations.

1. To approve \$75,000 withdrawal from the quasi-endowment fund for cultural programming and exhibits in the upcoming year, including up to \$25,000 to be set aside for the Declaration of Independence exhibit.
2. To authorize \$1,750 from the quasi-endowment funds for the library director to attend the GLIDE conference in Milwaukee.
3. That as the certificate of deposit at First Capital Bank matures in August, the funds be transferred to the quasi-endowment funds managed by the Library Foundation.

The Commission approved the recommendations of the Finance Committee.

Mr. Buthod announced that the library is pursuing an exhibit organized by the Lewis & Clark College of Portland, Oregon. The exhibit will include original editions of the books that Lewis and Clark took with them on their 1803 expedition. Buthod said he would travel to Portland in late August to secure an agreement for the exhibit to come to Louisville in Spring 2003. He thanked the Commission for financial support for the trip and the exhibit (from the cultural programming funds approved above).

Master Facilities Plan Update:

Ms. Cooper reported that more than 30 focus groups were held last week. She noted that the consultants were very complimentary about the number of the participants and about the ideas and commitment of the participants. She also said that all participants were given either an LFPL lapel pin or a coffee mug as a thank you gift. Ms. Cooper stated that all comments given by participants in the focus group would be recorded and compiled in the project's final report.

Ms. Horton suggested that each Commission member be reminded of the Advisory Commission focus group that will take the place of the August meeting at 4:30 August 20 at the Main Library.

Ms. Cooper also announced that a design charette would take place at the Main Library later in August to develop design ideas for library buildings. Separate sessions will be held for branch libraries and the main library.

Librarian's Report:

Mr. Buthod presented a discussion of how the USA PATRIOT Act's provisions affect public libraries. The law passed quickly after September 11 gives the FBI new powers to examine public library patron records without the former requirement of probable cause. Under the new law, libraries are required to turn over any confidential records the FBI demands and to keep the FBI's request secret from patrons, the media, the library board and the elected officials. The new law sets aside laws protecting confidentiality of library records in 48 states as well as the Kentucky attorney general's opinion under which LFPL operates.

Mr. Buthod also distributed a copy of the Benchmark Cities Report (enclosed) and discussed its findings. This annual review of LFPL's performance compared with other cities in the region shows we have declined in seven of seventeen categories since last year's report. He commented that while LFPL is making continuous improvements in these areas, other cities are moving ahead faster.

Mr. Buthod announced that the summer reading program is currently underway. Participation rates are on a par with last year and the number of children reading ten books to complete the challenge is higher than ever.

Chairman's Report:

Mr. Burse said it was time to renew the terms of several Commission members and asked if all were willing to continue serving. All agreed and Mr. Burse instructed the library director to convey that message to the mayor and the judge/executive.

Mr. Burse suggested that testimonials from the public regarding the benefit of this year's added library open hours be recorded and used for media purposes. Ms. Charmoli also suggested that the library obtain testimonials about other programs as well.

Old Business:

Ms. Cooper announced that in order to meet federal regulations and preserve the library's E-Rate funding a public hearing on the library's Internet policy was held in the boardroom of the Main Library on June 25, 2002. A motion to adopt the Internet Safety and Acceptable Use Policy as presented to the Commission at the June meeting was entered by Ms. Charmoli, seconded by Ms. Horton and approved unanimously.

New Business:

A motion to approve/accept the following items was entered by Dr. Douglas, seconded by Mr. Preston and approved unanimously.

- Approve Jeffersontown Friends annual book sale to be held during the Gaslight Festival on Saturday, September 21.
- Accept donation of \$2,500 from Cherokee Triangle Association for the Highlands/Shelby Branch.
- Accept contribution of \$14,268.16 from the City of St. Matthews to the St. Matthews/Eline Branch Library.

Adjournment:

There being no further business the meeting was concluded at 5:32 p.m.

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

AUGUST 2002

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

SEPTEMBER 2002

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
OCTOBER 15, 2002
DRAFT**

The Louisville Free Public Library Advisory Commission met on Tuesday, October 15, 2002, 4:30 p.m. in the board room at the Main Library, located at 301 York Street.

Present:

Raymond Burse, Rae Horton, Mark Preston, Geneva Hawkins and Stephanie Bateman. Also present were City Liaison Carol Behr, County Liaison Sharon Martin, Assistant Director Cooper and Director Buthod.

The absences of Commission members Graham Cooke and Jane Charmoli were known in advance and were excused. Robert Douglas and Donna Kane were also absent.

Minutes:

The minutes of the July 16, 2002 meeting were approved.

Finance Report:

Assistant Director Cooper updated the commission on the success of the Library Leadership Development Program which credits librarians with 1 year's supervisory experience upon completion of the course. She noted that out of the original class, 14 of 17 completed, 4 have been promoted and 3 have become branch managers. She also noted that as a result of the course they all exhibit more confidence in their jobs.

Ms. Horton asked the Commission to approve \$7,200 from the quasi endowment funds to fund the program for the 2002-2003 year.

A motion to expend the monies was entered by Ms. Horton, seconded by Ms. Bateman and approved unanimously.

Master Facilities Plan Update:

Ms. Cooper stated that the process is moving forward and that in September 2002 Dick Waters of Providence Associates interviewed 19 community leaders and a web survey was conducted. Ms. Cooper passed out the executive summary of the interviews with key leaders. She also invited all members of the Library Advisory Commission to attend one of the upcoming public meetings to discuss the preliminary proposals coming out of the master facilities plan project.

Librarian's Report:

Mr. Buthod noted that today is the last day for "Here Is New York" exhibit. He said attendance has been outstanding.

Mr. Buthod also said that more than 6,000 school children have been scheduled for field trips to see the Declaration of Independence Road Trip during the 5 weekdays that it will be on display. Mr. Buthod invited all commissioners to a special VIP reception on October 26.

Mr. Buthod said two other programs are scheduled in the near future. *War Letters*, a compilation of battlefield letters, will be presented by the author on November 10, 1:30 p.m. at the Main Library. The library, in conjunction with Hawley-Cooke Booksellers will sponsor a presentation by author Pat Conroy on January 15, 2003 at the Main Library.

Mr. Buthod stated that door count and circulation figures for the first quarter of this fiscal year are up about 10% from the same period last year.

Mr. Buthod also noted that Mr. Cooke will serve on the Library Foundation committee examining the reporting structure of the foundation's executive director.

Chairman's Report:

NONE.

Old Business:

Ms. Cooper distributed the policies on the "Distribution of Flyers and other materials" and "Patron Conduct." She asked commissioners to review the contents to be discussed at the next meeting.

New Business:

A motion to approve or accept the following was entered by Ms. Bateman, seconded by Ms. Hawkins and approved unanimously.

- Approve Fern Creek Friends fall booksale, November 7 – November 9, 2002.
- Approve Friends Booksale, October 18-20, 2002
- Accept \$2,500 from the Middletown Friends to purchase children's books at Middletown
- Accept from American Cancer Society, 187 volume library on living with cancer
- Approve Okolona Boosters Silent Auction & Plant Sale, 10/21-10/26

Mr. Buthod opened a discussion concerning a proposed Louisville City Ordinance on acceptance of gifts and donations. The new ordinance will require the library to have a written letter of donation from each person making a donation, even if for one book. The ordinance would also require the Mayor to approve any donations under \$5,000 and the Board of Aldermen to approve any donations over \$5,000. Exemptions are made for any gifts made to a 501(c)3 support organization like the Friends of the Library or the Library Foundation.

Adjournment:

There being no further business, the meeting adjourned at 5:12 p.m.

Attachments:

- Key Leader Interviews Executive Summary
- Town Hall Meetings Schedule
- Draft Policy: Distribution of Flyers
- Draft Policy: Patron Conduct

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
NOVEMBER 19, 2002**

The Louisville Free Public Library Advisory Commission met on Tuesday, November 19, 2002, 4:30 p.m. in the meeting room at the Bon Air Regional Library, located at 2816 Del Rio Place.

Ms. Horton, conducting the meeting for the absent chairman, introduced Geneva Huttenlocher, Bon Air branch manager, who gave a brief Power Point presentation outlining the activities at the branch, including increased programming.

Present:

Rae Horton, Graham Cooke, Geneva Hawkins, Robert Douglas, Jane Charmoli and Stephanie Bateman. Also present were City Liaison Carol Behr, County Liaison Sharon Martin, Assistant Director Mary Frances Cooper, Assistant Director Jean Varble and Director Craig Buthod.

The absences of Raymond Burse, Donna Kane, and Mark Preston were known in advance and were excused following a motion by Ms. Charmoli and a second by Ms. Bateman.

Minutes:

The minutes of the October 15, 2002 meeting were approved following a motion by Ms. Hawkins, and a second by Dr. Douglas.

Master Facilities Plan Update:

Ms. Cooper reported that the plan is on schedule to be finished by the end of the year. The preliminary report has been completed. Town Hall meetings were also held this month. Ms. Cooper said that the Library Advisory Commission should approve the plan before the end of the year, so they can present the plan to the current City and County officials. Ms. Cooper distributed the draft plan reviewed its high points.

The commissioners discussed future public action on the plan. Major interest in the report has been generated because of the coverage of the Courier Journal and television news, and because of discussion by the aldermen and the councilmembers-elect. The commission directed Mr. Buthod to invite current elected officials and those elected to the new Metro government to hear about the report at the December meeting of the Library Advisory Commission. Mr. Buthod also suggested that they present the document formally to both governments after the commission has approved it.

It was the consensus of the commission to change the meeting time of the December Library Advisory Commission meeting to 4:00 p.m. to avoid a conflict with the Board of Aldermen's meeting.

Ms. Cooper also noted that a Power Point presentation will be on the library's website if anyone wants to view the preliminary report in that manner.

Activities of the Library Foundation:

Mr. Cooke noted that the Foundation meets quarterly and that they had their meeting earlier this day. He also said that the Foundation's investments continue to suffer in the markets and that for the past two fiscal quarters, the Foundation has not been able to make its pledged \$250,000 quarterly contribution to the library for new books.

Mr. Cooke also noted that the annual appeal is underway and that they've raised approximately \$70,000 toward their goal of \$350,000.

Mr. Buthod distributed copies of the Foundation Annual Report to all present.

Mr. Cooke reported that the committee created to study the relationship between the Foundation and the Library Advisory Commission is still in the organization stages and he has nothing to report.

Director's Report:

Mr. Buthod reported that the library had more than 120,000 visitors in six weeks to the *Here Is New York* exhibit and over 32,000 (401 per hour for nine days) for the *Declaration of Independence* exhibit. He also noted that *War Letters* has opened and is scheduled through December 15. Mr. Buthod said the Declaration of Independence exhibit was dramatic proof to the community that the library is a major cultural institution.

Old Business:

Ms. Cooper reviewed the background of two proposed policies before the commission. The first policy, regarding "Distribution of Flyers and Other Materials," had been reviewed by the City's law department at the request of the commission. The attorneys had pointed out some possible complications that could arise in implementation. The library's administration expressed confidence in the policy, however, as it had been modeled on policies of other libraries and reviewed against guidelines published by the American Library Association. After brief discussion, a motion to adopt the policy was entered by Mr. Cooke, seconded by Ms. Charmoli and approved unanimously. (Copy attached.)

Ms. Cooper said the second policy, regarding "Patron Conduct," had been reviewed by attorneys and revised in response to their recommendations. The attorneys expressed some reservations but said they could defend the policy in its final form. A motion to adopt the policy was entered by Mr. Cooke, seconded by Ms. Bateman and approved unanimously. (Copy attached.)

New Business:

A motion to accept the following items was entered by Ms. Charmoli, seconded by Dr. Douglas and approved unanimously.

- Accept \$1,000 from the Middletown Friends to go in Middletown's non-restricted account
- Accept Kilgariff Estate (final distribution) \$3,180.45
- Accept \$1,000 from ProQuest (payable to Ms. Cooper, who donated it to the library)
- Accept \$2,500 from the Middletown Friends

Ms. Bateman asked Mr. Buthod to put a link to the Jefferson County Public Schools on the library's website. He noted that Mr. Alan Whitworth (of JCPS) received a suggestion from a school board member to add the JCPS link to all desktops on all library computers. Library staff are working on the best way to accomplish that.

Ms. Charmoli thanked the library and the Jefferson County Public Schools for hosting the recent author program and book giveaway for parents and young children at the library.

Ms. Horton thanked Ms. Martin and Ms. Behr for the unwavering support of the library during their tenure as liaisons to the Library Advisory Commission.

Adjournment:

There being no further business the meeting adjourned at 5:45 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
DECEMBER 17, 2002**

The Louisville Free Public Library Advisory Commission met on Tuesday, December 17, 2002, 4:00 p.m. in the Centennial Meeting Room, located at the main library, 301 York Street.

Mr. Burse presided.

Present:

Raymond Burse, Jane Charmoli, Geneva Hawkins, Graham Cooke, Rae Horton, Robert Douglas and Stephanie Bateman. Also present were County Liaison Sharon Martin, Assistant Director Mary Frances Cooper, Assistant Director Jean Varble and Director Craig Buthod.

The absences of Mark Preston and Donna Kane were known in advance and excused.

Others attending the meeting were LFPL staff members Paul Bowling, Nancye Browning, Charles Harris and Councilmember-elect Glen Stuckel and his legislative aide, Kip Atherly.

Minutes:

The minutes of the November 29, 2002 meeting were approved following a motion by Ms. Charmoli, and a second by Mr. Cooke.

Master Facilities Plan Presentation:

Mr. Richard Waters, Principal Consultant, Providence Associates, presented in detail his recommendations for the Master Facilities Plan. A discussion followed.

Dr. Douglas said he wants the new government to see the Master Facilities Plan as a challenge and not a burden. He said the opportunity to strengthen our libraries is great with this plan.

Ms. Charmoli noted how good the Master Facilities Plan dovetails with the Strategic Plan, and how well they complement each other.

A motion to adopt the plan and present it to both the outgoing and the new government was entered by Ms. Charmoli, seconded by Ms. Hawkins and approved unanimously.

Director's Report:

Mr. Buthod informed the commission that he had been invited to serve on the board of directors of the Americans for Libraries Council, a national advocacy and support organizations for public libraries. He said that he would present a request for travel funding to the Commission as soon as the schedule of meetings is published. The commissioners expressed their support for his participation on the board.

Chairman's Report:

Mr. Burse noted that he had signed the 'end of the year' letters to all staff acknowledging their hard work and the library's success this year, and asked other commissioners to circulate the letters for the remaining signatures.

Old Business:

Mr. Burse asked the commissioners if they wanted to make any changes in the investment of the Quasi-endowment funds, given the changes in local government to go into effect January 6, 2003. After brief discussion, the commission decided to leave the funds in the management of the Library Foundation with the same controls and procedures in place as has been the case to date.

Mr. Buthod noted that Mayor-elect Abramson indicated he was going to return Maura Temes as his staff representative to the Library Advisory Commission. The commissioners expressed their pleasure at that and asked Mr. Buthod to write a letter to the mayor formally inviting Ms. Temes back to the group.

New Business:

A motion to approve the attached 2003 Library Advisory Commission meeting dates was entered by Ms. Horton, seconded by Ms. Bateman and approved unanimously.

Adjournment:

There being no further business the meeting adjourned at 5:45 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
JANUARY 21, 2003**

The Louisville Free Public Library Advisory Commission met on Tuesday, January 21, 2003, 4:30 p.m. in the meeting room at the Okolona Branch Library, located at 7709 Preston Highway.

Branch Manager, Polly Price welcomed the commissioners and gave a brief statistical report on the branch and upcoming programs.

Rae Horton presided. The meeting was called to order at 4:41 p.m.

Present:

Rae Horton, Graham Cooke, Jane Charmoli, Mark Preston, Donna Kane, Geneva Hawkins and Stephanie Bateman. Also present were Assistant Director Mary Frances Cooper, Assistant Director Jean Varble and Director Craig Buthod.

The absences of Raymond Burse and Dr. Robert Douglas were known in advance and excused following a motion by Jane Charmoli and a second by Donna Kane.

Graham Cooke asked to be excused from the March 2003 meeting.

Minutes:

The minutes of the December 17, 2002 meeting were approved following a motion by Graham Cooke and a second by Jane Charmoli.

Director's Report:

Craig Buthod distributed a memo outlining the declining funds available for books and research materials for the library. He asked the Commission to support making the book budget the library's top priority for the 2003-2004 Metro budget process. He indicated that the library currently has fewer than 1.8 books per capita, while the Kentucky Minimum Standards for Public Library Adequacy require us to own 2.5 books per capita. Discussion followed, with agreement that the collection should be the top priority. (See attached memo.)

Craig Buthod also reminded commissioners that while investment losses have forced the Library Foundation to withhold funds for new books in 2002-03, the foundation continues to provide scholarship money and program funds for the library.

At the request of Commissioner Mark Preston, Assistant Director Mary Frances Cooper summarized the book purchasing procedures for LFPL.

Craig Buthod also reported that the library will host an exhibit from the Lewis & Clark College in Portland Oregon containing a collection of books matching those taken on the Lewis & Clark Expedition. The exhibit is scheduled for October through December 2003 and will coincide with Lewis & Clark Bicentennial signature event at the Falls of the Ohio. More information about the exhibit is available at www.thejourneycontinues.org.

Old Business:

In Raymond Burse's absence, Craig Buthod opened the discussion of what form the library board would take in the new merged government. The discussion had been put on hold a year earlier at the time of the passage of the "merger cleanup bill." The Metro Mayor and Council would soon be looking at the makeup of all boards and commissions and would look at the Library Advisory Commission in that review.

Buthod said he had recently met with Jim Nelson, Kentucky Commissioner for the Department for Libraries and Archives. Nelson had again urged that the Louisville Free Public Library should work to return to the leadership of a citizen board of trustees. Nelson stated that all libraries in Kentucky except LFPL had citizen trustees and that such a structure was the best safeguard in cases of intellectual freedom controversies.

In talking with Raymond Burse before the meeting, Burse had made two suggestions to Buthod: (1) engage the Commission's attorney Frank Chuppe to draft a document on legal requirements and feasibility for re-establishing the board of trustees, and (2) take the original Commission resolution from December 2001 and revise it to today's circumstances, addressing the Mayor and Metro Council.

Rae Horton said the library needed to get something in front of the Metro Council. Graham Cooke said he thought it was important to include language reminding the elected officials that a citizen board of trustees had led the Louisville Free Public Library for the first 84 years of its existence.

A motion to consult attorney Chuppe and to resubmit a revised resolution, changing the last paragraph and including information on how the library operated prior to the compact was submitted by Graham Cooke, seconded by Ms. Kane and approved unanimously.

New Business:

A motion to approve/accept the following three items was entered by Ms. Hawkins, seconded by Ms. Bateman. The motion carried.

1. Approve booksale by Portland Library Friends group, March 15, 2003.
2. Accept donation of \$1,582.80 from the Crescent Hill Friends group to continue newspaper subscriptions in 2003-2004.
3. Accept donation of \$1,500 from the Fern Creek Friends for the addition of a large library logo to be added to the branch sign on the building.

Adjournment:

There being no further business the meeting adjourned at 5:45 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
FEBRUARY 18, 2003
DRAFT**

The Louisville Free Public Library Advisory Commission met on Tuesday, February 18, 2003, 4:30 p.m. in the Board Room at the Main Library, located at 301 York Street.

Rae Horton presided. The meeting was called to order at 4:34 p.m.

Present:

Rae Horton, Geneva Hawkins, Graham Cooke, Jane Charmoli, Donna Kane, Stephanie Bateman, Dr. Robert Douglas. Also present were Assistant Director Mary Frances Cooper, Assistant Director Jean Varble and Director Craig Buthod.

Rae Horton welcomed Ms. Maura Temes, the new Louisville Metro representative to the Library Advisory Commission.

The absences of Raymond Burse and Mark Preston were known in advance and excused following a motion by Geneva Hawkins and a second by Donna Kane.

Minutes:

The minutes of the January 21, 2003 meeting were approved following a motion by Dr. Robert Douglas and a second by Stephanie Bateman.

Finance Report:

Mr. Buthod presented to the commission an issue with the Eileen Keltner estate. He said that Ms. Keltner was a library supporter who left the library approximately \$229,000 for books for the St. Matthews/Eline branch. In accepting the bequest, the commission decided that the money would be placed in a quasi-endowment fund and only the earnings be used to purchase books, at least for the time being, until an expanded library could be built in St. Matthews. Mr. Buthod noted that the library received the funds in three separate distributions and that the funds had been invested through the Library Foundation in a mix of investment vehicles. The value of these investments has declined in recent months along with the investment market in general.

Mr. Buthod said that he had recently received a letter from Mr. John Cummings, an attorney representing the administrator of the estate, PNC Advisors. The letter explained that PNC Advisors had made errors in administering the estate resulting in an overpayment to LFPL. The letter demanded return of \$50,000 plus 8% interest, for a total of \$55,089. Mr. Buthod said he wrote a letter back inviting Mr. Cummings and PNC Advisors to the Library Advisory Commission meeting to explain their position, but they declined. Mr. Buthod said he had also asked the Library Foundation's trusts and estates attorney to review the matter and make recommendations.

There was a lively discussion on how the library should respond. Commission members remarked that the library should not be unfairly enriched by PNC's errors but that the library and

its users should also not be punished by PNC Advisors' mistakes. The library's own funds at PNC Advisors had lost a great deal of money and had certainly never earned 8% interest as PNC was now demanding. Commission members expressed the need to respond fairly to PNC's demand and to represent the public library and its users responsibly.

It was the consensus of the commission that the library director should respond to PNC's demand by refunding to them an amount that represents the current value of the original \$50,000, as reduced by subsequent market declines, using the Standard & Poor's 500 Index as an investment benchmark. As the acceptance and disposition of gift funds is a Library Advisory Commission responsibility, the director is to review the refund amount with commission chair Raymond Burse before sending it to PNC Advisors' attorney.

