

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

JANUARY 22, 1991

The Louisville Free Public Library Advisory Commission met on January 22, 1991, at 4:00 p.m., at the Shawnee Branch.

Present: Ms. Dinnen, Ms. B. Miller, Ms. C. Miller, Ms. Orr, Ms. Telford, Dr. Byers, Mr. Hanley. Mr. Pennington, Physical Facilities; Ms. Seymore, Crescent Hill Branch; Mr. Weston, Library Broadcasting, Ms. Shadburn, League of Women Voters; the Director and Assistant Director also attended.

Absent: Ms. Goldberg and Mr. Reeves.

Mr. Hanley presided.

Minutes: The minutes of the December 18, 1990, meeting were approved as distributed.

Finance Committee: No report. Ms. Orr indicated the Committee will meet in February.

Planning Committee: Ms. B. Miller reported the Committee had met twice. At the January 8, 1991, meeting the Committee reviewed the Louisville Community Design Center report on the Crescent Hill Branch Library building. The Committee recommended the Library proceed to

investigate an addition at the rear of the building, installation of an elevator, renovation of the basement, and implementation of necessary improvements to the structure. The Director will work with the City to have preliminary plans and costs developed. The Committee will meet again to review the proposal once cost estimates are received.

Dr. Byers moved that the Director write letters to Jack Trawick, Louisville Community Design Center, and Jeffrey Smith, architect, to express the Commission's thanks and appreciation for the study, copies of which will be distributed to any board member who did not previously receive it. Ms. Orr seconded the motion, which passed.

Ms. Miller reported that a joint meeting of the Planning and Library Broadcasting Committees was held on January 15, 1991, to review the WFPK/WFPL space study. It validated the need for an increase in facilities for the radio stations. The Committee recommended Mr. Weston proceed to investigate a reasonable course of action for the tower. Mr. Hanley requested the report be sent to Peat Marwick. Mr. Weston is to write a brief summary of the report for distribution to all Commission members.

Ms. Orr moved the Director write the Advocates expressing the Commission's appreciation for funding the study. Ms. Telford seconded the motion, which passed.

Library Broadcasting Committee: Ms. Orr noted there were no other committee activities.

Continuing Education Committee: Dr. Byers reported on the work of the

Disabled Citizens Computer Center. The purpose of the independent organization, provided space by the Library, is to help individuals with disabilities become more independent through the use of computers and specialized software. This is done through workshops, consultations, and demonstrations to parents, potential employers, and professionals.

Chairman's Report: Mr. Hanley recommended the February meeting be moved to the 26th because the Governor's Conference on Library and Information Services is to be held on the 19th. The recommendation was accepted by acclamation. Ms. Henderson noted that she was chairing the Implementation Committee and several library staff had been involved in the development of issues and statements.

Ms. Telford moved that Ms. Goldberg's absence be excused because of her absence from the City. Ms. C. Miller seconded the motion, which passed.

Librarian's Report: Ms. Henderson introduced Dorothy Seymore, past head of Shawnee Branch and current head of Crescent Hill Branch.

Mr. Pennington reported that construction of the new Okolona Branch should be completed by mid-February. The Iroquois Branch addition was also moving toward completion by mid-March. Both branches will close during the week of the move. Branch Task Forces are involved in planning opening festivities.

Ms. Henderson also reported preliminary information from the Peat Marwick study should arrive in February and committee meetings will be scheduled to review it. The complete report is due in March.

New Business: Ms. C. Miller announced the African American read-ins were scheduled for February 3rd and 4th.

Adjournment: There being no further business, the meeting adjourned at 4:50 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

FEBRUARY 26, 1991

The Louisville Free Public Library Advisory Commission met on February 26, 1991, at 4:00 p.m., at the Main Library.

Present: Ms. Dinnen, Ms. B. Miller, Ms. C. Miller, Ms. Orr, Dr. Byers, Mr. Hanley and Mr. Reeves. Ms. Roby, Extension Services; Ms. Varble, Business Office; Mr. Weston, Library Broadcasting, Ms. Kaukus, City Law Department; Ms. Shadburn, League of Women Voters; Mr. Simmons, Courier-Journal; Mr. Tedder, County Judge's Office; the Director and Assistant Director also attended.

Absent: Ms. Goldberg and Ms. Telford.

Mr. Hanley presided.

Minutes: The minutes of the January 22, 1991, meeting were approved as distributed.

Finance Committee: Ms. Orr reported the Committee continues to monitor investments.

Planning Committee: Ms. B. Miller reported on William Dakan's press conference concerning location of current branches and future location and types of branches needed in order to provide access to library services to

Jefferson County. The final report will be completed and distributed in March.