Director's Report:

Craig Buthod told commissioners that the library's administration is hard at work preparing a budget submission for funds from the Metro government. Mr. Buthod said he would confirmed that the priorities for the budget would be as discussed at last month's meeting, that is, solving the book budget crisis, preserving evening and weekend service hours, and continuing the investment in keeping current buildings safe and sound. New capital requests would be based on the Master Facilities Plan. He also noted that the South building heating and ventilation project at Main would require at least one more year of capital funding.

Mr. Buthod announced a new program funded by National City Bank, tentatively called "Books to Rising Stars" would kick off in March at the Iroquois Child Care Development Center with a press conference. The program is designed to put book collections in childcare centers that serve low income children.

Mr. Buthod noted that 5th Third Bank announced a \$15,000 donation to Summer Reading program at the Foundation's quarterly meeting earlier today.

Mr. Buthod informed the commission that the first meeting of the "Americans for Libraries" council will be in March in New York City and that he would attend. Confirming their agreement from the December 2002 meeting, the commission approved funding Mr. Buthod's travel expenses for this trip, to be paid from Library Advisory Commission quasi-endowment funds.

Old Business:

Library board of trustees: Mr. Buthod on the commission's request to have LAC attorney Frank Chuppe review the legal feasibility of re-establishing a library board of trustees under existing statutes. Mr. Chuppe advised that the law under which the LFPL was governed prior to the City-County Compact is still valid and that a simple ordinance adopted by the Metro Council could accomplish that change.

Mr. Buthod reported that deputy mayor Joan Riehm, the mayor's special counsel Tina Heavrin, Maura Temes and he had met to discuss the Library Advisory Commission's request to re-establish a library board of trustees. The request from the library commission had not met with

favor. Ms. Temes told the commission that it is not a good time to upset the apple cart and that the subject will be revisited in the future.

New Business:

A motion to approve the following item was entered by Ms. Charmoli and seconded by Ms. Hawkins. The motion carried.

1. Approve Fern Creek Booksale for May 8-10, 2003 during branch hours.

Assistant Director Cooper briefed the commission on a grant the library received from the C.E. & S. Foundation.

Ms. Cooper noted that C.E.&S. is working with the library to find ways to promote reading and life long learning and to make branch libraries centers of community activity. The library has decided to focus on the Iroquois area because of its diverse community, economic diversity and established community groups. Ms. Cooper advised that they have an open time frame and the plan is to contact community groups to see what's needed most in the area. She said the library is currently developing a business plan to guide the project. The staff hopes to transplant the lessons learned from this project to the entire library system.

Graham Cooke reported that he recently visited the Memphis Central Library, which opened in September 2001. He said he was extremely impressed with the library and the large crowds of people being served during his visit. He noted that the Memphis Central Library by itself is larger than the entire Louisville system of Main and sixteen branch libraries. He described the library as being 5 stories tall, a beehive of activity, surrounded by free parking.

Mr. Cooke reported that for the 3rd consecutive quarter the Library Foundation has not had sufficient earnings in the New Book Endowment to give the library any allocation for new books. The Foundation is unable to fulfill the fifth year of its commitment of \$250,000 per quarter from the endowment. The Foundation will review investment proceeds again in May to see if any allocation can be made.

Mr. Cooke said that the Library Foundation annual campaign is well underway and ends on June 30, 2003. He also noted that the Foundation has developed a new process for the performance review of its executive director. The executive director will have an annual review by the executive committee of the Library Foundation, which includes both a representative from the Library Advisory Commission and the library director.

Adjournment:

There being no further business a motion to adjourn the meeting was entered by Ms. Bateman, seconded by Ms. Hawkins. The meeting adjourned at 5:35 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
MARCH 18, 2003
DRAFT**

The Louisville Free Public Library Advisory Commission met on Tuesday, March 18, 2003, 4:30 p.m. in the meeting room at the St. Matthew/Eline Library, located at 3940 Grandview Avenue.

Raymond Burse presided. The meeting was called to order at 4:43 p.m.

Present:

Raymond Burse, Jane Charmoli, Dr. Robert Douglas, Stephanie Bateman, and Geneva Hawkins. Also present were Assistant Director Mary Frances Cooper and Director Craig Buthod.

The absences of Rae Horton, Graham Cooke, Donna Kane and Mark Preston were known in advance and excused following a motion by Dr. Douglas and a second by Jane Charmoli.

Minutes:

The minutes of the February 18, 2003 meeting were approved as submitted.

Finance Report:

In a follow-up to last month's discussion of the problem with PNC Advisors regarding the Eileen Keltner estate, Mr. Buthod reminded commissioners that errors on the part of PNC in administering the estate had resulted in an overpayment of \$50,000 to the Library Advisory Commission. PNC had then demanded return of the principal sum plus 8% interest, or a total of \$55,089. At the Commission's direction, Mr. Buthod had sent PNC Advisors \$38,172.14 and asserted that this amount should serve as full repayment in light of declines in investment markets since the time of the estate distribution. The check was mailed two weeks ago and PNC had neither cashed the check nor returned it.

Director's Report:

Craig Buthod reported on the library's budget proposal to the Metro government. He said the proposal reflected discussions at previous commission meetings and included these priorities:

- to reverse the decline in the library's book acquisitions,
- to ensure the quality of educational services by strengthening the library's "faculty" of credentialed librarians serving the public,
- to preserve the service hours of neighborhood libraries, especially school nights and weekends, and
- to deliver sophisticated electronic information resources in heavy demand from the public.

Mr. Buthod noted that he had received several inquiries from council members as follows: Councilmember Glen Stuckel (District 17) is eager to find a site for a new northeast regional library in his district. Councilmember Doug Hawkins (25) wants to discuss the Master Facilities Plan and the branches in rented quarters. Councilmember Stuart Benson (20) suggested that the

main library be moved to a suburban area. Councilmember Ellen Call (26) has Bon Air and St. Matthews libraries in her district but she asked for information about the needs of the other branches. Councilmember Hal Heiner (19) asked about the Master Facilities Plan and plans for Middletown.

Mr. Buthod informed commission members that the Friends of the Library sponsored a dinner for winners of the Adult Winter Reading Program, which was a resounding success. The dinner was held at Le Relais Restaurant and the keynote speaker was Kentucky author Silas House.

Chairman's Report:

Raymond Burse said that he, along with Craig Buthod, Graham Cooke, Mary Lou Northern, Maura Temes, Joan Riehm, Dana Cosby Williams and Rick Johnstone, met with Metro Mayor Jerry Abramson to talk about the library and the Master Facilities Plan vision. The Mayor asked the group "What do you want me to do?" Mr. Buthod then presented the Mayor with a proposal to address the library's immediate needs and to begin making progress addressing the long term future of the library as outlined in the Master Facilities Plan.

Mr. Burse says it was a positive meeting. Maura Temes said the mayor wants you to think outside the box. Mr. Buthod said the meeting and the mayor's directions opened doors for him. He has begun to meet with key city planners to ensure that the library's needs are kept in mind as Metro government makes land use and planning decisions.

Mayor Abramson assigned a planner in his office, Dana Cosby Williams, to work on an analysis of the Master Facilities Plan.

New Business:

A motion to approve the following items was entered by Geneva Hawkins and seconded by Ms. Bateman. The motion carried.

- Approve Friends of the Library Booksales: June 6-8 and October 17-19, 2003.
- Approve Portland Friends Booksale to be held June 7, 2003.
- Accept contribution of \$11,640.99 from the Friends of the St. Matthews/Eline Library
- Accept Yum! Brands donation of books from the Library of America.

Stephanie Bateman asked to be excused from the April meeting.

Adjournment:

There being no further business, the meeting adjourned at 5:35 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
April 15, 2003
DRAFT**

The Louisville Free Public Library Advisory Commission failed to achieve a quorum for its scheduled meeting on Tuesday, March 18, 2003. Therefore no library business was transacted and no formal minutes were taken.

Commission members Rae Horton, Mark Preston and Jane Charmoli were present. Also present were Assistant Director Mary Frances Cooper, Assistant Director Jean Varble and Director Craig Buthod. The absences of Raymond Burse, Stephnaie Bateman and Graham Cooke were known in advance.

Rae Horton presided over a general discussion of matters that had been before the commission in recent months including the dispute with PNC Bank over the Eileen Keltner estate, and the status of the Metro budget process and the Master Facilities Plan.

Mr. Buthod announced a new exhibit, "The Human Face of Iraq," to open May 6. He invited commission members to attend the opening reception that evening.

Those present watched a videotape, "The Chicago Story," which outlines the advancements made by the Chicago Public Library system.

Mr. Buthod distributed copies of this year's Kentucky Library Rankings report which is compiled for the Commission annually from statistics published by the Kentucky Department for Libraries and Archives. LFPL gained ground in the rankings on two measures, Books per Capita (up one place from 79th to 78th) and Circulation per Capita (up 4 from 54th to 50th). LFPL lost ground on Local Government Income per Capita (down from 25th to 26th) and on Library Space per Capita (down from 55th to 56th). There was no change in total library funding per capita where LFPL ranks 26th out of 116 library systems.

Mr. Buthod reported that he has had several inquiries from council members as follows: Glen Stuckel (district #17) is interested in building a northeast regional and wants the library to acquire land to do so; Doug Hawkins (#25) is interested in putting a new library on "the Kennedy property" at 4701 Valley Station Road; Ron Weston (#13) wants to know what he can do for the Fairdale Branch.

Finally, Ms. Horton suggested that a letter be sent out before the next meeting reminding members of the importance of attending the monthly meetings of the Commission.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
May 20, 2003
DRAFT**

The Louisville Free Public Library Advisory Commission met on Tuesday, May 20, 2003, 4:30 p.m. in the meeting room at the Iroquois Branch Library, located at 601 W. Woodlawn Avenue.

Raymond Burse presided. The meeting was called to order at 4:30 p.m.

Present:

Raymond Burse, Graham Cooke, Rae Horton, Geneva Hawkins, Donna Kane, Stephanie Bateman and Jane Charmoli. Also present were Maura Temes, Bruce Maza, Iroquois branch manager Laura Kelleher, manager of branch libraries Nancye Browning, library director Craig Buthod, assistant director Jean Varble, and assistant director Mary Frances Cooper.

The absence of Mark Preston was known in advance and excused.

Special Report:

Mary Frances Cooper introduced Mr. Bruce Maza, executive director of the C.E. and S. Foundation, which had recently awarded a \$100,000 grant to the library for the Iroquois Reading project. Mr. Maza explained that the C.E. & S. Foundation is a private family foundation dedicated to funding programs that would never be funded otherwise. The Foundation's goals are to make the library more available to new users and new Americans and to develop the reading habit in new audiences. Mary Frances Cooper said the library's plan is to work extensively in the community to develop relationships and to identify community needs, and to provide library services responsive to those needs.

Laura Kelleher said that staff members are already out in the community assessing service needs and creating partnerships, such as partnering with the Southern Leadership Academy for a Reading Aloud Club and reading contests for the next school year. Ms. Kelleher also said that the branch has a Spanish-speaking library assistant who teaches computer classes and translates items for the branch.

Mary Frances Cooper noted that one of the project goals was to have a different language speaker in the library on different days so people with limited English can be served better. Ms. Cooper said that the library will work with the JCPS Adult and Continuing Education Division to try to schedule ESL classes at the Iroquois Library.

Nancye Browning said another project goal is to adapt service improvements learned at Iroquois to all the other branch libraries. That work has already begun.

Raymond Burse thanked the C.E.&S. Foundation for the grant and noted that the library stands ready and able to do all it can to help Louisville.

Finance Report:

Rae Horton reported that the Library Advisory Commission has a certificate of deposit at the Louisville Community Development Bank that is up for renewal. Jean Varble recommended that the Advisory Commission renew the CD at the Louisville Community Development Bank for a period of 5 years for maximum return. This particular CD program allows the commission to withdraw the funds earlier than the maturity date with only minimal penalty, in case the funds are needed or interest rates improve.

A motion to renew the CD at the Louisville Development Bank was entered by Graham Cooke, seconded by Stephanie Bateman and approved 6 to 0. Chairman Burse did not participate in the discussion or vote on the motion due to a family member's position with the bank.

Library Foundation:

Graham Cooke reported that the foundation would soon begin a preliminary discussion of a major capital campaign. He noted that this year's annual campaign, which will end 6/30/2003, has to date raised \$500,000. The goal for the campaign was \$350,000.

Mr. Cooke also noted that the Library Foundation's investments of LAC funds are performing below market benchmarks. He said the foundation's finance committee will work more closely with investment managers to improve the funds' performance.

Librarian's Report:

Craig Buthod announced that the children's summer reading program is to begin May 31. Mary Frances Cooper distributed Summer Reading materials to commissioners. She also noted that Hillerich and Bradsby will donate funds for the purchase 400 copies of the new Harry Potter book for the library's collections and for Summer Reading prizes. Ms. Cooper also announced that the library will invite three children from each branch to a Harry Potter sleepover to be held at the main library on Friday June 20 to celebrate the release of the new book.

Mr. Buthod said that the library would host an exhibit next month from the Arts and Cultural Attractions Council. All 100 member organizations have been invited to tell people who they are in a 2x3' picture frame, which will be displayed in the Gutenberg and Bernheim galleries at the main library.

Mr. Buthod reported on the resolution of the dispute with PNC Bank regarding the Keltner estate. He noted that the \$50,000 overpayment has been returned to PNC with no interest being paid, as recommended by Library Advisory Commission members.

Mr. Buthod said all Metro agencies including the library have been asked to identify steep cuts in their budget for the 2003-2004 fiscal year. A memo outlining specific cuts was distributed and discussed at length.

Mr. Buthod discussed the public events and programs funded by a grant from the Library Advisory Commission rather than by tax dollars. He explained that he would be charging secondary costs related to these programs to the grant from the LAC, including overtime for facilities personnel and the costs of advertising and promotion. Mr. Buthod also asked the

Library Advisory Commission to commit \$10,000 toward the salary of a graphic artist position, because that position does a great deal of work in support of LAC sponsored programs. He said he would also ask the Library Foundation and the Friends of the Library to pay a portion of the salary in relation to the work the Community Relations department does in support of their programs.

Commissioners discussed the value of the public programs in reaching new audiences and providing cultural and educational benefit to the community. Rae Horton said she supports the expenditure. Stephanie Bateman said the move is cost effective. Raymond Burse said it's something we ought to do. Graham Cooke said he strongly supports the public programs but recommended that the step of contributing to the graphic artist's salary be taken one year at a time. The issue should be returned to the commission for discussion again next year.

Ms. Kane moved that \$10,000 be made available for this budget year only to pay a portion of the graphic artist's salary. The motion was seconded by Geneva Hawkins and approved unanimously.

Mr. Buthod announced that the Library's budget hearing is scheduled for June 3, 2003 at 9:00 a.m. in Council Chambers. [The hearing was later re-scheduled for June 5.]

New Business:

A motion to approve the items below was entered by Geneva Hawkins, seconded by Jane Charmoli and approved unanimously.

1. Approve donation of \$1,000 and 13 books from the "Kentucky Bicentennial Bookshelf" from the Highland Women's Club for the Crescent Hill Branch.
2. Approve donation of \$1,000 from the Sam's Club Foundation for the Okolona Branch.
3. Approve donation of approximately \$4,000 from the Okolona Library Boosters for the purchase of new furniture for the children's area at the branch.
4. Approve Jeffersontown Friend's Booksale, Saturday, September 20, 2003.

Donna Kane announced that she had received word from the mayor that she would be replaced on the Library Advisory Commission. She thanked everyone and indicated that she would be pleased to serve the library in any capacity she could.

There being no further business, the meeting adjourned at 6:00 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION**

June 17, 2003

DRAFT

The Louisville Free Public Library Advisory Commission met on Tuesday, June 17, 2003, 4:30 p.m. in the boardroom at the Main Library, located at 301 York Street.

Raymond Burse presided. The meeting was called to order at 4:45 p.m.

Present:

Present were Raymond Burse, Graham Cooke, Geneva Hawkins, Donna Kane and Mark Preston. Also present were director Craig Buthod, assistant directors Jean Varble and Mary Frances Cooper, Metro Government representative Maura Temes, and Nancye Browning, manager of branch services.

The absences of Rae Horton, Stephanie Bateman and Jane Charmoli were known in advance and excused. Dr. Robert Douglas was also absent.

Finance Report:

Mr. Buthod distributed a proposed revision of the "Fundraising in Support of the Library" policy and asked commissioners to review for discussion and approval at the next meeting in July 2003. A copy of the proposed policy is enclosed.

Mr. Buthod also said that the Library Advisory Commission annually submits a request for fundraising support to the Library Foundation in July. He has asked LAC finance chair Rae Horton to hold a committee meeting this month to discuss the fundraising request along with several other matters.

Mr. Buthod told commissioners that the library's budget hearing before the Metro Council has been completed. He said that the library has been asked to take further budget reductions beyond those discussed at the May meeting. A memo outlining the further reductions was distributed and discussed. A copy of the memo is enclosed.

Mr. Burse noted that the library's budget hearing went well. He noted that council members were well informed and supportive.

Chairman's Report:

Mr. Burse urged commissioners to continue building a base of support for the library.

Librarian's Report:

Mr. Buthod distributed comment pages regarding the "Human Face of Iraq" exhibit. Public reaction to the exhibit was very positive.

Mr. Buthod announced that the library would host author Walter Isaacson, former CEO of CNN, and now president of the Aspen Institute, on September 16. Mr. Isaacson will discuss his new book on Benjamin Franklin.

Tony Award winning choreographer Twyla Tharp will discuss her book on creativity on October 3 at the Main Library.

Two exciting exhibits coming to the Louisville Free Public Library are Lewis and Clark in Fall 2003 and original artwork and related items from the "Curious George" books coming in Spring 2004.

Mr. Buthod announced that the Harry Potter Sleepover will be this Friday, June 20, to help celebrate the release of the new Harry Potter book, "Harry Potter and the Order of the Phoenix." Children at the sleepover will be entertained by an assortment of Harry Potter activities and a visit by animals from the Louisville Zoo. The book is to be released at midnight.

New Business:

A motion to approve the following was entered by Ms. Kane, seconded by Mr. Cooke and approved unanimously.

- Approve Basket Auction Fundraiser for the Okolona Branch, sponsored by the Okolona Boosters, September 29 to October 11.
- Accept donation of \$1,000 from the Sam's Club Foundation for the Jeffersontown Branch.
- Approve Portland Friends booksale, August 2, 2003.
- Approve Shively Friends booksale to be held June 27 and 28 at the Shively Independence Festival.

Mr. Burse thanked Donna Kane, Mark Preston and Stephanie Bateman for their service to the Library Advisory Commission. All exiting commissioners were presented with a book "Library, The Drama Within."

There being no further business, the meeting adjourned at 5:28 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
July 15, 2003
DRAFT**

The Louisville Free Public Library Advisory Commission met on Tuesday, July 15, 2003, 4:30 p.m. in the meeting room at the Western Branch Library, located at 604 S. Tenth Street.

Rae Horton presided. The meeting was called to order at 4:35 p.m.

Carmen Samuels, Branch Manager of the Western Branch, welcomed commissioners and gave a brief history of the branch and their work in the community.

Maura Temes, Metro Louisville liaison, introduced Dr. Cecelia Wooden and Mr. Yung Nguyen as new commissioners. Ms. Temes also announced the re-appointment of Jane Charmoli. Ms. Temes assured the commission that the last vacancy will be filled as soon as possible.

Commissioners then introduced themselves, including a brief background.

Present:

Present were Rae Horton, Geneva Hawkins, Graham Cooke, Cecelia Wooden, Yung Nguyen, Robert Douglas and Jane Charmoli. Also present were director Craig Buthod, assistant directors Jean Varble and Mary Frances Cooper, Metro Government representative Maura Temes, and Carmen Samuels.

The absence of Raymond Burse was known in advance and excused.

Finance Report:

Rae Horton reported that the Finance Committee met today at 10:00 a.m. Recommendations follow.

Policy on Fundraising:

Mr. Buthod reviewed the policy revisions that had been distributed to the commission at the June meeting. The Finance Committee recommended that the commission approve the Fundraising Policy as submitted. The commission approved the revised policy unanimously.

Communication to the Foundation:

Each year the commission communicates formally with the Louisville Free Public Library Foundation regarding the need for private fundraising in support of the library. Ms. Horton reported that the Finance Committee recommends another strong annual appeal this year in support of library program grants. In particular the committee suggested raising funds for children's summer reading and for initiatives in the five goal areas from the commission's strategic plan. The committee also wanted to communicate to the foundation that the library's eventual capital expansion will require private financial support in addition to public funding and that library commissioners anticipate the need for a major capital campaign in the near future.

After discussion by the commission, Ms. Horton directed Mr. Buthod to send a letter to the Foundation conveying the commission's position.

Mr. Buthod reported that the Metro Council approved the local government's budget for 2003-2004. The budget for the library is especially tight this year, as discussed in the last two commission meetings. He said that budgeted vacancy credit is of special concern this year as staff turnover is low and little savings can be accomplished when turnover is low. To achieve the budgeted vacancy credit, LPFL will be required to hold back \$850,000 of its personnel budget, or about 9%. Attached is an outline of how the library is planning to meet the vacancy credit required.

Librarian's Report:

Mr. Buthod reported that while he was at the American Library Association Annual Conference in Toronto last month, the American Library Association formally recognized Rev. Thomas Blue, who was with the Western Branch Library from 1905-1935 and created the first African American librarian training school.

Mr. Buthod also noted that in the Louisville Central Area newsletter, the Library tops the list of downtown attractions ranked by number of visitors.

Mr. Buthod reported that the Supreme Court has ruled on Internet filtering in libraries and noted that Congress can now require libraries to filter Internet services in public libraries in exchange for federal aid money. He also said the FCC is studying the Supreme Court ruling and the capabilities of filtering software. Until the FCC issues new regulations the library will not know how this ruling will affect LFPL operations.

Mr. Buthod advised commissioners that he was visited by a FBI agent who asked to see specific borrower records. Mr. Buthod stated that he denied the request because the agent presented neither a subpoena nor a search warrant.

In an ongoing effort to keep commissioners up to date regarding contact with the Metro Council, Mr. Buthod informed commissioners that he was contacted by council member Glen Stuckel, who offered to sponsor the Master Facilities Plan at Council. Council member Bob Henderson inquired about library capital plans on behalf of a constituent who has land to sell for a library. Council president Ron Weston had a meeting with JCPS superintendent Steve Daeschner about putting future libraries in public schools. Mr. Buthod said that JCPS has established a study committee to look into that possibility. The first meeting of the study committee scheduled for August 13, 2003.

Mr. Buthod directed the commissioners' attention to the monthly statistical report showing year-end performance measures for the libraries. Across all locations, 2003-2004 was a growth year for LFPL, with circulation, door counts and new registrations increasing substantially.

Mr. Buthod conducted a page-by-page discussion of the Benchmark Cities Report, the annual comparison of operating statistics for LFPL and metropolitan libraries in the region. He noted

two new measures this year related to library services to children. *Children's books owned per child* in the community shows just what resources are available to support childhood literacy. Louisville ranked second from the bottom on this measure. Louisville ranked better in *Children's book circulation per child*, indicating we are working hard with what we have. (Additional copies of the report are available through the library's administrative office.)

New Business:

A motion to approve or accept the following was entered by Dr. Wooden, seconded by Ms. Hawkins and approved unanimously.

- Approve Fern Creek Friends booksale, November 7-9, 2003.
- Approve Bon Air Friends book sale, October 18, 2003.
- Accept \$2,500 from the Cherokee Triangle Association for the Highlands-Shelby Park Branch.
- Accept \$1,000 from the Highland Woman's Club for the Crescent Hill Branch.

There being no further business, the meeting adjourned at 6:10 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
August 19, 2003
DRAFT**

The Louisville Free Public Library Advisory Commission met on Tuesday, August 19, 2003, 4:30 p.m. in the boardroom at the Main Library, located at 301 York Street.

Raymond Burse presided. The meeting was called to order at 4:35 p.m.

Present:

Present were Raymond Burse, Rae Horton, Geneva Hawkins, Graham Cooke, Cecelia Wooden, Yung Nguyen, Robert Douglas and Jane Charmoli. Also present were director Craig Buthod, assistant directors Jean Varble and Mary Frances Cooper.

Guests included LFPL staff Susan Moore, Charles Harris, Nancye Browning, Alex Goodman, Norman Morton, Maureen Humphrey-Shelton and Greg Schwartz.

The minutes of the July 15 meeting stand approved as submitted.

Rae Horton and Cecelia Wooden both asked to be excused from the September 2003 meeting.

Introduction of New Faculty:

Mr. Buthod introduced three librarians as follows:

Mr. Alex Goodman, Technology Training Librarian, is a graduate of the University of Kentucky with a masters in library science from Florida State University. He is charged with developing new computer courses and teaching in the Main Library's Computer Learning Center.

Mr. Greg Schwartz, Assistant Branch Manager at the Shawnee Branch, attended Brown University and the University of Illinois.

Ms. Maureen Humphrey-Shelton, Assistant Branch Manager at the Southwest Regional Library, attended Murray State University for undergraduate studies and the University of Kentucky for library science. Maureen is the former Circulation Supervisor at the Main Library.

Mr. Burse welcomed all the new librarians on behalf of the Library Advisory Commission.

Staff Report – Community Partnerships:

Mr. Buthod introduced Susan Moore, Nancye Browning, Charles Harris and Norman Morton, who briefly summarized their portions of the Community Partnerships and Joint Activities report. (Attached)

After giving highlights from the report, the staff members fielded questions from the commissioners.

Graham Cooke asked who's doing all the work that was noted in the community? Susan Moore, Nancye Browning and Charles Harris all agreed that public service staff members are dedicated professionals carrying this load. It was the consensus of the commission that the enthusiasm and professionalism of the managers present was remarkable and of great value to the library.

Cecelia Wooden thanked the group of managers for the reminder that librarians act from a sense of pride in their profession.

Library Foundation Report – Graham Cooke

Graham Cooke reported that the Library Foundation budget was presented at the meeting earlier today and approved. A copy of the new grants for 2003-2004 was distributed and is attached.

He also said that investment performance has been unsatisfactory and that the foundation is considering looking for a new fund manager.

Graham Cooke said that the foundation executive director's performance evaluation was completed by a foundation board committee that included both Mr. Cooke and Mr. Buthod.

Librarian's Report:

Mr. Buthod reported that the Master Facilities Plan is making progress and that the library needs to get formal adoption to be eligible for any future state construction funds. He noted that the Metro budget includes \$500,000 for beginning implementation steps for the plan. The Metro Council will take up the plan in September.

Mr. Buthod said that the Master Facilities Plan gives three options for the Main Library, including the possibility of a new library. Mr. Buthod said the Mayor has asked the Downtown Development Corporation to assist the library in exploring these options for the downtown library.

Mr. Buthod reported that Jennifer Chandler, wife of gubernatorial candidate Ben Chandler, had offered to read to children at the library, in the presence of the media. The offer came in a letter on Chandler campaign stationery. Mr. Buthod said he had written to Mrs. Chandler to decline her offer. He told her that such an event would inevitably be interpreted by some as an endorsement by the library of Mr. Chandler's candidacy, which would not be appropriate. He invited her to speak at the library as soon as she becomes Kentucky's First Lady. Mr. Buthod said that he had heard later from Kentucky Commissioner of Libraries Jim Nelson that Mrs. Chandler was pleased with this response.

Mr. Buthod also reported that the basement of the Crescent Hill branch was recently flooded by storm runoff, damaging carpet and walls. Work is currently underway to prevent future flooding by rebuilding underground drainpipes and installing a large pump.

Mr. Buthod reported that 44,000 children participated in the Summer Reading Program, with more than 15,400 reading at least ten books.

Mr. Buthod informed the commission that Jefferson County Public Schools has established a study committee to look into school and library collaborations. Both he and Nancye Browning, LFPL's manager of branch libraries, serve on the committee. Conversations will continue on this subject.

Mr. Buthod noted that the library foundation has approved several important grants to the library for 2003-2004. (See attached).

Old Business:

Graham Cooke extended his thanks, on behalf of the Library Advisory Commission, to Jane Emke and Bob Klingle for their work on a public service announcement that airs 4 times a day. He noted that WHAS produced the PSA for free. The official sponsor is CALL, the Coalition for the Advancement of Louisville's Libraries.

New Business:

A motion to approve or accept the following was entered by Jane Charmoli, seconded by Geneva Hawkins and approved unanimously.

- Approve Fairdale Friends Booksale, September 5-6, 2003.
- Accept \$1,077.14 from The Fern Creek Community Library, Inc. for the Fern Creek Branch.
- Accept \$13,302.24 from the City of St. Matthews for the St. Matthews/Eline Branch.

There being no further business, the meeting adjourned at 5:48 p.m.

MEMORANDUM

TO: Library Advisory Commission
FROM: Craig Buthod
DATE: September 4, 2003
RE: September Meeting

Several commission members and I will be traveling the week of September 15th. Because of the uncertainty of having a quorum for the scheduled September 16 Library Advisory Commission meeting, the meeting has been cancelled.

The October meeting will be on the 21st at the Main Library. See you there.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
October 21, 2003
DRAFT**

The Louisville Free Public Library Advisory Commission met on Tuesday, October 21, 2003, 4:30 p.m. in the boardroom at the Main Library, located at 301 York Street.

Raymond Burse presided. The meeting was called to order at 4:30 p.m.

Present:

Present were Raymond Burse, Graham Cooke, Robert Douglas, Geneva Hawkins, Rae Horton and Cecelia Wooden. Also present were Maura Temes of the Mayor's Office, director Craig Buthod, and assistant directors Mary Frances Cooper and Jean Varble.

The absence of Jane Charmoli was known in advance and excused.

Guests included LFPL staff Katy Grant, Amy Johnson, Bessie Gray-Knox, Lisa Sizemore and Nancye Browning.

A motion to approve the minutes of the August 19th meeting was entered by Dr. Douglas, seconded by Ms. Wooden and approved unanimously.

Introduction of New Faculty:

Mr. Buthod introduced two faculty members as follows:

Mrs. Bessie Gray-Knox comes to LFPL from Georgia via Chicago. She is a graduate of Mercer University with a law degree from John Marshall Law School and an MLS from Clark Atlanta University. She joined the library this fall as manager of the Shawnee Branch Library

Ms. Amy Johnson is from Harlan County and is the new Children's Librarian at the Middletown Branch. She has an undergraduate degree in Women's Studies as well as an MLS from the University of Kentucky. Mr. Burse welcomed the new librarians on behalf of the Library Advisory Commission.

Staff Report:

Ms Cooper introduced two recent graduates of the Library Leadership Development Program, which gives new librarians the training needed as supervisors. Graduates of the program are credited with one-year supervisory experience by Metro Human Resources. Lisa Sizemore, Supervisor of the Main Library Children's Department and Outreach, indicated that what she gained from the training was the opportunity for peer group interaction between union and non-union staff and for communication among supervisors and departments. Ms Sizemore also appreciated the fact that every class emphasized leadership, and that Dr. Bruce Kemelgor, the class instructor, stressed the importance of being a leader to your staff. Katy Grant, a children's librarian from the Shawnee Branch, said that she wanted to be a bridge between supervisors and staff. The class taught her how to be an effective leader in a non-supervisory role.

Ms Cooper stated that the program will be re-evaluated in 1-2 years and updated as needed.

Planning Report:

Mr. Buthod announced that the Metro Council formally adopted the library's Master Facilities Plan at the Council's September 25th meeting. The vote was unanimous.

Mr. Buthod then distributed an October 8th letter from Commissioner James Nelson of the Kentucky Department for Libraries and Archives, officially accepting the Master Facilities Plan. The letter indicates that LFPL is now qualified to apply for state library construction funds. (Letter attached)

Ms. Cooper, project manager for the Master Facilities Plan process, distributed a copy of preliminary "Library Site Criteria" for the commission to consider. After discussion about the importance of siting decisions in the success of any new library, Chairman Burse asked the commission to reconstitute its Planning Committee with Cecelia Wooden as chair. He asked Geneva Hawkins, Graham Cooke and Yung Nguyen to serve as committee members. The committee's first responsibility is to work with the library's administration to finalize site selection criteria to guide development of future branch libraries.

Librarian's Report:

Mr. Buthod announced that the library has received the "Breaking Barriers" award from the Metro Disability Coalition for the library's work in providing adaptive equipment to patrons. Mr. Buthod specifically thanked Maury Weedman of the Main Information Services Department for his work on the project.

Mr. Buthod then discussed a major capital project to replace the HVAC system in the Main Library's south building. Most of the funds needed to accomplish this major undertaking have been accumulated through the city's capital budget process and design steps are underway. He said that virtually every part of the south building will be affected by the construction beginning next year.

Mr. Buthod announced that the libraries would be closed on Veterans Day even though the Metro government offices will be open that day. LFPL's labor contract requires that union workers have Veterans Day as a holiday.

Mr. Buthod reported that this is an especially difficult budget year. The library has cut back spending in virtually every category of expense. At this point it appears the library will be able to achieve approximately \$650,000 of the targeted \$1 million salary savings required in the city's budget.

New Business:

A motion to approve or accept the following was entered by Cecelia Wooden, seconded by Robert Douglas and approved unanimously.

- Approve Portland Friends Booksale, October 29, 2003.
- Approve Shively Friends Booksale, November 4, 2003.

There being no further business, the meeting adjourned at 5:45 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
November 18, 2003
DRAFT**

The Louisville Free Public Library Advisory Commission met on Tuesday, November 18, 2003, 4:30 p.m. in the meeting room at the Highland-Shelby Park Branch of the Louisville Free Public Library, located at 1250 Bardstown Road.

Raymond Burse presided. The meeting was called to order at 4:30 p.m.

Mr. Burse introduced Mona Leitner, branch manager of the Highland-Shelby Park Branch, who gave a brief description of the branch and the services available to the community. In particular, Ms. Leitner informed the commission that the branch had been at this location for ten years and it is the only location in the system that offers music CD's. She also noted that Cybrian has freed the librarian for more personal patron work and research.

Present:

Present were Raymond Burse, Graham Cooke, Robert Douglas, Geneva Hawkins, Cecelia Wooden, Rae Horton, Yung Nguyen and Jane Charmoli. Also present were Maura Temes of the Mayor's Office, director Craig Buthod, and assistant directors Mary Frances Cooper and Jean Varble.

Raymond Burse suggested that the commission establish the position of Vice-Chair because of the Chair's busy travel schedule. The consensus of the commission was to appoint Rae Horton Vice Chair.

A motion to approve the minutes of the October 21st meeting was entered by Rae Horton, seconded by Graham Cooke and approved unanimously.

Planning Report:

Cecelia Wooden said the committee was asked to work with Library Administration on site selection criteria. The Committee has had two meetings. They have compared Newburg sites using the attached criteria sheet along with the Cornerstone 2020 plan.

Ms. Wooden noted that in order to make best recommendations – the committee cannot develop sites in a vacuum using technical and community criteria, that the library needs to live in the community and that the decision needs to involve all parties, including political and community.

Ms. Horton asked who will support/protest be handles. Mr. Burse noted that the technical and community criteria would be pulled together before being submitted to the public. Ms. Wooden said that breaking the criteria into technical and community portions allows and encourages participation.

Ms. Wooden requested the support of the Library Advisory Commission.

Foundation Report:

Graham Cooke noted that at the quarterly meeting earlier today it was noted that earnings are meeting benchmarks across the board, but the Foundation money woes are not over. He noted the Foundation's financial situation mirrors the economy.

Mr. Cooke also noted that the litigation with the Community Foundation over ownership of funds should be resolved soon.

Mr. Cooke also relayed the information that Mason Rudd, Chair of the Library Foundation, and Malcolm Chancey, President of the Library Foundation, would retire at the end of their current term in August 2004.

Librarian's Report:

Mr. Buthod reported that he had spoken with April _____, the Director of the Council for Mental Retardation, who oversees ENTECH, regarding moving from their space in the South Building because of needed renovations. She said they have been expecting the library's call and appreciated the advance notice.

Mr. Buthod announced that the library's Internet vendor, DRA, gave LFPL 60 days notice that they were getting out of the business. The Library's new vendor ICG, comes on board 12/01/2003.

Mr. Buthod commended Jean Varble and staff for their hard work on the details of the Internet vendor bids.

In an attempt to keep the commission informed of contact from the Metro Council, Mr. Buthod noted that he has spoken with Barbara Shanklin, who expressed interest in specific site for the Newburg Library; and with James Peden, who wants a library in the Southeast Government Center. Mr. Buthod also noted he has received letters from Kelly Downard and Ken Fleming, congratulating the library on the acceptance of the Master Facilities Plan.

Finally, Mr. Buthod noted that the system-wide Circulation figures are down because of lack of new books on the shelves.

Chairman's Report:

It was suggested that the Commission invite Mayor Abramson to the Commission meetings.

New Business:

A motion to accept the following was entered by Geneva Hawkins, seconded by Cecelia Wooden and approved unanimously.

- Accept donation of \$1500 from the Fern Creek Friends for the purchase of library materials for the Fern Creek Branch.

There being no further business, the meeting adjourned at 5:12 p.m.

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

DECEMBER 2003

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

JANUARY 2004

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
February 17, 2004
DRAFT**

The Louisville Free Public Library Advisory Commission met on Tuesday, February 17, 2004 in the boardroom at the Main Library, located at 301 York Street.

Raymond Burse presided. The meeting was called to order at 4:33 p.m. Present were Raymond Burse, Graham Cooke, Robert Douglas, Cecelia Wooden, Rae Horton, and Jane Charmoli. Also present were director Craig Buthod, and assistant directors Mary Frances Cooper and Jean Varble. Ms. Vernita Brown's absence was known in advance and excused.

Mr. Burse introduced Susan Moore, Manager of Children's and Youth Services. Ms. Moore announced that the library has invited 3500 JCPS pre-school children and their parents to help celebrate Dr. Seuss' 100th birthday on February 27. Ms. Moore indicated that the library had 2000 preschool library card signups last year and already that many this year. Ms. Moore said that she and her staff have worked on the birthday party for several months and that several local businesses have donated money and services including the chief financial sponsors, Fifth Third Bank and Wendy's; Jefferson Community College, who donated the cake; Walnut Street Baptist Church, who donated parking space; TARC, who donated the use of 2 trolleys; and JCPS, who contributed 50 teachers. The purpose of all these efforts is to introduce these very young children to the library and to the joy of reading. Every child who attends will receive a Dr. Seuss book of his very own.

Mr. Burse congratulated the staff and encouraged them to continue the kinds of activities that attract pre-school children to reading.

Committee of the Whole:

Mr. Burse noted that the commission had two productive sessions on budget planning which even more deeply engrained the commissioners' commitment to the library. The purpose of the budget meetings was to set priorities for service and to give the library's administration direction in developing the budget submission to the Metro government.

Planning Report:

Dr. Wooden distributed a Planning Committee Report that included two recommendations for the commission to review. The first is a set of criteria for site selection for new libraries and the second is a plan for engaging the community surrounding any proposed branch library in an evaluation of the site in question. Dr. Wooden presented the report for discussion and possible adoption at the commission's next meeting on March 9.

Foundation Report:

Graham Cooke noted that the Foundation did not have a February meeting. He did indicate that the Foundation Finance Committee approved a \$500,000 disbursement to the library from the new book endowment.

Librarian's Report:

Mr. Buthod informed commissioners that the Library would receive the 2004 Star Award from the Kentucky Association for the Education and Rehabilitation of the Blind and Visually Impaired. The award recognizes advances in the library's efforts to make the its collections available to blind persons through the use of technology. The award will be presented to the library and one of its staff members, Mr. Maury Weedman, at a luncheon on March 11.

Mr. Buthod also reported that Public Library and Bookmobile Day in Frankfort, February 11, was a great success. Dr. Wooden said it was a proud moment to see 320 librarians and trustees and 70 bookmobiles in a parade around the capital. The day featured legislators touring bookmobiles and giving testimonials in both houses about how libraries make a difference in Kentucky communities.

Mr. Buthod announced several upcoming author programs including Bob Barr, Kinky Friedman, Peter Bogdanovich, Lawrence Block, E.J. Dione and David Brooks between now and the end of June.

Mr. Buthod told commission members that he has several requests from the Metro Council, including one from Metro Council President Kelly Downard who asked the library to develop service options for the Prospect area. Commission member Graham Cooke reminded the group that there had been a similar discussion two years ago. Councilman Rick Blackwell also suggested the library look at property located in the 6600 block of Dixie Highway as a possible site for a library.

Mr. Buthod said the "Meet Your Councilman" program at the Southwest Regional Library gave area residents an opportunity to discuss concerns with three Metro Council members from the area, Rick Blackwell, Robert Henderson and Doug Hawkins.

Old Business:

Mr. Burse reminded commissioners that the March meeting date and time have been changed to accommodate a visit from the Mayor. The meeting is now scheduled for March 9, 4:00 p.m. at the Main Library.

There was a brief discussion of the governance of the library and the role of the library commission under the new Louisville Metro government. Mr. Burse said that he may discuss the topic in his next conversation with the Mayor.

New Business:

A motion to approve the following was entered by Ms. Horton, seconded by Cecelia Wooden and approved unanimously.

- Approve Fern Creek Friends Booksale to be held May 13-15, 2004
- Approve Friends of Fairdale holding quarterly basket raffles in 2004.

There being no further business, the meeting adjourned at 5:35 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
March 9, 2004
DRAFT**

The Louisville Free Public Library Advisory Commission met on Tuesday, March 9, 2004 in the boardroom at the Main Library, located at 301 York Street.

Rae Horton presided. The meeting was called to order at 4:05 p.m. Present were Rae Horton, Graham Cooke, Robert Douglas, Cecelia Wooden, Vernita Brown, Jane Charmoli, Geneva Hawkins and Yung Nguyen. Mayor Jerry Abramson was special guest. Also present were director Craig Buthod, assistant directors Mary Frances Cooper and Jean Varble, Maura Temes and Kristen Miller from the Mayor's office, Josephine Harding and Susan Moore.

A motion to approve the minutes of February 17, 2004 was entered by Ms. Charmoli, seconded by Dr. Douglas and approved unanimously.

Mr. Raymond Burse's absence was known in advance and excused.

Ms. Horton welcomed Ms. Vernita Brown, new Library Advisory Commission Member. Ms. Brown said she has concerns in the Newburg Area and she was glad to be here.

Ms. Horton also introduced Josie Harding, a new librarian at the Main Branch. Ms. Harding was formerly a page at the St. Matthews/Eline Branch while she attended library school.

Special Guest:

Mayor Abramson introduced Ms. Kristen Miller as the Mayor's new liaison with the library commission, replacing Maura Temes. Mayor Abramson noted that Ms. Miller is a lawyer and a graduate of Western Kentucky University.

The Mayor took this opportunity to thank Ms. Temes for her hard work and dedication on behalf of the City and the Library for the past 14 years.

Mayor Abramson noted that the last budget showed his commitment to the future of the library and that Metro Louisville is working very hard with what funds they have.

The Mayor stated that it has been a pleasure to work with Mr. Buthod and he appreciates the library working with other Metro departments.

Staff Report:

Rae Horton introduced Susan Moore, Manager of Children's and Youth Services. Ms. Moore announced that the library's Pre-K day on February 27 saw 2500 to 3000 preschoolers and their parents in the library. The event, co-sponsored by the Jefferson County Public Schools pre-kindergarten program, celebrated Dr. Seuss' 100th birthday. Ms. Moore said staff and volunteers served birthday cake to all the children.

Ms. Moore said that it wouldn't have been possible without the help of Fifth Third Bank, Wendy's and the Berman family for sponsoring the books for the children; Jefferson Community College, which donated the cake; Walnut Street Baptist Church, which donated parking at the church; TARC, which donated the use of 2 trolleys; JCPS, which contributed 50 teachers and staff. The purpose of all these efforts was to introduce these very young children to the library and to the joy of reading. Every child who attended received a Dr. Seuss book of his very own.

Planning Report:

Dr. Wooden distributed a Planning Committee Report that included two recommendations for the commission to review. The first is a set of criteria for site selection for new libraries and the second is a plan for engaging the community surrounding any proposed branch library in an evaluation of the site in question. Dr. Wooden presented the report on behalf of the Planning Committee and asked that it be adopted. Following a lengthy discussion by the commissioners and the Mayor, the site selection criteria were approved. (Attached.)

Chairman's Report:

Rae Horton, on behalf of the entire Library Advisory Commission, expressed the commission's deepest appreciation for Maura Temes' dedication to the library and her many years of service.

Librarian's Report:

Mr. Buthod asked Ms. Cooper to brief commissioners on the Conversation Café, a multi-cultural event held on Saturdays at the Iroquois Branch. Ms. Cooper said it was a way for immigrants to practice their English in a supportive atmosphere. Ms. Cooper noted that at times as many as 50 people participate in the program.

Mr. Buthod announced several author appearances coming up before the end of June including Kinky Friedman, Peter Bogdanovich, Lawrence Block, David Brooks, E.J. Dionne and Christopher Wren. Mr. Buthod also noted that a photography exhibit called *A Broken Landscape: HIV and AIDS in Africa* would be on display until May 14th.

Mr. Buthod reported on the annual Kentucky Library Rankings from the Kentucky Department for Libraries and Archives. He distributed a memo outlining the library's progress in the rankings in the past year. A brief discussion followed. A copy of the memo is enclosed.

Mr. Buthod told commission members that he has had several requests from the Metro Council, including one from Ron Weston (district 13) asking for a new sign for the Fairdale Branch. Glen Stuckel (district 17) is recommending property for a new branch. Also, a meeting has been scheduled March 12 with Metro Council President Kelly Downard (district 16) to discuss his request for additional service for the Prospect area. Some possible options were discussed at length.

Ms. Horton commented on the Prospect request and said that the commission is responsible for improving library service across the entire county and cannot be sidetracked from its main objective, the Master Facilities Plan.

New Business:

A motion to approve the following was entered by Ms. Charmoli, seconded by Ms. Hawkins and approved unanimously.

- Approve Shively Friends Booksale to be held May 18, 2004

Mr. Buthod told commissioners that a local business (Luckett & Farley Architects and Engineers) would like to buy one of the Gallopalooza horses and display it on the Main Library grounds, 3rd Street side. The company's president Dennis Dewitt had once served on the library board. The commission expressed its pleasure and its gratitude to Luckett & Farley for its support of the library.

There being no further business, the meeting adjourned at 5:30 p.m.

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

APRIL 2004

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
May 18, 2004
DRAFT**

The Louisville Free Public Library Advisory Commission met on Tuesday, May 18, 2004 in the Community Room at the Fairdale Branch Library, located at 10616 W. Manslick Road.

Raymond Burse presided. The meeting was called to order at 4:35 p.m.

Mr. Burse introduced Marci Reed, branch manager of the Fairdale Branch, who gave a brief description of the branch and the services available to the community. In particular, Ms. Reed informed the commission that the branch had been open for six years and that circulation at the branch has increased steadily over that period. Ms. Reed credits the increased use of the library, including programs and program attendance, to the great staff.

Ms. Reed introduced some officers of the Fairdale Friends, including Carol Mullins, Vice President; Lisa Robinson, President; and Mindy Stoess, Secretary. Ms. Reed noted that their branch booksale held the previous weekend netted more than \$1000 for the group and that a Teen Week, sponsored by the Friends was very successful last month.

Present:

Raymond Burse, Rae Horton, Jane Charmoli, Robert Douglas, Graham Cooke and Geneva Hawkins. Also present was the Director, Craig Buthod, Assistant Director, Mary Frances Cooper and Metro Government Liaison Kristen Miller.

The absences of Yung Nguyen, Cecelia Wooden and Vernita Brown were known in advance and excused.

Budget Update – Craig Buthod:

Mr. Buthod reported that the budget process is currently underway and that the first round is complete. He noted that the library had a very good meeting with the mayor on May 14 and Metro Government is aware of the library's three priorities in this budget: 1) solving the librarian shortage; 2) continuing further implementation of the Master Facilities Plan; and 3) support of the Every 1 Reads initiative. Mr. Buthod indicated the meeting with the mayor was the most encouraging budget meeting in his six year tenure.

Mr. Buthod passed around a letter that was sent to the mayor from all 26 Metro Council members asking for more money in the Metro budget to buy books for the library.

Mr. Buthod said that the mayor would submit his recommended budget to the Metro Council on May 27

Librarian's Report:

Mr. Buthod said his latest "Director Is In" evening was at the Shively Library on Tuesday, May 11, 2004. He noted the branch was very crowded and patrons were looking around just for a place to sit down to study.

Mr. Buthod informed commissioners that there is still a librarian shortage and that the drain is still occurring. He said that there are now seven librarian vacancies and there is a critical need for children's librarians. He noted that LFPL staff are currently talking with and recruiting new graduates from the University of Kentucky. Staff are also working with Metro Human Resources to streamline the hiring process.

In an effort to keep Library Commissioners up to date, Mr. Buthod said that he will attend a Libraries for the Future board meeting in New York on June 18, with travel support from the Commission as previously approved.

Ms. Hawkins commended Mr. Buthod on the ads about Summer Reading currently running on local TV stations.

Chairman's Report:

Mr. Burse officially welcomed Kristen Miller as the new Metro Government liaison to the Library Advisory Commission as Mr. Burse was absent last meeting.

Old Business:

Mr. Cooke reported on the Library Foundation meeting that occurred earlier this day. He indicated the Annual Appeal was successful with a total of \$506,000 to date. Mr. Cooke also reported that three committee meetings are scheduled over the next two months; 1) nominating committee where a new chairman will be nominated, 2) planning committee in conjunction with the Library Advisory Commission's annual fundraising request and 3) executive committee regarding the evaluation of the executive director of the foundation, Michael Bowles.

New Business:

A motion to approve the following was entered by Ms. Charmoli, seconded by Mr. Cooke and approved unanimously.

- Accept \$1,041.15 from the estate of Hilary Adele.
- Approve Fairdale Friends Booksale, May 14-15, 2004.
- Approve Portland Friends Booksale, June 5, 2004.
- Approve Shively Friends Booksale, June 25-26, 2004.
- Westport Friends Booksale, June 19, 2004
- Approve Jeffersontown Friends Booksale, September 18, 2004.
- Approve donation of closed circuit television equipment for reading assistance for the visually impaired to the Crescent Hill branch, from the Crescent Hill Community Council.

There being no further business, the meeting adjourned at 5:10 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
June 15, 2004
DRAFT**

The Louisville Free Public Library Advisory Commission met on Tuesday, June 15, 2004 in the Board Room at the Main Library, located at 301 York Street.

Raymond Burse presided. The meeting was called to order at 4:30 p.m.

Present:

Raymond Burse, Rae Horton, Jane Charmoli, Robert Douglas, Graham Cooke, Vernita Brown, Yung Nguyen, Cecelia Wooden and Geneva Hawkins. Also present were library director Craig Buthod, assistant director Mary Frances Cooper and Metro Government Liaison Kristen Miller.

A motion to approve the minutes of May 18, 2004 was entered by Mr. Cooke, seconded by Dr. Wooden and approved unanimously.

Budget Update:

Mr. Buthod distributed a copy of the Mayor's Recommended Budget 2004-2005. Highlights of the proposed budget for the library include no reduction in library open hours, no layoffs and full funding of the book budget. The Mayor also gave his commitment to use the budget to help the library solve the current librarian shortage.

Mr. Buthod said that the library is receiving good support from the Metro Human Resources Department in regards to streamlining hiring procedures for librarian positions.

Mr. Buthod passed out a list of questions he was asked at the budget hearing, which gives a sense of council support. He said that the council would be holding an open budget deliberation session on the library the next day.


Planning Committee:

Dr. Wooden reported on the Planning Committee meeting held earlier in the day. Dr. Wooden discussed with commissioners several possible scenarios in response to Metro Council requests for the library to identify initial steps to implementing the Master Facilities Plan.

After a lengthy discussion, the Commission decided to respond to the council with two possible scenarios: buy land for future branch libraries at 13 locations (approximately \$4.05 million in 2002 dollars); purchase the 13 sites and build three new regional libraries and a new branch at Newburg (\$42.6 million). The commission members asked that the communication with the Metro Council also convey the Library Commission's commitment to the entire Master Facilities Plan as the library's highest priority.

A motion to this effect was entered by Ms. Horton, seconded by Ms. Hawkins and approved unanimously. Chairman Burse said he would send a letter to the Metro Council budget chair,

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Hal Heiner, in time for council deliberations the next day. He would also send a copy to the Mayor, through appropriate channels.

Librarian's Report:

Mr. Buthod asked Ms. Cooper to brief commissioners about the Child Internet Protection Act regulations as they apply to filtering Internet content in public libraries.

Ms. Cooper distributed a memo outlining LFPL's current practice of filtering Internet transactions on public computers to block explicit graphical depictions of sexual acts and full nudity (memo attached). A brief discussion followed.

Ms. Cooper said that LFPL's administration believes the library is in compliance with the CIPA regulations based on the information we currently have available. Court cases that will likely come in the next few years will clarify the law further. Library staff will keep current as legal interpretation of CIPA requirements evolves.

Mr. Buthod noted that the report was for the commission's information only and no action was necessary as no change is recommended.

Mr. Buthod thanked the Library Advisory Commission for its past support regarding the Greater Louisville Inc's annual visit to another city to investigate economic and community development issues. He requested that they once again support his participation in the trip this year to Jacksonville, Florida. Jacksonville is building a new central library and several new branch libraries as part of an extensive public improvements campaign. Mr. Buthod said that the price of the trip is \$2095 or \$1695 with a reduction for non-profit organizations. Mr. Burse directed Mr. Buthod to sign up for the trip using commission funds and to request the fee reduction.

Mr. Buthod noted that the union labor contract covering library employees expires on June 30. Negotiations will be forthcoming.

Mr. Cooke reported that the executive director of the Library Foundation has resigned and his last day will be June 18, 2004. Mr. Burse noted that this would be a good time to discuss restructuring the relationship the library has with the foundation.

Chairman's Report:

Mr. Burse recognized Jane Charmoli for her volunteering at the Conversation Café on Saturday mornings at the Iroquois Branch of the Library.

Adjournment:

There being no further business, the meeting adjourned at 5:15 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
JULY 20, 2004
DRAFT**

The Louisville Free Public Library Advisory Commission met on Tuesday, July 20, 2004 in the meeting room at the Portland Branch Library.

Mr. Dustin Strong, Branch Manager of the Portland Branch gave a brief summary of the library and its work in the community. Mr. Strong said the branch opened in October of 1913 and is strongly connected to the neighborhood through programs, clubs and tutoring. He said that the Portland Reading Program, a community partnership, has been serving area children for ten years. He noted that Portland is a small branch dedicated to meeting the needs of the neighborhood.

Chairman Raymond Burse presided. The meeting was called to order at 4:34 p.m.

Present:

Raymond Burse, Rae Horton, Jane Charmoli, Robert Douglas, Graham Cooke, Vernita Brown, Geneva Hawkins. Also present were library director Craig Buthod, assistant director Mary Frances Cooper and Metro Government liaison Kristen Miller.

Special guests included Tracy Thomas, Kate Schiavi, Nancye Browning, Beth Dantzler, Mary Lou Northern and Metro Council Members Bob Henderson (14), Kelly Downard (16), Glen Stuckel (17) and James Peden (23). Also in attendance were council legislative aides Monica Hodge representing Robin Engel of District 22, Jennifer Osborne representing Ken Fleming of District 7 and Graham Honaker representing Kevin Kramer of District 11.

The minutes of the June 15, 2004 meeting were approved as submitted.

The absences of Cecelia Wooden and Yung Nguyen were known in advance and excused.

Mr. Burse welcomed Metro Council members and their representatives. Mr. Burse also welcomed Mary Lou Northern, Cabinet Secretary for Neighborhoods, Parks and Cultural Affairs.

Mr. Buthod introduced three new librarians to the system. Ms. Beth Dantzler, who will be assigned to the Bon Air Regional library; Ms. Tracy Thomas and Ms. Kate Schiavi, both assigned to the Main Library Children's Department.

Mr. Burse congratulated them on their new assignments and welcomed them on behalf of the Library Advisory Commission.

Librarian's Report:

Mr. Buthod directed the commissioners' attention to the monthly statistical report showing year-end performance measures for the libraries. He noted that Circulation has increased 17.11% during 1998-2004.

Mr. Buthod conducted a page-by-page discussion of the Benchmark Cities Report, the annual comparison of operating statistics for LFPL and metropolitan libraries in the region. The report this year includes two new tables, one showing the library's progress over time and the other giving a summary ranking on all categories of service and quality. The summary ranking shows LFPL to be ranked lowest among the sixteen benchmark cities

Mr. Buthod reported that the state budget impasse affects funding for LFPL. The House and Senate each approved about \$20,000 in additional funds for LFPL but since no final budget was approved, these funds have not been appropriated.

Mr. Buthod announced that the Library has received the Mayor's International Award for its work with immigrants. The award, a crystal globe, was available for viewing at the meeting.

Finance Committee:

Rae Horton reported that the Finance Committee is drafting a letter to the Library Foundation formally requesting the Foundation raise funds in support of the library. This formal communication is an annual process for the Library Commission, which has the final authority for expenditure of donations to the library. Ms. Horton invited commission members to send her any ideas they had about this year's letter.

Ms. Horton said the Finance Committee would like to acknowledge outgoing Library Foundation officers Mason Rudd and Malcolm Chancey at the Foundation's August meeting. Mr. Buthod suggested a book entitled "Library Builders" be presented to each of them as gifts from the Library Commission.

Planning Committee:

A document outlining the site evaluation process for future branch libraries was distributed. Mr. Cooke reported that the Library Advisory Commission has developed a site criteria plan, reflecting key factors for the success of a branch library, which will be used to evaluate each site recommended. Mr. Cooke noted that the LAC Planning Committee reviews all potential sites sent to Mr. Buthod.

Mr. Burse noted that the library's strategic plan and the Master Facilities Plan as it relates to site selection and proposed facilities are the driving force in choosing new sites. All the Library Commission's decisions are guided by these two public documents and the citizen involvement that went into them.

Mary Lou Northern said the Site Criteria and Evaluation form give a clear objective assessment of a site.

Mr. Buthod gave a brief description of what the Master Facilities Plan would accomplish.

Bob Henderson (District 14) asked what the other cities have done and have we studied what their successes. Mr. Buthod said that a review of comparable cities is included in the Master Facilities Plan and that the library continues to study the libraries being built in those cities.

Mr. Burse said Nashville used to be like Louisville until a bond issue was implemented by the city council there.

Mr. Stuckel (District 17) asked how the Benchmark Cities fund their libraries. Mr. Stuckel also said it was critical that LFPL locate sites as quickly as possible and secure them.

Kelly Downard (District 16) said the library needs to identify the type of site needed for each branch first in order to eliminate in advance any properties that will not be suitable for libraries. Once the sites are identified, he said, "the money will pop up" to purchase them.

Monica Hodge (District 22) asked what the estimated lease payments were on leased branches. Mr. Buthod answered with approximately \$200,000 for the Southwest Regional Library, \$100,000 for Highlands-Shelby Park, and \$70,000 for Fern Creek.

[During a short break in the meeting, the council members and their representatives left. The meeting continued.]

Mr. Burse said that he hoped council members took away with them a better understanding of the site selection criteria process and the needs of the library system.

Mary Lou Northern offered the suggestion that Metro Parks is putting options on land for future purchases for parks, etc., and that this may be an option for the Library. She also suggested that it may be time for the library to engage the services of a professional with experience in site selection and commercial real estate.

Mr. Cooke said the LAC planning committee had evaluated the South Central Government Center building for re-use as a regional library, at the request of the Mayor. The committee concluded the building was not appropriate.

New Business:

A motion to approve or accept the following was entered by Ms. Hawkins, seconded by Mr. Cooke and approved unanimously.

- Approve Fairdale Friends Booksale during Fairdale Fair, September 2-25, 2004.
- Approve Okolona Boosters Annual Basket Auction, October 11-23, 2004.
- Accept donation from the Community Foundation of Southern Indiana.
- Accept donation of \$1,000 from the Sam's Club Foundation for the Jeffersontown Branch.

Adjournment:

There being no further business, the meeting adjourned at 6:03 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
AUGUST 17, 2004
DRAFT**

The Louisville Free Public Library Advisory Commission met on Tuesday, August 17, 2004 in the board room at the Main Library.

Chairman Raymond Burse presided. The meeting was called to order at 4:34 p.m.

Present:

Raymond Burse, Graham Cooke, Rae Horton, Robert Douglas, Geneva Hawkins, Jane Charmoli and Yung Nguyen. The absences of Cecelia Wooden and Vernita Brown were known in advance and excused. Also present were library director Craig Buthod, assistant directors Mary Frances Cooper and Jean Varble, as well as Metro Government liaison Kristen Miller.

Special guests included Jim Nelson, Commissioner of the Kentucky Department for Libraries and Archives, Bert Emke representing Library Lovers PAC, and Rainey Wyatt, the new librarian at the Youth Outpost.

A motion to approve the minutes of the July 20, 2004 meeting was entered by Mr. Cooke, seconded by Ms. Hawkins and approved unanimously.

Mr. Buthod introduced a new librarian to the system, Ms. Rainey Wyatt who did her undergraduate work at IU and received her MLS degree from the University of Kentucky. Ms. Wyatt said she was very happy to be here at LFPL and thanked the commissioners for such a warm welcome.

Mr. Burse congratulated Ms. Wyatt on her new assignment.

Mr. Burse introduced Bert Emke, representing Library Lovers PAC and thanked him for keeping the library prominent in the minds of political officials.

Mr. Emke described the Library Lovers Political Action Committee as an independent citizen activist group with no formal connection to the library, the commission, the library foundation or the Friends of the Library. His group's members are just concerned citizens who want better libraries for Louisville residents. Mr. Emke said Library Lovers PAC has more than 400 member households representing nearly one thousand library supporters.

Mr. Emke thanked commissioners and other guests for their time. Mr. Burse thanked Mr. Emke for his support of the library.

Planning Committee:

Mr. Buthod introduced James Nelson, Commissioner, Kentucky Department for Libraries and Archives.

Mr. Nelson began by stating that LFPL gets about \$500,000 in state funds. Mr. Nelson stated that Kentucky “has not been kind to its libraries” in regards to funds.

Mr. Nelson suggested that LFPL look into the capital projects approach, or securing funds for library construction through the state’s capital budget process. Mr. Nelson offered to work with Mr. Buthod and Chairman Burse to help LFPL get the process started.

Mr. Nelson reported that Boone, Kenton, Woodford and Pulaski counties all passed tax increases in the past year and are now building or renovating their libraries. Mr. Nelson also noted that he gets less than \$5 million for Kentucky libraries.

Mr. Nelson suggested that the LAC work with Jefferson County legislators like Bob Deweese, the Republican Caucus chair. He said that if a proposal gets support from local legislators and the Mayor gets on board, the matter is more likely to get attention in Frankfort.

Mr. Burse thanked Mr. Nelson for speaking to the commission today.

Mr. Cooke reported that the Planning Committee has visited the current Middletown City Hall, a site suggested as a possible new Middletown Branch location, and found it to be quite a bit smaller than the current branch and far smaller than the proposal for Middletown in the master facilities plan. The current Middletown Library is in space leased by the Metro government and Metro has only about two years left on the lease.

Mr. Cooke announced that Planning Committee chair Cecelia Wooden sent a letter to all Metro Council members, asking to meet with each council member to discuss the master facilities plan and the library’s need to find land for future libraries in many parts of the metro area.

Mr. Burse noted that in regards to the South Central Government Center and the Middletown City Hall sites, the site selection process has worked well. Mr. Burse suggested the commission needs to continue to work through the site selection process as new properties are identified.

Librarian’s Report:

Mr. Buthod distributed a brochure celebrating the Western Branch’s centennial, which will be in 2005. Mr. Buthod noted that the printing for the brochure was donated by Mr. Nick Simon, a Library Foundation board member. He said that 5000 brochures were printed and the total cost to the library, for paper only, was \$200.

Mr. Buthod announced that **Humana Communiqué**, a publication of the Humana Foundation, contains an article about the library’s Summer Reading Program.

Mr. Buthod referred to a NY Times article that was distributed in the board packet that discussed space planning in libraries. The article commented on the need for gathering places and group work spaces in libraries

Mr. Buthod said that Toni Garvey, the director of the Phoenix Public Library and Library Journal’s Librarian of the Year, met with staff on August 16 to talk about topics including

services to teens and immigrants, building planning and electronic services. Ms. Cooper said Ms. Garvey is a wonderful speaker and they learned a lot.

Mr. Buthod announced that three speakers have been lined up for the fall: David Maraniss (October 5), Gloria Vanderbilt (November 8) and Bob Schieffer (November 18).

Library Foundation:

Mr. Cooke reported on the Library Foundation Board meeting that occurred earlier today. He said that Mason Rudd, chairman of the foundation stepped down after 16 years as chairman. The new chairman is Mary Griffith. Malcolm Chancey also stepped down as president of the board.

Mr. Burse signed the annual letter officially asking the Library Foundation to continue annual fundraising and to begin focusing their attention on a capital campaign.

New Business:

A motion to approve the Bon Air Friends Booksale and Renaissance Fair, October 9, 2004 was entered by Ms. Charmoli, seconded by Ms. Hawkins and approved unanimously.

A motion to create a professional development fund for the director and assistant directors using the Library Commission funds was moved, seconded and approved by all commission members present.

Adjournment:

There being no further business, the meeting adjourned at 5:42 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
SEPTEMBER 21, 2004
DRAFT**

The Louisville Free Public Library Advisory Commission met on Tuesday, September 21, 2004 in the meeting room at the Middletown Branch Library, located at 200 North Juneau Drive.

Ms. Laura Kelleher, branch manager, welcomed commissioners and guests and gave a brief overview of the services Middletown offers to its patrons. She said that the Middletown Branch has a new Friends group headed by Vanessa Brantley and they have already started doing things to promote the library in the community. Ms. Kelleher also noted that their patrons are very excited about the possibility of having a new library building as they need more space than their current location allows.

Ms. Kelleher introduced Ms. Vanessa Brantley, president of the Middletown Friends, who told commissioners how excited she was to be helping the Middletown branch grow in the community. Ms. Brantley said their group is planning 4 events in the coming year, including a Derby 2005 event. She indicated their job is to keep the community involved and coming in the door.

Vice Chairman Rae Horton presided. The meeting was called to order at 4:45 p.m.

Attendance:

Rae Horton, Robert Douglas, Cecelia Wooden, Vernita Brown, Geneva Hawkins, Jane Charmoli and Yung Nguyen. Also present were library director Craig Buthod, assistant directors Mary Frances Cooper and Jean Varble, and Metro government liaison Kristen Miller.

The absences of Raymond Burse and Graham Cooke were known in advance and excused.

Ms. Horton introduced a new librarian to the system, Ms. Tiffany Bradford, a recent graduate of the University of Kentucky Graduate School of Library and Information Science. Ms. Bradford said her first job ever was as a page at the Main Library. Ms. Bradford will be assigned to the Children's Department at the Main Library.

Ms. Horton congratulated Ms. Bradford on her new assignment and welcomed her to the library.

A motion to approve the minutes of the August 17, 2004 meeting was entered by Dr. Douglas, seconded by Ms. Hawkins and approved unanimously.

Finance Committee:

Ms. Horton introduced a proposal by Mr. Buthod to engage the library foundation's auditors, Monroe Shine Inc. to conduct a review of the Library Commission's funds that are managed by the library foundation. The auditors will perform an "agreed upon procedures review" of cash receipts and disbursements, approval processes, allocation of expenses by account and communication between the Library Commission and the foundation regarding financial

transactions. The auditors would assess procedures in all these areas and make recommendations for improvements. Mr. Buthod said the timing was good for such a review because of the recent staff change in the library foundation.

A motion from the finance committee to approve this \$1500 expenditure and engage Monroe Shine was entered by Ms. Horton. The motion carried unanimously.

Planning Committee:

As a result of the Commission's discussion at its July meeting, the Planning Committee has been moving forward with the Master Facilities Plan. Dr. Wooden announced that members of the planning committee, along with the library director, have been meeting with Metro Council members to educate them about site selection, familiarize them with the Master Facilities Plan and gain their support. Dr. Wooden noted this has been a rewarding experience and they have been told by council members to supply them with possible properties to rally around.

Dr. Wooden noted that the Planning Committee would like to begin working with a commercial realtor as Mary Lou Northern suggested at the July meeting. Ms. Wooden made a motion for the Planning Committee to proceed with interviewing several commercial realtors to solicit proposals. The motion was seconded by Ms. Charmoli and approved unanimously.

Dr. Wooden made a second motion to authorize the Finance Committee of the Library Advisory Commission to make an expenditure of up to \$15,000 to work with the Library Foundation to engage a commercial realtor, noting that half of the fee would be paid by the Foundation and half from LAC funds. The motion was seconded by Ms. Charmoli and approved unanimously.

Ms. Horton thanked the Planning Committee for all their hard work.

Librarian's Report:

Mr. Buthod asked Ms. Cooper to bring the commission up to date on the Iroquois Project. Ms. Cooper said the Iroquois project has been funded for a second year by the CE&S Foundation, noting that CE&S had increased the second year budget by \$10,000 to \$110,000 because of the foundation's confidence of the project.

Mr. Buthod noted that the CE&S Foundation is also sponsoring his participation at the Salzburg Seminar, noting that the session will be focusing on "Libraries in the 21st Century."

Ms. Horton requested a report after the seminar.

Mr. Buthod told commissioners of a special accomplishment by Rangeland Elementary whose 435 students all completed the Summer Reading Program by reading at least 10 books each. A special ceremony was held to honor the school. The Mayor helped distribute prizes.

Library Foundation:

Mr. Buthod reported that the lawsuit between the Library Foundation and the Community Foundation of Louisville has been resolved. Under the terms of an agreement signed last week, the New Book Endowment funds will remain on the books of the Community Foundation. The Library Foundation will control distributions and spending from the endowment. Mr. Buthod said that the settlement will eliminate an audit footnote and will lift any concerns that some potential donors to the library may have had.

New Business:

The following fundraising items were approved unanimously:

- Friends of the Library Semi-Annual Booksale, October 22, 23, 24, 2004 at Mid-City Mall,
- Westport Friends book sale at the Lyndon Fair on September 25, 2004,
- Shively Friends book sale, November 2, 2004.

A motion to approve the 2005 LAC Meeting locations was entered by Dr. Wooden, seconded by Mr. Nguyen and approved unanimously.

Adjournment:

There being no further business, the meeting adjourned at 5:16 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
OCTOBER 19, 2004
DRAFT**

The Louisville Free Public Library Advisory Commission met on Tuesday, October 19, 2004 in the boardroom at the Main Library, located at 301 York Street.

Vice Chairman Rae Horton presided. The meeting was called to order at 4:34 p.m.

Attendance:

Rae Horton, Robert Douglas, Cecelia Wooden, Graham Cooke, Jane Charmoli and Yung Nguyen. Also present were library director Craig Buthod, assistant directors Mary Frances Cooper and Jean Varble, Computer Services Manager Lee Burchfield and Metro government liaison Kristen Miller.

The absences of Raymond Burse and Vernita Brown were known in advance and excused following a motion by Ms. Wooden and a second by Ms. Charmoli.

Mr. Buthod introduced Lee Burchfield, Manager of Library Computer Services to the commission.

Mr. Burchfield gave commissioners a brief description of the new Wireless Internet access the library now offers to patrons with Wi-Fi-capable laptop computers and handheld devices. Mr. Burchfield said that the main library already has wireless access and that on October 20th installation at branches will begin with full system wide installation by November 1. Mr. Burchfield said that wireless "HOT ZONES" have been marked within the library that offer the best reception, but noted that access can even be obtained while outside the building, on library grounds. Mr. Burchfield assured commissioners that filtering and security are the same as wired connections.

Planning Committee:

Dr. Wooden reported that since the September Advisory Commission meeting, she, Graham Cooke, Mary Frances Cooper and Craig Buthod have been driving across the county looking at prospective branch library sites. She said the committee has begun to seek advice from commercial real estate firms and hopes to engage a firm soon. Dr. Wooden noted that a planning committee meeting is expected in November with two Library Foundation board members with experience in commercial real estate. Dr. Wooden also noted that Mr. Buthod is keeping Mary Lou Northern in the loop as to the committee's activities.

Finance Committee:

Mr. Buthod handed out information about the Reading Power initiative, which is a public library reading readiness program targeting local families with children ages 0-5 who are at risk of reading failure when they enter school. The Library Foundation is currently raising funds for this four-year project. The total cost over the four years will be \$1 million, including reallocation of library budget funds, a \$300,000 new appropriation from Metro government, and

funds raised through the Library Foundation. So far the Norton Foundation and the Friends of the Library have contributed to the project.

Mr. Buthod briefly outlined the initiative, directing the commissioners' attention to the written proposal (attached). Mr. Buthod asked Library Advisory Commissioners for a \$150,000 pledge toward the Reading Power initiative over the next three years, using gift funds under the control of the Library Advisory Commission.

A motion to authorize the \$150,000 expenditure over a 3-year period to fund the Reading Power Initiative was entered by Dr. Wooden, seconded by Dr. Douglas and approved unanimously.

Librarian's Report:

Mr. Buthod announced several programs coming up, including author appearances by Gloria Vanderbilt on 11/8, Bob Schieffer on 11/18, Kate DiCamilla on 11/18. A series of "living history" programs on the Roosevelt family will run the week of December 6, with scholarly interpretations of Teddy, Franklin and Eleanor Roosevelt.

Mr. Buthod also said that 4 years ago the Library Advisory Commission engaged the William M. Mercer Company to perform a salary survey to analyze competitive salary rates for librarians in metropolitan libraries in the region. Since that time, the library has attempted to bring salaries for supervisory librarians more in line with the regional market. With the mayor's help, this has now been accomplished. On October 15, 2004, supervising librarians received their 1st paycheck of the new pay scale, retroactive to July 1, 2004.

Ms. Cooper told the commissioners that the integrated library system needs to be replaced. This is the computer software that underpins all library operations, including the online catalog, inventory control, check-out and check-in, patron account records, book acquisitions, web access to holdings, and research databases. The current system was purchased in the 1980's and the company that produced it is phasing out technical support. Ms. Cooper said that the library has created a request for proposals and at least five companies are interested in bidding. Any new system we purchase promises to be a streamlined off-the-shelf product with the ability to customize certain processes. Ms. Cooper said preliminary estimates are in excess of \$500,000 for software, training, migration and transfer of files. The library has budgeted funds for this project.

Adjournment:

There being no further business, the meeting adjourned at 5:27 p.m. following a motion by Ms. Charmoli and a second by Dr. Douglas.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
NOVEMBER 16, 2004
DRAFT**

The Louisville Free Public Library Advisory Commission met on Tuesday, November 16, 2004 in the community room at the Bon Air Regional Library, located at 2816 Del Rio Place.

Chair Raymond Burse presided. The meeting was called to order at 4:30 p.m.

Geneva Huttenlocher, branch manager at the Bon Air Library gave commissioners a brief statistical review of the branch and a slide presentation of programs presented at the library in the past year.

Attendance:

Commissioners present were Raymond Burse, Rae Horton, Robert Douglas, Graham Cooke, Vernita Brown, Geneva Hawkins and Yung Nguyen. Also present was library director Craig Buthod, assistant director Mary Frances Cooper, Bon Air branch manager Geneva Huttenlocher and government liaison Kristen Miller. Mary Griffith, chairman of the Library Foundation, was also present.

The absences of Jane Charmoli and Cecelia Wooden were known in advance and excused.

Mr. Burse introduced Mary Griffith, incoming chairman of the Library Foundation. Mr. Burse noted that Ms. Griffith had been invited to establish stronger communications between the Advisory Commission and the Foundation.

Ms. Griffith said it was an honor to be chairman of the Library Foundation and that the Library holds a special place in her heart. Her first job after college was as a library assistant in the children's department at LFPL under Barbara Miller.

Ms. Griffith thanked Mr. Buthod for his support during the Foundation board transition. Ms. Griffith also thanked the Commission for their pledge of \$150,000 for the Reading Power project. She said that the Foundation board had met earlier this day and that two important highlights came from the meeting. The first being that Mr. Buthod gave the foundation an overview of the challenges the library faces and provided them with guideposts. Second, Ms. Griffith noted that the Search Committee is looking for a new executive director and should make a decision within a few months. Ms. Griffith announced that Graham Cooke would be interim director until a new executive director can be found. Ms. Griffith asked Raymond Burse to appoint an interim liaison with the Foundation during Mr. Cooke's absence from the board.

Mr. Cooke said there have been many improvements in the Foundation board in the past 18 months and he thanked the Library Foundation staff for their hard work during the absence of a director. Mr. Cooke also noted that almost half of the annual appeal goal has been raised.

Mr. Burse stated that Mr. Cooke's appointment represents a new beginning and the Library Advisory Commission looks forward to working with Ms. Griffith and the Foundation in the coming months.

Librarian's Report:

Mr. Buthod announced that the Gloria Vanderbilt program on November 8 was a great success with 500 people attending. Mr. Buthod reminded commissioners of the Bob Schieffer program coming up on November 18, indicating that 850 tickets had been distributed for the program. He also noted that the Newbery Award-winning children's author Kate DiCamillo would present six programs on Thursday and Friday of this week. The final programs this year will be a series of four historic impersonations of the Roosevelt family, to be held the week of December 6.

Mr. Buthod said a planning committee meeting is scheduled for Thursday, November 18, 2004, and will include two foundation members experienced in commercial real estate. Mr. Burse said it was time to take another look at the Library Commission's strategic plan and assess possible changes.

Adjournment:

There being no further business, the meeting adjourned at 5:05 p.m.

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

DECEMBER 2004

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
JANUARY 18, 2005
DRAFT**

The Louisville Free Public Library Advisory Commission met on Tuesday, January 18, 2005 in the community room at the Jeffersontown Branch Library, located at 10635 Watterson Trail.

Chair Raymond Burse presided. The meeting was called to order at 4:48 p.m.

Rebecca Miller, branch manager at the Jeffersontown Library gave commissioners a brief description of the branch's history and its current programming. Ms. Miller also outlined some of the current partnerships with local companies and organizations.

Ms. Miller invited commissioners to tour the Jeffersontown Historical Museum, located in the library building and to support the Friends of the Jeffersontown Library by buying used books and book bags.

Attendance:

Commissioners present were Raymond Burse, Rae Horton, Graham Cooke, Geneva Hawkins and Cecelia Wooden. Also present was library director Craig Buthod, assistant director Mary Frances Cooper, Jeffersontown branch manager Rebecca Miller and Metro government liaison Kristen Miller.

The absences of Jane Charmoli, Vernita Brown and Yung Nguyen were known in advance and excused. Dr. Robert Douglas was also absent.

The minutes of November 16, 2004 were approved as distributed.

Planning Committee:

Cecelia Wooden noted that the committee has been working with Bruce Traughber and Bob Horton to select a real estate firm to help with evaluation of possible sites for future libraries. Two Library Foundation board members with special expertise in real estate, Fred Joseph and Steve Gault, are also working with the committee. Proposals were sought from 3 firms and follow-up interviews were conducted.

Ms. Wooden, on behalf of the Planning Committee, asked for approval of an expenditure of up to \$36,000 for one year's consulting fees of the selected company, CBRE/Nicklies. The Library Foundation will contribute an equal amount and will be the fiscal agent for the project. The arrangement will be reviewed every ninety days and can be terminated by either party with thirty days' notice. The consulting fees are to be reduced by any commissions earned by the firm on sales transactions involving the library.

Upon a motion by Ms. Wooden and a second by Mr. Cooke, the motion passed unanimously.

Library Foundation:

Mr. Cooke said that Mary Griffith, Chair of the Library Foundation has set up individual meetings with all members to discuss the direction of the board and to encourage greater involvement by board members.

Mr. Cooke reported that Scott Davis is the Library Foundation's representative to the Community Foundation's investment committee and that Mr. Davis is enjoying an excellent relationship with them.

Mr. Cooke said the foundation's executive director search committee has had one meeting with a second scheduled in two weeks.

Librarians Report:

Mr. Buthod referred to the monthly statistical report for December noting that circulation for the month of December was down because the libraries closed one day because of a snowstorm. He also indicated that the library is on track for the projected circulation growth of 100,000 units over the course of the fiscal year.

Old Business:

Ms. Horton announced that Sandra Murphy, office manager in the Library's Administrative Office, was awarded the Barbara Pickett Frey Main Library Service Award at the annual Staff Recognition Event held November 5, 2004. Ms. Horton, on behalf of the Library Advisory Commission congratulated Ms. Murphy and thanked her for her hard work.

New Business:

A motion to approve the following fundraising items was entered by Ms. Horton, seconded by Ms. Hawkins and approved unanimously:

- Friends of the Fairdale Library basket raffles (4) in 2005.
- Friends of Shively holding book sale on April 16, 2005.

Adjournment:

There being no further business, the meeting adjourned at 5:15 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
FEBRUARY 15, 2005
DRAFT**

The Louisville Free Public Library Advisory Commission met on Tuesday, February 15, 2005 in the boardroom at the Main Library, located at 301 York Street.

Chair Raymond Burse presided. The meeting was called to order at 4:37 p.m.

Attendance:

Commissioners present were Raymond Burse, Graham Cooke, Cecelia Wooden, Jane Charmoli and Robert Douglas. Also present was library director Craig Buthod, assistant directors Mary Frances Cooper and Jean Varble and Metro government liaison Kristen Miller.

The absences of Yung Nguyen, Vernita Brown and Rae Horton were known in advance and excused. Geneva Hawkins was also absent.

The minutes of January 18, 2005 were approved as distributed following a motion by Dr. Douglas and a second by Mr. Cooke.

Report from Frankfort:

Cecelia Wooden announced that the current legislative session was halfway over. She noted that the governor's budget included no changes to the per capita grants for public libraries currently in place.

Library Foundation:

Mr. Cooke reported that a lot of committee work is being done and the foundation is the most energized he's seen in 2 years. He noted that the director search committee has met twice and is moving ahead.

Mr. Cooke reported that the Annual Appeal has raised more than \$600,000 towards its goal of \$750,000.

Librarians Report:

Mr. Buthod noted that both assistant directors for the library would be leaving the library this year. Ms. Mary Frances Cooper has accepted the position of Deputy Director of the New York Branch Library system and will be leaving in March 2005. Jean Varble will be retiring effective August 1, 2005.

Mr. Buthod announced that they have received bids from two contractors regarding the large capital project in the south building. The bids came in approximately 50% higher than expected due to unknowns and the current construction climate in Louisville. Mr. Buthod said library staff would try to re-organize the project to bring the costs down.

Mr. Buthod gave a brief outline of his visit to the San Jose Public Library earlier this month. He noted the library, Library Journal's Library of the Year, is a joint public-university library encompassing 475,000 sq. ft. and costing \$180 million. He stated that this was the best library he's seen in quite a while.

Mr. Buthod said that he would be joining other city leaders on a trip to Jacksonville, FL this weekend to study the Better Jacksonville Plan. He indicated one of the highpoints of the trip would be to visit the Jacksonville central library, currently under construction.

Mr. Buthod said the Human Rights Film Festival will be showing at the main library in March and April. He also noted that Elliot W. Eisner, a Grawemeyer Award winner, would speak at the library on March 30.

Paul Rusesabagina, the subject of the movie *Hotel Rwanda*, will speak at the library on April 24.

Chairman's Report:

Mr. Burse reported that the foundation's executive committee met two weeks ago and determined the need to push the library's agenda on a bigger scale. He indicated that three members of the Library Advisory Commission and Library Foundation board would be meeting with the mayor in coming weeks. He stated that the committee will keep commissioners informed as plans progress and discussions continue.

Mr. Burse also encouraged all commissioners to participate in the Library Foundation's Annual Appeal.

New Business:

A motion to approve the following fundraising items was entered by Ms. Charmoli, seconded by Ms. Wooden and approved unanimously:

- Approve Friends of Fern Creek booksale, May 12, 13, 14, 2005.
- Approve Friends of Fairdale booksale, May 20, 21, 2005.
- Approve Friends of Westport booksale and plant exchange, April 30, 2005.
- Accept \$1000 from the Walmart Foundation for the Bon Air Branch.

Adjournment:

There being no further business, the meeting adjourned at 5:05 p.m.

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

MARCH 2005

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
APRIL 19, 2005
DRAFT**

The Louisville Free Public Library Advisory Commission met on Tuesday, April 19, 2005 in the boardroom at the Main Library, located at 301 York Street.

Chair Raymond Burse presided. The meeting was called to order at 4:30 p.m.

Attendance:

Commissioners present were Raymond Burse, Robert Douglas, Graham Cooke, Rae Horton, Cecelia Wooden, Geneva Hawkins, Vernita Brown and Yung Nguyen. Also present was library director Craig Buthod, assistant director Jean Varble and Metro government liaison Kristen Miller.

The absence of Jane Charmoli was known in advance and excused.

Mr. Burse asked new faculty to introduce themselves and their current assignment. New faculty included Emily Pierce (Okolona), Charlton Braganza (Main), Lisa Dekker (Southwest), Amy Rieger (Bon Air), Brian Reynolds (Shawnee), Linda Jarboe (Talking Book Library), Lisa Claybrooks (Reading Power), Lucia Duncan (Reading Power) and Jaelithe Lindblom (Main).

The minutes of February 15, 2005 were approved as distributed following a motion by Ms. Horton and a second by Dr. Douglas.

Finance Committee Update:

Mr. Buthod noted that the Library Advisory Commission's accounting procedures have been reviewed by the accounting firm of Monroe Shine in an effort to streamline and establish accountability and tracking requirements. Monroe Shine made ten low-level recommendations which are being implemented. Rae Horton and Graham Cooke of the commission reviewed the report from Monroe Shine.

Rae Horton received and reviewed the restricted fund accounts against the bank statements and found all to be correct. She then presented them to the Library Advisory Commission which also approved the statements.

Planning Committee Update:

Cecelia Wooden reported on the GLIDE trip to Jacksonville Florida. Ms. Wooden noted that the trip was influential and that Mr. Buthod was a good advocate for the library. She noted that the Better Jacksonville Plan included \$95 million for a new main library and \$55 million for new and updated branches. Mr. Cooke noted after his visit that one of Jacksonville's regional libraries had such a great sense of activity that it took the concept of libraries up a notch for him. Dr. Wooden thanked the Library Advisory Commission for sending her on the GLIDE trip.

Dr. Wooden noted that CBRE Nicklies has identified 43 sites for future branch libraries and that the Planning Committee will review at their next meeting on April 26. A report of findings will be presented at the May meeting.

Foundation Report:

Graham Cooke, Interim Director of the Library Foundation, reported that the Executive Director search committee has cut off the application process after receiving 46 applications.

Mr. Cooke also reported that the Foundation's Annual Appeal has received \$672,000 of its \$750,000 goal. Mr. Cooke stated that the Foundation's annual report will go out this week and each attendee at the Paul Rusesabagina lecture will receive one as well.

Librarians Report:

Mr. Buthod reviewed newspaper articles and noted that the Mayor will be making comments at the Paul Rusesabagina lecture on April 24, 2005.

Mr. Buthod also reported that Metro Finance has asked the library to submit a baseline budget with no increase or reduction in services. Mr. Buthod said he also hopes to identify new programs the mayor can fund, especially an effort to increase service to teens at the Shawnee Branch and the Southwest Regional Library using the methodology developed in the Iroquois Reads project.

Mr. Buthod announced the retirement of Technical Services manager Bob Hays. He noted that Martha Geier will head the combined departments of Technical Services and Collection Development permanently. Mr. Buthod also announced that with the departure of assistant director Mary Frances Cooper he has asked Nancye Browning to be second chair during the labor negotiations, Nan Curnutt to be interim manager at the Main Library and Lee Burchfield to lead the Integrated Library System transition.

Mr. Buthod and Mr. Burse met with the mayor on March 11 about the library's master plan and a capital initiative to accomplish it. During the meeting the mayor asked LFPL to gather more information including results of the last two tax referenda, advocacy work in support of the library, consumer research, updating cost figures of the Master Facilities Plan, public use of old buildings, site selection for new branches, and reviewing service plans.

Mr. Buthod said the library is now ready to go ahead with essential repairs to the HVAC system in the south building. He indicated that the repairs would close down the south building for approximately 6-9 months. Mr. Burse recommended the library develop a communication plan for informing the public and the media about the needed repairs.

New Business:

A motion to approve the following items was entered by Dr. Wooden, seconded by Mr. Cooke and approved unanimously.

- Approve Friends of Iroquois booksale, June 4, 2005.
- Approve Friends of Shively booksale, June 24-25, 2005.

- Approve Friends of the Library Semi-Annual Booksale, June 10-12, 2005.
- Approve Jeffersontown Friends annual book sale on September 17, 2005, in conjunction with the Gaslight Festival.
- Accept donation of TV and VCR from the Crescent Hill Friends. (Value \$2,384.95)

Adjournment:

At 5:30 p.m. the commission went into Executive Session to discuss a personnel matter. The commission re-convened at 6:00 p.m., took no further action and adjourned.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
MAY 17, 2005
DRAFT**

The Louisville Free Public Library Advisory Commission met on Tuesday, May 17, 2005 in the meeting room at the Crescent Hill branch library, located at 2762 Frankfort Avenue.

Vice-chair Rae Horton presided. The meeting was called to order at 4:36 p.m.

Ms. Horton introduced Debbe Oberhausen, Branch Manager of the Crescent Hill Library, who briefed commissioners on the branch.

Ms. Oberhausen announced the branch's plan to create a teen room. She also noted that they had recently moved their public computers to the lower level of the branch to create more room for incoming audio/video materials. Ms. Oberhausen was also proud of the fact the branch had recently started an English Conversation Club, drawing many participants from local seminaries. In addition, Crescent Hill is doing a joint project with St. Matthews about World War I.

In closing, Ms. Oberhausen noted that the branch conducts extensive children's programs and has a very generous friends group.

Attendance:

Commissioners present were Graham Cooke, Rae Horton, Geneva Hawkins, Vernita Brown and Jane Charmoli. Also present were library director Craig Buthod and Metro government liaison Kristen Miller.

The absence of Cecelia Wooden, Raymond Burse and Yung Nguyen was known in advance and excused. Dr. Robert Douglas was also absent.

The minutes of April 19, 2005 meeting were approved as distributed following a motion by Ms. Charmoli and a second by Ms. Hawkins.

Planning Committee Update:

Mr. Buthod reported for Dr. Wooden that the committee is making fast progress on identifying future branch sites and that Nicklies has identified 43 sites including possible locations for Northeast, South Central and Southwest Regional locations.

Mr. Buthod said he hopes the Mayor will set aside money for land in the upcoming budget announcement, scheduled for May 26, 2005.

Foundation Report:

Graham Cooke, Interim Director of the Library Foundation, reported that new foundation board member Rae Horton joined the meeting earlier today. Mr. Cooke also noted that the Foundation's Annual Appeal has received \$746,000 of its \$750,000 goal as of today.

Librarian's Report:

Mr. Buthod announced that the Summer Reading Kickoff would be this Saturday, May 21, from 10 – 2:00 p.m. The goal for this year is to have 20,000 children complete the program by reading ten books over the summer.

Mr. Buthod also said that the planned renovations for the main library continue to prove difficult. The original bids came in several hundred thousand dollars higher than the budget available. When library and Metro Louisville project personnel met with bidders to see if the project could be reduced in cost, the best solution appeared to require closing the children's department and Talking Book Library for the blind for six to nine months. Library commission members then expressed their objections to the closing. In response to the concerns about loss of service to the public, Mr. Buthod decided it would be necessary to have the contract pulled from the docket of the Metro Council. He said the project is going back to the drawing board and commissioners will be kept informed as plans evolve.

Mr. Buthod announced that the lease on the Southwest Regional Library is up June 30 and the landlord has raised questions about continuing to lease to the library. The landlord said that Kroger wants to expand in the shopping center and is willing to sign a long-term lease to do so. Buthod said that the Southwest Library has been in the Dixie Valley Shopping Center for ten years. There is a meeting scheduled with Metro Louisville deputy mayor Rick Johnstone concerning the lease.

Mr. Buthod reported the budget process so far is not encouraging. He said the library submitted a very tight base budget and then was asked to reduce that budget by \$500-600,000.

Ms. Charmoli stated that the program featuring Hotel Rwanda hero, Paul Rusesabagina, was excellent. She noted that it brought together people from all backgrounds and that it was fascinating to see the wide range of Louisvillians present.

New Business:

A motion to approve the following items was entered by Ms. Charmoli, seconded by Ms. Brown and approved unanimously.

- Approve Jeffersontown book sale, May 21, 2005.
- Approve Bon Air booksale, September 10, 2005.

Adjournment:

At 5:20 p.m. the commission went into executive session to discuss a personnel matter. The commission came out of executive session at 6:00 p.m., took no further action and adjourned.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
JUNE 21, 2005
DRAFT**

The Louisville Free Public Library Advisory Commission met on Tuesday, June 21, 2005 in the boardroom at the Main Library, located at 301 York Street.

The meeting was called to order at 4:34 p.m. by Raymond Burse.

Attendance:

Commissioners present were Geneva Hawkins, Cecelia Wooden, Jane Charmoli, Rae Horton, Robert Douglas; Graham Cooke; Raymond Burse and Vernita Brown. Also present were library director Craig Buthod, assistant director Jean Varble and Metro government liaison Kristen Miller.

The absence of Yung Nguyen was known in advance and excused.

The minutes of May 17, 2005 meeting were approved as submitted.

Planning Committee Report:

Ms. Wooden announced that the Mayor has formed a committee including members from the Library Advisory Commission, the Library Foundation and volunteers to advise the Mayor about the library.

Ms. Wooden said she met with 5-6 council members and asked them to find an additional \$800,000 for land acquisition. She noted that council members voted against additional money for libraries to acquire land.

Mr. Cooke said that Councilwoman Tina Ward-Pugh told him that she and Councilman Tom Owen are trying to come up with short-term solutions and that quarterly adjustments are possible.

Mr. Cooke quoted Councilwoman Ward-Pugh as saying "I promise you if you need money for a site, you'll have 26 votes for money."

Mr. Cooke noted the budget vote is scheduled for Thursday, June 23rd.

Mr. Buthod distributed a copy of the Kentucky library rankings memo. He noted that LFPL lost ground in most areas.

Finance Report:

Ms. Horton reported that she received the check statement unopened. She noted that no checks had been written. She they concluded the report. Ms. Horton then made commissioners aware that another signatory would be needed due to the retirement of assistant director Jean Varble.

Librarian's Report:

Mr. Buthod announced that the final budget vote will be Thursday, June 23 and it is expected to be a 'no growth' budget. He also noted that Fairdale and Middletown, although Metro owned, would be paying rent. Mr. Buthod also noted that money was added to the budget to create a teen program at Shawnee.

Mr. Buthod noted that the lease on the Southwest Regional Library is up for renewal and the landlord (Ervin Mott) put a note on the lease that if a deal can be made with Kroger, he wants the library to vacate. The landlord also requested a 5-year lease. Metro government offered a 3-year lease. Mr. Buthod noted that Metro Facilities personnel and the deputy mayor are working on the details of the lease for the next six months.

Mr. Buthod said he has received a proposal from Marty Bell, Jefferson County Public Schools, that the Westport Library be open during the day to the public. He noted that the Site Based Decision Making Committee for the school is working on details such as security, staffing, cash handling and programs.

New Business:

A motion to approve the following items was entered by Ms. Charmoli, seconded by Ms. Horton and approved unanimously.

- Approve Fairdale book sale, September 23 & 24, 2005.
- Approve Southwest booksale, October 8, 2005.

Adjournment:

There being no further business, the commission adjourned at 5:08 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
JULY 19, 2005
DRAFT**

The Louisville Free Public Library Advisory Commission met on Tuesday, July 19, 2005 in the auditorium at Westport Middle School, located at 8100 Westport Road.

Krista Biggs, branch manager at the Westport Branch, which is located in the school, welcomed commissioners and gave a brief overview of the branch and the services it provides. Ms. Biggs noted that the partnership between the school and the public library is working. She said Westport has a great staff that works well with the school staff. Ms. Biggs also said the library is looking into better signage for the branch.

Mr. Buthod informed commissioners that the Westport Middle School Site Based Decision Making Council and the Jefferson County Public Schools have agreed to have the public library open during school hours. They are now working on the details involved with the changes.

Ms. Biggs introduced Vice Principal Chris Burba who welcomed commissioners and informed them that they have the support of Westport Middle School and the staff.

Ms. Biggs also introduced Judy Mory, the school librarian at Westport, who thanked the commissioners for the opportunity to work with the public library.

Mr. Burse thanked Ms. Biggs and Ms. Mory for working together now and in the future.

The meeting was called to order at 4:34 p.m. by Raymond Burse.

Attendance:

Commissioners present were Robert Douglas, Rae Horton, Jane Charmoli, Geneva Hawkins, Raymond Burse and Yung Nguyen. Also present were library director Craig Buthod, assistant director Graham Cooke, branch manager Krista Biggs and Westport Middle School staff Chris Burba and Judy Mory.

The absences of Cecelia Wooden and Vernita Brown were known in advance and excused following a motion by Mr. Nguyen and a second by Ms. Horton.

A motion to approve the minutes of June 21, 2005 was entered by Ms. Horton, seconded by Ms. Horton and approved as submitted.

Resignation from the Commission:

Mr. Graham B. Cooke announced his resignation from the Library Advisory Commission after serving six years. The resignation is effective immediately. Mr. Cooke has accepted the position of assistant director at the library.

Ms. Charmoli said Mr. Cooke was a joy to work with and he'll be missed for his strength and understanding.

Planning Report:

Mr. Buthod announced that Ms. Brown attended a Metro Government sponsored meeting on Monday, July 11, to discuss the possibility of creating a town center in Newburg. He noted that the Corradino Group had been hired to do a needs assessment. Mr. Buthod further noted that the attendees were very vocal on their need for a library.

Ms. Horton reported that the Mayor's Task Force, created to support the implementation of the Master Facilities Plan, met recently. The meeting included Mayor Abramson, Deputy Mayors Hayes, Summers and Johnstone as well as Tina Heavrin and Mary Lou Northern. Library Foundation member Fred Joseph was also in attendance and will be meeting further with Ms. Heavrin to resolve some legal issues. The next meeting will be in a month to continue discussions. Ms. Horton noted that she would keep everyone informed as to progress.

Finance Report:

Ms. Horton reported that she received the check statement unopened as is appropriate. She noted that all checks were signed appropriately. Ms. Horton noted that Graham Cooke would now be second signatory on the Library Advisory Commission accounts.

Library Foundation Report:

Mr. Cooke announced that the Annual Appeal has raised approximately \$815,000 to date.

Librarian's Report:

Mr. Buthod distributed a copy of completed service goals for the past fiscal year. The chart shows goals and actual counts for key service areas. A copy is attached.

It was suggested that the First Book packet program be extended to Kosair and Caritas hospitals. Mr. Buthod asked Mr. Cooke to gather more information about the hospitals and their services.

For the seventh year in a row, the Benchmark Cities report has compared LFPL with 15 other cities on key areas. Mr. Buthod noted that this year's report shows little change. LFPL's progress has been eclipsed by other libraries' efforts.

Mr. Buthod noted that the report was originally created for the Library Advisory Commission and is shared with Metro Government.

New Business:

A motion to accept the following item was entered by Mr. Nguyen, seconded by Ms. Hawkins and approved unanimously.

- Accept donation of \$15,000 from City of St. Matthews for the St. Matthews/Eline branch.

Adjournment:

The commission went into executive session briefly to discuss a personnel matter, reconvened at 5:35 p.m. and having no further business, adjourned.

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

AUGUST 2005

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
SEPTEMBER 20, 2005
DRAFT**

The Louisville Free Public Library Advisory Commission met on Tuesday, September 20, 2005 in the meeting room at the Fern Creek Branch Library, located at 6768 Bardstown Road.

Sally Suter, branch manager at the Fern Creek Branch, welcomed commissioners and gave a brief overview of the branch and the services it provides. Ms. Suter outlined community partnerships and current projects. Ms. Suter especially noted that they have increased their outreach to include seniors and home-schoolers. She also noted that door count and circulation statistics have increased significantly over the past year.

The meeting was called to order at 4:40 p.m. by Raymond Burse.

Attendance:

Commissioners present were Raymond Burse, Rae Horton, Yung Nguyen and Jane Charmoli. Also present were library director Craig Buthod and assistant director Graham Cooke.

The absences of Cecelia Wooden and Geneva Hawkins were known in advance and excused. Dr. Robert Douglas and Vernita Brown were also absent.

The minutes of the July 19 meeting were distributed. No changes were noted.

Planning Report:

Mr. Cooke reported that the library is in active discussion with the landlord to lease the adjoining space next to the Fern Creek Library. This space will add 1400 sq. feet. He noted that the library has received permission to lease the space from Metro Government.

Mr. Cooke stated that during his review of the Fern Creek Library, he has noted that the staff is the definition of multi-tasking. He commended them on their productivity.

Finance Report:

Ms. Horton reported that she received two months of check statements, unopened, and that no checks had been written during the time period.

Library Foundation Report:

Ms. Horton reported that the Foundation audit report came back excellent. She also noted that investments are doing well and that the annual appeal raised over \$800,000. Ms. Horton said that the Foundation thanked Mr. Cooke for his leadership as interim executive director.

Ms. Horton announced that the new executive director of the Library Foundation, Mary M. Hunt, was introduced at the August meeting and encouraged all members to identify a new donors.

Ms. Horton said that the nominating committee had met and that the current slate of officers will remain and three new members, Henry Heuser, Joanna Bennett Travis and Debra Murphy will join the board.

Librarian's Report:

Mr. Buthod announced the Western Branch Support Association will be celebrating the 100th anniversary of the branch with a major public event on September 23. Mr. Buthod noted that the branch was the first branch library in America created to serve African-American patrons and operated entirely by African-American staff.

Mr. Buthod stated that LFPL has been invited to apply for a grant, in the amount of \$132,000, by the Gates Library Foundation. The Library Foundation has submitted the application and is optimistic.

Mr. Buthod announced the gift of one set of prints from the *here is new york* exhibit, originally held in Louisville in September 2002. He noted that only ten sets of prints were distributed to "outstanding museums."

Mr. Buthod announced that over 60,000 children participated in the Summer Reading program, with over 22,000 completing ten books or more. He noted that once again Rangeland Elementary had 100% participation in the program.

Mr. Buthod reported that after talking with Jefferson County Public Schools, the Westport Branch will not be opened to the public during school hours as previously discussed, citing legal and political concerns among school board members.

Mr. Buthod updated commissioners on the Southwest Branch lease. He noted that Kroger has delayed their expansion into the space until 2004. This will allow the Southwest Branch to stay at least until the end of 2006.

New Business:

A motion to accept the following item was entered by Mr. Nguyen, seconded by Ms. Horton and approved unanimously pending ratification at the next meeting.

- Approve Okolona Boosters Basket Auction, October 22, 2005.
- Approve Westport book sale during the Lyndon Baptist Church Fall Festival, September 24, 2005.
- Approve Friends of the Library Semi-Annual Book Sale, October 21-23, 2005.
- Approve Shively Friends' book sale, October 15, 2005.
- Approve Iroquois Friends' ongoing book sale at the branch.
- Accept \$1000 from estate of Betty Z. Turnheim.

Adjournment:

The commission went into executive session briefly to discuss a personnel matter, reconvened at approximately 5:30 p.m. and having no further business, adjourned.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
OCTOBER 18, 2005
DRAFT**

The Louisville Free Public Library Advisory Commission met on Tuesday, October 18, 2005 in the board room at the Main Library, located at 301 York Street.

Bessie Gray-Knox, Information Services Manager at the Main Library, welcomed commissioners and briefed them on the planned re-organization at Main. She indicated the plan was to make the first floor accessible to people who use the library for quick needs and will include express computers for people to check their e-mail. The second floor would be for more extensive research and studying. The second floor would provide a quieter environment and include a business reference section, patents, grants, and will have specialized staff in each area.

The meeting was called to order at 4:34 p.m. by Rae Horton.

Attendance:

Commissioners present were Rae Horton, Yung Nguyen, Vernita Brown, Cecelia Wooden, Geneva Hawkins, Robert Douglas and Jane Charmoli. Also present were library director Craig Buthod, Library Foundation Executive Director Mary Hunt, Metro Government Liaison Kristen Miller and Bessie Gray-Knox.

The absence of Raymond Burse was known in advance and excused following a motion by Dr. Douglas and a second by Ms. Hawkins.

The minutes of the August 16 and September 20 meetings were approved as distributed following a motion by Dr. Wooden and a second by Ms. Hawkins.

Planning Report:

Mr. Buthod reported that Metro Government is currently developing six-year capital plans. Mr. Buthod said that the library's request has already been submitted to Metro Government through cabinet secretary Mary Lou Northern and includes the library's Master Facilities Plan.

Mr. Buthod reviewed the library's capital plan with commissioners and noted that it will cost \$228 million and include land acquisition, branch buildings and books.

Finance Report:

Ms. Horton reported that she received the bank statement unopened and that everything was in order.

Library Foundation Report:

Ms. Horton introduced the new Library Foundation executive director Mary McKee Hunt, former director of development at Centre College. Ms. Hunt stated that she is hoping to increase the Foundation's effectiveness in the next two years and raise a lot of money. She noted that in the past five months, the Foundation has submitted over \$500,000 in grant applications.

Librarian's Report:

Mr. Buthod announced that three author programs are coming to the Main Library in November: James Hansen, author of *First Man*; Stephen Hunter, author of *American Gunfight* and Christopher Kennedy Lawford, author of *Symptoms of Withdrawal*.

Mr. Buthod announced the library has received a major contribution, valued by the donor at \$250 to \$500,000. It is one of only ten sets of archival prints of the *here is new york* exhibit that was shown at the library in September 2002. The gift was officially given to the Library Foundation.

Mr. Buthod stated that a Smithsonian exhibit entitled "*More Than Words*" will open at the Library on December 8, 2005 and will be the first stop in its tour of U. S. cities.

Mr. Buthod also announced that 2005 would bring a series of musical concerts to library locations to celebrate words and music.

Chairman's Report:

Rae Horton discussed a recent trip to Nashville with library staff, foundation staff and commissioners. Ms. Horton said that the trip was to see what a library system could do when the mayor, the public, the foundation and local government get together and support the library. She noted specifically that the Nashville Room at the Main Library was spectacular, as was the civil rights room and the courtyard. She stated that there were teen centers in each branch staffed with college students.

It was specifically noted by Mary Hunt, who went on the trip, that café and retail space in the library is leased to the foundation for \$1 per year and the foundation gets to keep whatever rent they collect.

Mr. Buthod stated that Nashville built great libraries but did not have the continuing revenue to operate them. Hours reductions and layoffs have been reduced as a result.

Old Business:

The following items were approved by consensus with no opposition.

- Approve minutes of August 16 meeting.
- Approve Okolona Boosters Basket Auction, October 22, 2005.
- Approve Westport book sale during the Lyndon Baptist Church Fall Festival, September 24, 2005.
- Approve Friends of the Library Semi-Annual Book Sale, October 21-23, 2005.
- Approve Shively Friends' book sale, October 15, 2005.
- Approve Iroquois Friends' ongoing book sale at the branch.
- Accept \$1000 from estate of Betty Z. Turnheim.

New Business:

A motion to accept the following items was entered by Dr. Douglas and seconded by Mr. Nguyen.

- Accept gift of equipment valued at approximately \$1,500 from the Crescent Hill Friends to the Crescent Hill Branch.
- Approve meeting locations for 2006.
- Approve branch book sale at Highland-Shelby Park on December 2-3, 2005.

A brief discussion about changing the time and locations of commission meetings followed ending in a motion from Ms. Hawkins to continue having the Library Advisory Commission meetings in alternate locations and a second from Dr. Wooden. There being no other comments, the motion was approved.

Dr. Wooden announced to commissioners that Yung Nguyen was featured in the October 2005 edition of Louisville magazine as one of the 'people to watch' in Louisville.

Ms. Horton questioned why the south entrance to the library was closed and why the steps were gone. Mr. Buthod informed commissioners that the steps were being replaced because they were crumbling. He also stated that the main floor and the mezzanine would be re-carpeted soon and that the Library Foundation is sponsoring a new sound system for the main library.

Adjournment:

There being no further business, the meeting adjourned at 5:30 p.m.

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

NOVEMBER 2005

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
DECEMBER 20, 2005
DRAFT**

The Louisville Free Public Library Advisory Commission met on Tuesday, December 20, 2005 in the board room at the Main Library, located at 301 York Street.

The meeting was called to order at 4:34 p.m. by Rae Horton.

Attendance:

Commissioners present were Rae Horton, Cecelia Wooden, Robert Douglas, Dale Ahearn and Jane Charmoli. Also present were library director Craig Buthod, assistant director Graham Cooke and Metro Government liaison Kristen Miller.

The absences of Geneva Hawkins, Yung Nguyen and Kathy Wilson were known in advance and excused following a motion by Ms. Charmoli and a second by Dr. Douglas. Vernita Brown was also absent.

The minutes of the October 18 meeting were approved following a motion by Dr. Douglas and a second by Dr. Wooden.

Rae Horton welcomed Dale Ahearn on his first meeting as a commissioner. Mr. Ahearn says in his entire life, he's always felt welcome at the library.

Legislative Report:

Dr. Cecelia Wooden, who also represents the Public Library Association in Frankfort during legislative sessions, noted that this is the 3rd budget cycle that the legislative committee has asked for full funding. She noted that the state librarian submitted the request to the cabinet secretary and said libraries are in the top 15 priority for the education cabinet.

Dr. Wooden said that February 8, 2006 is public library day in Frankfort and encouraged everyone to attend. Dr. Wooden requested that all commissioners study the legislative notes (enclosed) and talk up library initiatives.

Chairman's Report:

Ms. Horton reviewed the Library Advisory Commission orientation binder, which was presented to all commissioners present, including committee assignments and the library's mission statement.

Ms. Horton reported for the finance committee that she received the bank statement unopened and that everything was in order.

Ms. Horton asked commissioners for a motion to amend the policy that if the finance chair is unavailable, another member of the finance committee could give the finance report. A motion was entered by Ms. Charmoli and seconded by Mr. Ahearn that allows a finance committee member to give the finance report if the chair is absent. The motion passed unanimously.

Ms. Horton nominated Dr. Cecelia Wooden as Vice-Chair of the commission. A motion to elect Dr. Wooden as vice-chair was entered by Dr. Douglas and seconded by Ms. Charmoli. The motion passed unanimously.

Ms. Horton appointed the following commissioners to the Finance Committee: Yung Nguyen (Chair), Vernita Brown, Robert Douglas, Kathy Wilson.

Ms. Horton appointed the following commissioners to the Planning Committee: Cecelia Wooden (Chair), Dale Ahearn, Jane Charmoli, Geneva Hawkins.

The Executive Committee will consist of Rae Horton, Yung Nguyen and Cecelia Wooden.

Librarians Report:

Mr. Buthod reported that the south building steps of the main library have been replaced and that re-carpeting and reorganization of the main library has begun. Mr. Buthod noted that the circulation at the main library has decreased slightly during this time.

Mr. Buthod asked commissioners to take note of a copy of an article written by Iroquois Branch manager, Michael Steinmacher, for the Kentucky Library Association on the Iroquois Reads Project. He noted that the article is the best report on the project so far.

Mr. Buthod said that the Americans for Libraries Council, a volunteer national organization, is planning on conducting an advocacy event in Louisville paid for by the Bill & Melinda Gates Foundation. ALC has hired the company Public Agenda, to do interviews. There is a listening event scheduled for February 2, 2006.

Mr. Buthod reported that the Bill & Melinda Gates Foundation have spent \$300 million on libraries so far.

Mr. Buthod circulated an article on audio books that was in today's paper, December 20, 2005. The article highlighted the new downloadable audio books available on the libraries' website 24 hours a day, 7 days a week. He also noted that the books disappear after 21 days; no need to return the book to the library.

Mr. Buthod said the library would host a music education series entitled *Words for Music* in 2006. The series will kick off on January 17 with a concert by Loudon Wainwright III. He said this is the first program with a new stage and new sound equipment. Mr. Buthod said this series meets our goal of being a cultural institution.

Mr. Buthod said the Bill & Melinda Gates Foundation gave the library \$132,000 to buy more computers. He indicated the grant was renewable and this was the second round. LFPL received \$175,000 in the first round.

A motion to accept \$132,000 from the Bill & Melinda Gates Foundation was entered by Ms. Charmoli, seconded by Dr. Douglas and approved unanimously.

Mr. Buthod announced that J-Stor, an electronic, fully indexed, database of science and humanities journals would be available at the library in approximately ten days.

Mr. Buthod announced that the Fern Creek Library would increase its square footage by approximately 1400 sq. ft. The new space will be open by February 1, 2006.

Old Business:

Rae Horton asked all commissioners to sign the *Library Builders* book that will be presented to former chair Raymond Burse for his leadership.

New Business:

Mr. Buthod said he would bring the issue of sites for future branch libraries to the January or February meeting.

Adjournment:

There being no further business, the meeting adjourned at 5:34 p.m.

LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
JANUARY 17, 2006
DRAFT

The Louisville Free Public Library Advisory Commission met on Tuesday, January 17, 2006 in the Shively City Council Chambers, located in Shively City Hall, 3920 Dixie Highway.

Pat Watson, branch manager at the Shively-Newman Branch welcomed commissioners and briefed them on the branch and the space constraints involved with being the smallest branch in the system. She noted that the branch has only six Internet computers and there is always a line of people waiting to use them.

The meeting was called to order at 4:40 p.m. by Rae Horton.

Attendance:

Commissioners present were Rae Horton, Cecelia Wooden, Robert Douglas, Kathy Wilson, Geneva Hawkins, Dale Ahearn and Jane Charmoli. Also present were library director Craig Buthod, assistant director Graham Cooke and Nancye Browning, manager of branch libraries.

The minutes of the December 20, 2005 meeting were approved following a motion by Ms. Hawkins and a second by Dr. Douglas.

The absences of Yung Nguyen and Vernita Brown were known in advance and excused following a motion by Ms. Hawkins and a second by Dr. Douglas.

Rae Horton welcomed Kathy Wilson on her first meeting as a commissioner.

Planning Committee Report:

Mr. Buthod summarized the work of the Planning Committee over the last 18 months to identify the best sites for future branch and regional libraries. First the Commission adopted formal site evaluation criteria to be used in reviewing all possible land parcels. Second the Commission and the Library Foundation engaged the commercial real estate firm of CBRE-Nicklies to assist in identifying and evaluating possible sites. Third, members of the Library Foundation board who have special expertise in commercial real estate were asked to advise the committee on the evaluation of sites. Finally, Planning Committee members visited a number of possible sites and reviewed more than 50 sites from files assembled by CBRE.

The Planning Committee has arrived at a recommendation for three sites for future regional libraries. The Commission discussed the strengths and weaknesses of the sites considered to be finalists. The three sites recommended by the Planning Committee are each of sufficient size to support a 40,000 square foot regional library and the necessary parking. Each is at the center of a large residential population and each is accessible to major thoroughfares. Each site is surrounded by commercial activities that will bring more library visitors.

Mr. Buthod said population studies were done for each site noting the population within a five-mile radius of each proposed regional site and the main library. He said that the four sites cover approximately 600,000 of the 700,000 population of Jefferson County.

Dr. Wooden asked commissioners to keep confidential the locations of the proposed libraries until negotiations are concluded.

Dr. Wooden entered a motion from the Planning Committee to submit the three proposed sites for regional libraries to the Mayor.

Further discussion followed the motion. Mr. Ahearn said he was impressed with the site selection process developed by the Planning Committee.

The motion carried unanimously.

Mr. Buthod said he would convey the Library Commission's recommendation to the Mayor.

Ms. Horton thanked everybody for all the work over the course of this project.

Chairman's Report:

Ms. Horton said that she would present former chairman Raymond Burse with a book to thank him for his hard work on the commission over the years at a luncheon to be held in the near future.

Librarians Report:

Mr. Buthod said the first concert of the series "Words for Music" is tonight at 7:00 p.m. at the Main Library. Mr. Buthod said he hopes to bring in non-users into the library and to broaden the public's appreciation of the library. The concerts can be expected to contribute to the Commission's objectives around establishing the library as a cultural center. The series will also help promote the Digital Media Initiative's new collection of music on compact disc.

Mr. Buthod reported that the Americans for Libraries Council would hold a public hearing on the future of the public library on February 2, 7:00 p.m. at the Main Library. The event is part of a national research project sponsored by the Bill & Melinda Gates Foundation and will include civic leaders from around the country.

Mr. Buthod announced the Mayor would attend the February advisory commission meeting. A motion to change the time of the February meeting to 4:00 p.m. to accommodate the Mayor's schedule was entered by Dr. Wooden and seconded by Ms. Charmoli. The motion carried.

New Business:

A motion to approve the following activities was entered by Ms. Charmoli, and seconded by Dr. Douglas. The motion carried.

- Approve Highland-Shelby Park Friends Book Sale, January 27 & 28th, 2006.
- Approve Shively Friends Book Sale, April 15, 2006.

Adjournment:

There being no further business, the meeting adjourned at 5:15 p.m.

**Joint Meeting of
the Library Advisory Commission
and the Library Foundation Board of Directors
Main Library, Centennial Room
Tuesday, February 21, 2006
4:00 p.m.
Minutes**

Rae Horton, chair of the Library Advisory Commission, and Mary Griffith, Chairman of the Library Foundation, called the meeting to order.

LAC Minutes:

Rae Horton, Chairman of the Library Advisory Commission, asked for a motion to approve the minutes of the January 17, 2006 Commission meeting. Cecelia Wooden made the motion to accept the minutes, seconded by Jane Charmoli. The motion carried.

Absence:

The absence of Library Commissioner Geneva Hawkins was excused due to illness. All other members of the commission were present.

Joint Resolution:

Mary Griffith presented to the Library Foundation Board a joint resolution of both boards in support of the Louisville Free Public Library's strategic alliance with the Americans for Libraries Council and other national partners. (See attached resolution.) The foundation approved the resolution.

Rae Horton presented the resolution to the Library Advisory Commission and asked for a motion to adopt it. Cecelia Wooden made the motion, and Dale Ahearn seconded it. The motion carried unanimously.

Americans for Libraries Council Visit:

Craig Buthod reviewed the visit of the Americans for Libraries Council, a New York-based advocacy group for public libraries. The leaders of the ALC reported to Craig that their trip to Louisville had been extremely valuable, with the public forum a highlight of their national study of public opinions about libraries. Craig said the visit has led to discussions of LFPL and ALC working together on a larger project to create a national "testbed library" for investigation of better community involvement in libraries, the development of new library technologies, and the effect of innovation on library buildings. This partnership with the ALC is the subject of the joint resolution adopted by the commission and foundation.

Mayor Abramson:

Mayor Abramson joined the meeting in progress. He thanked the Library Foundation and the Library Advisory Commission for their leadership in support of the library. The Metro government and the library are in the process of acquiring the land needed for the three regional libraries. The mayor has proposed to the Metro Council that they commit two million dollars for that purpose. The Metro Council is supportive; a decision is expected in the next few weeks.

Strategic Directions:

Craig discussed new strategic directions for the LFPL in developing services and allocating new resources. The strategic initiatives are Technology for Lifelong Learning, Civic Engagement and Community Integration, and the Library as Place. Craig asked members of the Library Advisory Commission and the Foundation Board to choose one of three initiatives and become involved by lending insight and energy to the project. Members of both boards then signed up to work on the three initiatives. (See attached list.)

A motion was made and seconded that the meeting be adjourned. The meeting was adjourned at 5:07 p.m.

Attendance:

Library Advisory Commission: Rae Horton (Chair), Robert Douglas, Dale E. Ahearn, Jane Charmoli, Kathy Wilson, Yung T. Nguyen, Cecelia K. Wooden, Vernita Brown.

Foundation Officers and Directors: Mary H. Griffith (Chair), Alfred S. Joseph III, Paul W. Thompson, Craig Buthod, Scott Davis Martin L. Bell, Ulysses L. Bridgeman, Jr., Jovita Carranza, Robert Decker, Scott W. Dolson, Jane Godchaux Emke, Sandra Frazier, Stephen C. Gault, Frank Harshaw, Roberta Henderson, Henry V. Heuser, Jr., John Hillerich IV, Debra Murphy, Drew Perkins, Marcia Roth, Ted Steinbock, and A. J. Warner.

Guests: Mayor Jerry Abramson, Tad Thomas (Friends of the Library), Dana Nicholson (UPS)

Staff: Graham Cooke from LFPL, and Mary Hunt, Karen James and Myra Casey from the foundation.

LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
MARCH 21, 2006

The Louisville Free Public Library Advisory Commission met on Tuesday, March 21, 2006 in the meeting room at the Western Branch, located at 604 S. 10th Street.

Carmen Samuels, branch manager at the Western Branch welcomed commissioners to the 100-year-old branch. Ms. Samuels noted the branch continues to thrive, serving everyone from toddlers to seniors.

Rae Horton called the meeting to order at 4:36 p.m.

Attendance:

Commissioners present were Rae Horton, Robert Douglas, Dale Ahearn, Geneva Hawkins, Vernita Brown, Jane Charmoli and Yung Nguyen. The absences of Kathy Wilson and Cecelia Wooden were known in advance and excused. Also present were director Craig Buthod and Metro Louisville liaison Althea Jackson.

A motion to accept the minutes of the February 21, 2006 was entered by Yung Nguyen and seconded by Robert Douglas. The motion passed unanimously.

Chairman's Report:

Ms. Horton said she would forward blank appraisal forms to all commissioners for their input on the directors' annual appraisal.

Ms. Horton noted that the Library Foundation annual report was created in-house and printed at no cost to the library.

Legislative Report:

Mr. Buthod reported for Cecelia Wooden. Mr. Buthod noted that Dr. Wooden is a legislative representative for the Public Library Association. He noted that some progress has been reported and that libraries are hoping for an increase in per capita funds and constructions funds. He also noted that a possible increase in bookmobile program is anticipated.

Mr. Buthod noted that a conference committee meeting will be this weekend and that the general state went nowhere – submitted at the same level.

Finance Report:

Yung Nguyen reported that all checks were signed correctly. He also noted a \$6.60 difference between the check statement and the finance report.

Planning Committee Report:

Mr. Buthod noted that negotiations are still in a sensitive state. He noted that first choice sites appear within grasp and that letters of intent have been signed. He noted that the library is working on a contract to purchase. The process is moving along nicely.

Mr. Buthod noted that the council would vote to secure the money needed to purchase land on Thursday (March 23, 2006).

Mr. Buthod distributed a memo outlining the three strategic initiatives of change the library needs to remain relevant and to increase the libraries' value to the community. The three initiatives outlined are 1) technology for lifelong learning. 2) Civic engagement and community integration. 3) The library as place. A brief discussion followed with Mr. Buthod noting that the library is seeking partnerships to concentrate on resolution of the initiatives.

Rae Horton thanked the Planning Committee for all their hard work.

Librarians Report:

Mr. Buthod announced the grand re-opening of the Fern Creek library on April 11, 2006, 10:30 a.m. following an expansion of the current branch.

Mr. Buthod also announced the introduction of translation cards to help with the basic information. The cards will be printed in the 9 most frequently used languages in Louisville. Cards will be in all locations.

Mr. Buthod said the Summer Reading 2006 kick-off will be May 00. He noted that last year 60,000 children participated with 22,000 completing the program. The Summer Reading Program is sponsored by the Library Foundation.

Mr. Buthod asked the Library Advisory Commission to make a pledge to the Library Foundation for half the projected costs of continuing Cultural Programming. Ms. Charmoli put the request on the table for consideration pending available funds. Finance Committee Chair, Yung Nguyen, said the money was available and that it was important that we support this request. Geneva Hawkins made a motion in favor of the expenditure. Yung Nguyen seconded the motion.

Mr. Buthod reviewed past Commission supported projects.

Chair Rae Horton called for a vote to approve an expenditure of \$75,000 to continue cultural programming. There was no opposition. All commissioners presented voted in favor of the expenditure.

Mr. Buthod briefed commissioners on the current budget process, noting that the library has submitted a base budget with enhancements. He also noted that the library has been asked to hit a reduction target that included no new staff. Some changes include union employees going from a 35-hour workweek to 37.5 hrs. and Fern Creek and Shively branches going to full service branches with increased hours. The Metro Council is scheduled to vote on the budget June 20, 2006.

New Business:

A motion to approve the following activities was entered by Ms. Hawkins, and seconded by Dr. Douglas. The motion carried.

- Approve Iroquois Friends Book Sale, June 3, 2006.
- Approve Fern Creek Friends Book Sale, May 18, 19, 20, 2006.
- Approve Friends of the Library Semi-Annual Book Sale, June 9-11, 2006.
- Approve Highland-Shelby Park 2006 book sales scheduled for May 19-20, July 28-29 and November 10-11.

Adjournment:

There being no further business, the meeting adjourned at 5:20 p.m. following a motion by Ms. Hawkins and a second by Ms. Charmoli.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
APRIL 18, 2006**

The Louisville Free Public Library Advisory Commission met on Tuesday, April 18, 2006 in the board room at the main library, located at 301 York Street.

Tracy Thomas, Programs Coordinator for Children's Services gave commissioners a brief description of the 2006 Summer Reading Program and showed them some of the incentives available. Ms. Thomas said the program is designed to encourage reading during the summer and send kids back to school ready to read.

Ms. Charmoli requested information packets be sent to JCPS for Every1Reads volunteers.

Rae Horton called the meeting to order at 4:40 p.m.

Attendance:

Commissioners present were Rae Horton, Jane Charmoli, Geneva Hawkins, Robert Douglas, Yung Nguyen and Dale Ahearn. The absences of Kathy Wilson, Cecelia Wooden and Vernita Brown were known in advance and excused following a motion by Ms. Charmoli and a second by Ms. Hawkins. Also present were director Craig Buthod, assistant director Graham Cooke, Metro Louisville liaison Althea Jackson and Friends of the Library president Tad Thomas..

A motion to accept the minutes of the February 21, 2006 was entered by Yung Nguyen and seconded by Robert Douglas. The motion passed unanimously.

Finance Report:

Yung Nguyen reported that he had opened the commission's bank statement and that no checks had been written during the past month. He said there was a \$17 service fee. The \$6.60 discrepancy that was reported last month was actually a service fee charged by the bank.

Legislative Report:

Mr. Buthod reported for Cecelia Wooden on the state budget. Mr. Buthod noted that Dr. Wooden is a legislative agent for the Kentucky Library Association. He reported that there has been no progress in obtaining an increase in state aid for local libraries. He also said \$600,000 is in the budget to increase construction bond funds for the first year of the biennium and that funding for the Kentucky bookmobile program was suspended the 1st year and funded for the 2nd year. Mr. Buthod said the governor will now approve or veto these items in the budget.

Librarian's Report:

Mr. Buthod reported that the grand re-opening of the Fern Creek library on April 11, 2006 was a great success. He said that a few months ago when the store next to the branch became vacant, the library seized the opportunity to increase the branch from 5600 SF to 7000 SF, devoting the additional 1400 SF to children's space. Mr. Buthod reported that the Mayor and Metro Council representatives attended, as did Friends President Tad Thomas, library branch managers and other supervisors who came to support the branch.

Mr. Buthod said that the Fern Creek library started out of a garage and was run by volunteers for years. It was expanded to its current location in 1999. He said that the community is very proud of its library and continues to support its efforts.

Mr. Buthod reported that the American Libraries Council will present their report in June and that they've asked the mayor to send a letter of support for publication with the report.

Mr. Buthod said he has been invited to a conference at the New York Public Library on May 18th and 19th. He noted that it's an invitation-only conference of 80 library leaders from around the world.

Mr. Buthod said the regional library land acquisition process is moving forward with purchase contracts currently being reviewed. He said the Mayor may make an announcement in the next few weeks.

Mr. Buthod referred to the monthly statistical report for March 2006. He said that the libraries computer system changeover is now complete. Mr. Buthod explained the differences in how circulating books are counted now compared to under the former computer system. A discussion of circulating procedures followed.

Mr. Buthod informed commissioners of a meeting he attended today in the Newburg area held by Newburg supporters. He noted the group is planning to urge the Mayor and Metro council to put a library in the Newburg area.

Mr. Buthod said the library's base budget proposal has been submitted to Metro Finance.

Mr. Cooke reported that the union contract with AFSCME has been resolved and will be voted on by the union in two to three weeks. He said the major changes will be an increased work week, going from a current 35 hour work week increasing incrementally to 40 hours over the next three years.

Chairman's Report:

Rae Horton asked commissioners to think about their vision of the library and to let her know if there is anything they want to see on the agenda as discussion items for future commission meetings.

Ms. Hawkins said the Planning Committee needs to be better informed about progress on the capital planning process before action comes to the full board.

Ms. Charmoli suggested highlighting different elements of the library's statistical reporting each month to help both old and new commissioners learn to read the reports.

Ms. Horton asked Mr. Thomas if he had any comments for the commissioners. Mr. Thomas told commissioners that the Friends have a great board this year and that they plan on being more

visible and active in the community. Mr. Thomas also announced plans for a volunteer recognition party in late summer or early fall.

Mr. Buthod suggested a field trip to the demolition area of the east wing of the south building. He said this is to be the new children's department.

Ms. Charmoli informed commissioners that Metro Council Representative Bob Henderson is sponsoring a literacy program in his district. Ms. Charmoli asked that the Library Advisory Commission recognize his efforts.

New Business:

A motion to approve the following activities was entered by Ms. Hawkins, and seconded by Mr. Nguyen. The motion carried.

- Approve Westport Friends Book Sale, May 20, 2006.
- Approve Jeffersontown Friends Book Sale, September 16, 2006.

Adjournment:

There being no further business, the meeting adjourned at 5:23 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
MAY 16, 2006**

The Louisville Free Public Library Advisory Commission met on Tuesday, May 16, 2006 in the community room at the Southwest Regional Library, located at 10375 Dixie Highway.

Rebecca Maddox, branch manager, welcomed commissioners to the Southwest Regional Library. Ms. Maddox said the library's renewed commitment to customer service has yielded increased statistics in Door Count, Circulation and Registrations. Ms. Maddox noted that the branch, together with their community partner, The Farnsley Moreman House, have created a program called "Discover Southwest Treasures." Ms. Maddox also said they are sponsoring a program for middle schools called "Café Read" and participated in the College Bound program along with other branches this year at Jefferson Mall.

Ms. Maddox also said the branch is hosting a celebrity read-a-thon on July 30 and all are invited.

Rae Horton called the meeting to order at 4:30 p.m.

Attendance:

Commissioners present were Rae Horton, Jane Charmoli, Dale Ahearn, Kathy Wilson and Robert Douglas. The absences of Cecelia Wooden, Yung Nguyen and Vernita Brown were known in advance and excused following a motion by Dr. Douglas and a second by Ms. Charmoli. Geneva Hawkins was also absent.

Also present were director Craig Buthod, assistant director Graham Cooke and Metro Louisville liaison Althea Jackson.

A motion to accept the minutes of the April 18, 2006 was entered by Mr. Ahearn and seconded by Robert Douglas. The motion passed unanimously.

Finance Report:

Chair Rae Horton reported she received the bank statement unopened and all information is correct.

Planning Committee:

The Planning Committee held a meeting prior to today's commission meeting. During the committee meeting commissioners present made a visit to a proposed site located nearby. Ms. Charmoli noted the site was very attractive. Mr. Buthod said the process for securing the three regional library sites is moving along well.

Librarian's Report:

Mr. Buthod handed out the county rankings for Kentucky Libraries and reviewed the statistics. (Copy attached.)

Mr. Buthod said the library has made all the required submissions to Metro Government regarding the upcoming budget. The mayor's budget address to council is scheduled for May 25 with a council hearing on the library budget June 1, 1:30 p.m.

Mr. Buthod said that he and Mr. Cooke visited the MIT Design Laboratory for a meeting with its director and the American Libraries Council's president to plan a charrette in Louisville to study changes in library building design.

Mr. Buthod said that the American Libraries Council has set up a meeting between him and the new director of the U.S. Institute for Museum and Library Services, and a second meeting with the director of national library programs for the Bill & Melinda Gates Foundation to encourage them to support LFPL. The meetings are scheduled over the next two weeks.

Chair Rae Horton opened the floor for a discussion of future meeting locations. Ms. Horton noted that it was very important for all members to be in attendance for all meetings. Ms. Horton said there is great merit to seeing the branches but that the tradeoff was the difficulty some commissioners had in attending meetings at distant locations. Ms. Horton suggested the item be placed on the Executive Committee agenda.

Chairman's Report:

Rae Horton reported that the Library Foundation has raised \$842,000 towards the campaign that ends June 30, 2006. She handed out annual appeal contribution envelopes and asked all commissioners to consider making a personal contribution.

Ms. Horton said that Library Foundation board member Junior Bridgeman kicked off the "Bucks for Books" program this week at his 24 Wendy's restaurants. For the month of May Wendy's customers will be given the option of adding a dollar to their bill as a contribution to the Library Foundation for children's reading programs.

Dale Ahearn led a brief discussion of a NY Times article on the future of electronic publishing (Sunday, May 14, 2006) written by a writer for WIRED Magazine.

New Business:

A motion to approve the following activities was entered by Ms. Charmoli, and seconded by Dr. Douglas. The motion carried.

- Approve Middletown Friends Book Sale, May 22, 2006.
- Approve Middletown Friends Book Sale, September 9, 2006.
- Approve Westport Friends participation in Lyndon Area Fair, June 16-17, 2006.

Adjournment:

There being no further business, the meeting adjourned at 5:30 p.m. following a motion by Dr. Douglas and a second by Ms. Charmoli.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
JUNE 20, 2006**

The Louisville Free Public Library Advisory Commission met on Tuesday, June 20, 2006 in the boardroom at the main library, located at 301 York Street.

Mr. Buthod introduced 3 new librarians to the system; Ms. Michelle Keyes, who is a graduate of UK and is currently a children's librarian at the Middletown Branch. Ms. Jodi VanMeter, who is the assistant branch manager at Jeffersontown and is a graduate of Drexler University. Mr. James Falkenstine is a May 2005 graduate of UK and is a librarian in the children's department at the main library.

Rae Horton called the meeting to order at 4:34 p.m.

Attendance:

Commissioners present were Rae Horton, Dale Ahearn, Cecelia Wooden, Robert Douglas and Steve Amsler. The absence of Yung Nguyen was known in advance and excused following a motion by Dr. Douglas and a second by Dr. Wooden. Geneva Hawkins, Kathy Wilson and Vernita Brown were also absent.

Also present were director Craig Buthod, assistant director Graham Cooke and Metro Louisville liaison Maura Temes.

Ms. Horton welcomed Mr. Steve Amsler to the commission. Ms. Horton announced that Mr. Amsler is the Director of Facilities at Jewish Hospital and St. Mary's Healthcare Services.

Ms. Horton introduced Maura Temes who replaces Althea Jackson as Metro Government liaison with the Library Advisory Commission.

A motion to accept the minutes of the May 16, 2006 was entered by Dr. Wooden and seconded by Dr. Douglas. The motion passed unanimously.

Finance Report:

Chair Rae Horton reported she received the bank statement unopened and all information is correct.

Planning Committee:

Cecelia Wooden reported that the Library has been hunting for new regional locations for quite a while now. Mr. Buthod said the Mayor will announce the acquisition of two new sites and the dedication of one site currently owned by Metro Louisville next week.

Mr. Buthod noted that the mayor got the money (\$2.2 million) added to the land acquisition budget. Rae Horton thanked the commission for the discretion with which they handled confidential land negotiations.

Cecelia Wooden thanked Mr. Buthod for an excellent budget announcement.

Librarian's Report:

Mr. Buthod said "The Louisville Project" planning charrette will be held at the main library July 17-18, 2006 in the Centennial Room. Mr. Buthod thanked the Library Foundation for underwriting the cost of the charrette.

Mr. Buthod noted that the Library Foundation has entered into an 18-month agreement with the Americans for Libraries Council and will be working with them to develop public community involvement, raise money from national organizations, and keep MIT involved after the charrette.

Chairman's Report:

A motion to change the July 18 meeting time from 4:30 to 5:00 p.m. to accommodate the planning charrette was entered by Dr. Ahearn, seconded by Dr. Douglas and approved unanimously. Instead of a routine commission meeting, members are invited to attend the final session of the charrette at that time.

Chair Horton publicly acknowledged the contributions of Jane Charmoli, thanking her for many years of service. Ms. Horton announced that a book will be presented to Ms. Charmoli and a luncheon will be held to thank both Ms. Charmoli and Mr. Burse for their many years of service to the library.

Old Business:

The Executive Committee will consider all requests to change the current meeting time and locations of the Library Advisory Commission meetings. Please send all suggestions to Ms. Horton at your earliest convenience.

New Business:

A motion to approve the following activities was entered by Dr. Wooden, and seconded by Dr. Douglas. The motion carried.

- Approve Shively Friends Book Sale, September 30, 2006.
- Approve Fairdale Book Sale, September 22-23, 2006.

Adjournment:

There being no further business, the meeting adjourned at 5:10 p.m. following a motion by Dr. Douglas and a second by Mr. Ahearn.

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

JULY 2006

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
AUGUST 15, 2006**

The Louisville Free Public Library Advisory Commission met on Tuesday, August 15, 2006 in the boardroom at the main library, located at 301 York Street.

Rae Horton called the meeting to order at 4:32 p.m.

Attendance:

Commissioners present were Rae Horton, Dale Ahearn, Cecelia Wooden, Robert Douglas, Yung Nguyen and Steve Amsler. The absence of Kathy Wilson was known in advance and excused following a motion by Mr. Nguyen and a second by Dr. Douglas. Geneva Hawkins and Vernita Brown were also absent.

Also present were director Craig Buthod, assistant director Graham Cooke, Metro Louisville liaison Maura Temes and Branch Services Manager Nancye Browning. Diantha Schull and Bruce Astrein with the Americans for Libraries Council were also present.

Mr. Buthod introduced Bruce Astrein and Diantha Schull who are here for a community planning discussion.

Americans for Libraries Council president Diantha Schull addressed commissioners and acknowledged their thoughtful, detailed work to develop the library's plans for expansion. Ms. Schull said that she and Mr. Astrein are seeking advice on how to engage the community and wanted the names of people and groups.

A brief discussion ensued about the planning process including what groups the library needs to include and what needs to be done to get the library on everybody's agenda.

Mr. Astrein said the Americans for Libraries Council was born from people who cared about libraries.

Mr. Buthod said that Dr. Cecelia Wooden would represent the Library Advisory Commission at a community planning meeting on August 16, 2006. He said former commissioner Jane Charmoli would also attend.

Rae Horton opened the floor for discussion. Mr. Buthod asked commissioners to give the names of people and groups that the library should be in contact with as we reach out to the community. A lengthy discussion followed.

Finance Report:

Mr. Nguyen reported he received the bank statement unopened as required, no checks had been written and all information is correct.

Librarian's Report:

Mr. Buthod distributed open meeting law compliance documents as the mayor requested and as required by the state attorney general. All commissioners present signed receipts confirming they had received the documents.

Mr. Buthod said the *Here Is New York* exhibit will be up from September 5 – September 30, 2006 with its creator Mr. Charles Traub coming from New York to give a presentation on September 11, 2006 at the Main Library.

Mr. Buthod also reported that Ron Suskind, author of the *One Percent Doctrine* will give a presentation on September 18, 2006 at 7:00p.m. On November 6, 2006 the library will host a program with Clay Jenkinson celebrating the 200th Anniversary of the return of Lewis and Clark to Louisville. On November 16 the library will present a program on the 75th anniversary of the publication of *The Joy of Cooking* with a presentation and book signing by the author of the new edition. An exhibit of memorabilia from the original author's kitchen will be available for viewing.

Mr. Buthod reported on the success of the Summer Reading program with 28,447 children completing the program by reading 10 or more books. Mr. Buthod noted success can be attributed to staff participation, TV advertising and great prizes. Mr. Buthod said that three JCPS elementary schools had 100% of their students complete the program by reading ten books each: Rangeland, Portland and Roosevelt-Perry. The Library Advisory Commission was the major sponsor of Summer Reading this year.

Chairman's Report:

Rae Horton asked Mr. Buthod to send a letter to the Library Foundation making the annual request that the foundation raise funds on the library's behalf. She said the letter should indicate that the fundraising should be around the library's three strategic initiatives identified in the Commission and Foundation's joint resolution in February

New Business:

A motion to approve the following activities was entered by Mr. Ahearn, and seconded by Dr. Douglas. The motion carried.

- Approve Southwest Friends Book Sale, October 14, 2006.

Adjournment:

There being no further business, the meeting adjourned at 5:10 p.m. following a motion by Dr. Wooden and a second by Mr. Amsler.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
SEPTEMBER 19, 2006**

The Louisville Free Public Library Advisory Commission met on Tuesday, September 19, 2006 in the boardroom at the main library, located at 301 York Street.

Rae Horton called the meeting to order at 4:33 p.m.

Attendance:

Commissioners present were Rae Horton, Dale Ahearn, Cecelia Wooden, Robert Douglas and Yung Nguyen. The absence of Kathy Wilson and Stephen Amsler was known in advance and excused following a motion by Dr. Wooden and a second by Dr. Douglas. Vernita Brown was also absent.

Also present were director Craig Buthod, assistant director Graham Cooke, Metro Louisville liaison Maura Temes and Branch Services Manager Nancye Browning.

Rae Horton expressed deep sadness on the passing of commissioner Geneva Hawkins. She will be missed.

Librarian's Report:

Mr. Buthod said that the library is reviewing its Internet appropriate use policy and the day-to-day management of public Internet terminals. Graham Cooke is heading up the review process.

Mr. Cooke reported that he has assembled a committee of staff and managers who interact with public on a daily basis. The committee is looking at whether any changes need to be made in the way policy is enforced. Some branch remodeling of PC's is also in the works to help staff better enforce the policy. Mr. Cooke said that about 2500 users daily use the public computers. Mr. Cooke also noted that one of the things they are considering is layering two filtering programs for better filtering. Mr. Cooke will report on any policy revisions at the next meeting of the Commission

Mr. Buthod briefed commissioners on the new GED Program in conjunction with Jefferson County Public Schools. Mr. Buthod said LFPL is removing the financial burden by making the test free with your LFPL library card. Four to five years ago the Library Advisory Commission sponsored the free GED initiative which was very successful at that time. He said that 83% of people who take the test in Kentucky make less than \$10,000 yearly. He said his goal for this special promotion is to double the number of people who take the GED exam in Louisville during the rest of this fiscal year.

Mr. Buthod said he has asked the state librarian Jim Nelson how other Kentucky libraries are handling Open Meeting regulations, especially around the management of committee meetings. More information should be forthcoming at a future meeting.

Mr. Buthod reminded members that the Library Advisory Commission and the Library Foundation had agreed to jointly fund a library communications campaign to increase public awareness and support for the libraries. He said the Library Foundation will hire The Metropolitan Group of Portland, Oregon, which specializes in communications strategies for public libraries. He then handed out an article from Library Journal called "Building Public Will" that describes the company's work.

Rae Horton outlined a brief history of what the commission has accomplished: all the planning studies leading up to and including the Master Facilities Plan; cultural programming; library leadership initiatives; LFPL's work with the board of the Americans for Libraries Council; Reading Power and Summer Reading. She said she was particularly proud of the developing strength of the commissioners. She said she believes they possess the many talents needed to move the Library into the future.

Mr. Buthod said that the next 15 months are crucial as to how the Library Commission invests the donor funds entrusted to it. The executive committee of the Commission had discussed spending priorities and wanted to continue that discussion with the full Commission. After an extensive discussion the Commission set the following priorities for LAC expenditure of donor funds through December 31, 2007:

- a. Cultural programs – already funded by LAC vote.
- b. PR campaign – already funded by LAC vote.
- c. Planning expenses – as needed (architectural, financial, services)
- d. High impact, highly visible service projects that boost public approval and support
- e. Partnerships with Library Foundation and Friends

A motion to accept the priority spending proposal was entered by Dr. Wooden, seconded by Mr. Nguyen and approved unanimously. Ms. Horton asked the Finance Committee to work with staff to develop procedures for spending within these priorities.

Finance Report:

Mr. Nguyen reported he received the bank statement unopened as required, noting everything was in order.

Planning Report:

Dr. Wooden said that the library is preparing to launch a community planning process. She asked commissioners to fill out cards with the names of people and groups who could support libraries or would like to hear more about the Library's plans.

Ms. Wooden noted that Nancye Browning, Manager of Community Libraries, would take the names of the individuals and groups and contact them. Ms. Browning said the library wants to inform the community on how and what we can do to enhance their lives. Ms. Browning also noted that public forums are also planned. (See attached schedule.)

Mr. Buthod handed out the latest Benchmark Cities report for review. A brief discussion followed.

New Business:

A motion to approve the following activities was entered by Dr. Douglas, and seconded by Mr. Nguyen. The motion carried.

- Approve Friends Semi-Annual book sale, October 13, 14, 15, 2006
- Approve Friends of Highland-Shelby Park book sale, September 29, 30, 2006.

Adjournment:

There being no further business, the meeting adjourned at 5:40 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
OCTOBER 17, 2006**

The Louisville Free Public Library Advisory Commission met on Tuesday, October 17, 2006 in the boardroom at the main library, located at 301 York Street.

Rae Horton called the meeting to order at 4:36 p.m. A quorum was not present at the beginning of the meeting.

Attendance:

Commissioners present were Rae Horton, Dale Ahearn, Cecelia Wooden, Robert Douglas, Kathy Wilson and Steve Amsler. The absence of Yung Nguyen was known in advance and excused following a motion by Mr. Amsler and a second by Mr. Ahearn. Vernita Brown was also absent.

Also present were assistant director Graham Cooke, Metro Louisville liaison Maura Temes and Branch Services Manager Nancye Browning.

A motion to accept the minutes of the September 19, 2006 meeting was entered by Mr. Ahearn and seconded by Mr. Amsler. The motion passed unanimously.

Finance Report:

Ms Horton reported she received the bank statement unopened as required, noting everything was in order.

Ms. Horton said that the Finance Committee confirmed priorities noted in a previous meeting and that the following outline of spending guidelines was adopted by the committee.

Less than	\$20,000	Library Director has authority to approve.
\$20,000	- \$50,000	Library Director will present each expenditure in writing or by e-mail to Finance Committee for approval in advance.
More than	\$50,000	Requires a meeting of Finance Committee to review any such proposals.

A motion from the committee to expend \$60,000 for the 2007 Summer Reading Program was entered. The motion passed unanimously.

Planning Report:

Dr. Wooden reminded all commissioners that the community conversations on the library's expansion plans are coming up during the months of October and November and asked all commissioners to attend at least one meeting.

Nancye Browning distributed postcards that listed all dates/locations of the community conversations and asked all commissioners to contact her if they are able to be facilitators.

Ms. Browning gave a brief synopsis of what the agenda will contain, including a brief background from the library director and small group discussions with facilitators.

Librarians Report:

Assistant Director Graham Cooke reported that monthly circulation statistics are up 5% and door count is up 4% systemwide. Mr. Cooke attributes these increases to the new circulation system and the staffs' ability to find what patrons want.

Mr. Cooke passed around a recent copy of a local Hispanic newspaper, HOY, that featured former Iroquois Branch Manager, Michael Steinmacher. Mr. Steinmacher is now the Manager of Branch Services.

Mr. Cooke also announced an increase in outreach to teens from some of the branches.

Chairman's Report:

All motions are ratified with the arrival of Dr. Douglas.

Ms. Horton announced that the Director of the Library Foundation, Mary M. Hunt is resigning effective November 3, 2007. Ms. Horton noted that Ms. Hunt will remain on a part-time basis from November 6-January 29, 2007.

Old Business:

Assistant Director Graham Cooke reported on the Internet Acceptable Use Policy. Mr. Cooke announced results of a library committee study regarding violations of the acceptable use policy by patrons using library computers. He noted that the committee consisted of front-line personnel, supervisors and branch managers. The committee determined that the current policy is sound and solid and that no change of policy was recommended

Regarding enforcement of the existing policy, it was the committee's suggestion that training be conducted for all staff on the proper way to approach offenders. Enforcement will become a consistent, system-wide three step approach. In cases where library staff observe a patron violating the policy the staff member is to take the following steps:

- 1st offense: Patron is approached. The internet session is ended. The patron's library privileges are revoked for the day. Name, library card number, location of the offense and date are recorded and forwarded to the Assistant Director or designee. (appeal possible to Director.)
- 2nd offense: Same as above, but this generates a loss of library privileges for 90 days, which will be restored only after a meeting with the Assistant Director or designee. (Appeal possible to Director.)
- 3rd offense: Same as above, but this generates a loss of library privileges for 1 year.

Prior to adjournment Rae Horton encouraged all commissioners to be present at all regular and committee meetings.

Maura Temes noted that the Power Card kick-off was very positive. She also suggested possible business involvement with the cards.

Adjournment:

There being no further business, the meeting adjourned at 5:20 p.m. following a motion by Dr. Wooden and a second by Mr. Amsler.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
NOVEMBER 21, 2006**

The Louisville Free Public Library Advisory Commission met on Tuesday, November 21, 2006 in the boardroom at the main library, located at 301 York Street.

Rae Horton called the meeting to order at 4:35 p.m. A quorum was not present.

Attendance:

Commissioners present were Rae Horton, Stephen Amsler and Robert Douglas. The absences of Dale Ahearn, Kathy Wilson, Cecelia Wooden and Yung Nguyen were known in advance. Vernita Brown was also absent.

Also present were director Craig Buthod, Tad Thomas, Lee Burchfield, Nancye Browning, Kim Telesford-Mapp, and Metro Louisville liaison Maura Temes.

Motions to excuse absences and approve minutes of the October 17, 2006 meeting will be postponed until the January 2007 meeting.

Finance Report:

Ms Horton reported she received the bank statement unopened as required, noting everything was in order.

Planning Report:

Nancye Browning introduced Kim Telesford-Mapp, new Community Outreach Coordinator assigned to the Branch Services Department at the library.

Nancye Browning gave a brief overview of the meetings held to date and read some of the comments received during the forums.

Librarian's Report:

Mr. Buthod introduced Lee Burchfield, Manager of Library Computer Services, who outlined enhancements to library online systems.

Mr. Burchfield unveiled the new website design which includes a new multi-lingual library catalog, an automatic catalog search and notification system, and a sign-up service for e-mail newsletters and assorted topics. Mr. Burchfield said patrons will be able to customize the web site to meet their needs, including a wish list, reading history and assorted best seller lists. Mr. Burchfield also noted that the library's catalog can talk to other programs such as Yahoo.

Mr. Buthod announced that he just returned from Ireland and Northern Ireland where he spoke with library administrators and national officials on behalf of the Louisville Free Public Library. Mr. Buthod said it was a very rewarding experience.

Mr. Buthod said that he will be attending a conference in Phoenix next week and on December 15 he will be leaving to teach library management for a week in Alexandria, Egypt.

Chairman's Report:

Rae Horton announced the Library Foundation received \$260,000 in the past month for their annual appeal.

Ms. Horton noted the Library Foundation bylaws enabled Mason Rudd and Malcolm Chancey to both be named Director Emeritis.

Ms. Horton also said the search committee has received and reviewed applications for the executive director position at the Library Foundation and that an announcement is planned for mid-January.

In closing, Ms. Horton said the Library Foundation had a good audit and that the December Library Advisory Commission will not meet in December.

Adjournment:

There being no further business, the meeting adjourned at 5:35 p.m.

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

DECEMBER 2006