Ms. Miller also reported that the needs assessment study for Peat-Marwick was nearing completion and would also be distributed.

Library Broadcasting Committee: Mr. Weston reported the telemarketing drive would conclude on March 7, 1991. Ms. Henderson distributed Mr. Weston's summary of the space study. See Annex "A".

Continuing Education Committee: Ms. Dinnen reported on the use of volunteers at the Main Library and branch libraries. During the last fiscal year 415 volunteers donated 18,141 hours throughout the library system, including Library Broadcasting. Ms. Dinnen also highlighted the activities of the Friends of the Library.

Chairman's Report: Mr. Hanley reported that the Director and he had had a very productive meeting with public school representatives. The possibility of joint public/school facilities in free standing buildings was explored, as well as the potential for linkage of the Library's computer to terminals already in the schools.

Mr. Hanley also called attention to Mason Rudd's induction into the Kentucky Business Hall of Fame, the Rotary Club fund raiser for City of Readers, and an article concerning Denver Public Library's successful referendum.

Librarian's Report: Ms. Henderson distributed a summary of the Task

Force reports, compiled by Darlene Roby. See Annex "B".

Ms. Henderson also reported that both the Okolona and Iroquois projects were nearing completion.

Old Business: Ms. Dinnen inquired concerning the training and recognition of volunteers. Ms. Henderson responded that the Main Library Docents had received group training. However, other volunteers both at Main and branches were trained on an individual basis because of the variety of work performed and the difficulty of arranging group meetings. Recognition has been provided recently through the Advocates/Broadcasting reception for volunteers, separate events at various branch libraries and the Friends recognition in 1989.

Adjournment: There being no further business, the meeting adjourned at 4:40 p.m.

WFPK/WFPL SPACE STUDY SUMMARY

The WFPK/WFPL Space Study, funded by the Advocates for WFPK/WFPL, was completed in December 1990. The space study contract was awarded to Bill Lemmon (Studios By Design). Mr. Lemmon has extensive experience designing broadcast facilities.

The report is excellent. It focuses on three main areas:

1. Floor space needed for WFPK/WFPL to broadcast in a quality manner.
2. Methods of transmitting the FM signals from a new location back to the existing transmitter site.
3. Potential costs and legal requirements for moving the tower and transmitters.

Floor Space

To determine adequate square footage for WFPK/WFPL Mr. Lemmon addressed the following critical areas:

1. The station would be physically separate from the library and would not share space.
2. There was a need for two full time on-air studios - eliminating the present antiquated control room set up.
3. WFPK/WFPL needs adequate production facilities.
4. WFPK/WFPL needs adequate office space/ventilation.
5. WFPK/WFPL needs adequate storage space.

Mr. Lemmon concludes that the total space requirements for WFPK/WFPL would be met by an area of 8000 to 8500 square feet. Attached is a "dream" floor plan that utilizes 8745 square feet.

Methods Of Transmitting Signals To Transmitter

Mr. Lemmon suggests an STL (Studio Transmitter Link) system - depending on the availability of frequencies. Total cost for this system would be approximately \$71,500. If building interference is a problem the cost could rise.

The other system available is microwave. The primary reason for using a microwave system would be if STL frequencies are not available. The Microwave System would be more expensive (approximately \$93,600) and would have less range (2-2 1/2 miles).

Potential Costs Of Moving Tower And Transmitter

Mr. Lemmon suggests that WFPK/WFPL explore the possibility of moving the transmitter to the new WAVE-3 tower in La Grange. The cost of moving to an existing tower would be significantly less than building a new tower. Also, the time involved with legal requirements would be reduced.

Approximate costs:	Moving to existing site:	\$ 630,000
	Building new tower:	\$1,109,000 - 1,548,000

February 26, 1991

LOUISVILLE FREE PUBLIC LIBRARY
INTEROFFICE MEMORANDUM

TO: Library Advisory Commission
FROM: Harriet Henderson
DATE: February 25, 1991
RE: Task Force Reports

=====

The task force project sponsored by the Library Foundation has been completed. Task force representatives presented their final reports to the Mayor and County Judge in mid-February.

Common themes in all reports are the need for more books and information resources, more hours of service, more locations for service, and more staff.

I asked Darlene Roby to pull out some specific items recommended for each branch. These are provided below. If you would like to see any of the complete reports, please contact my office.

- | | |
|---------------|---|
| Bon Air | Create additional parking spaces, improve reference resources, establish an aggressive outreach effort to register new library users. |
| Crescent Hill | Plan better use of existing non-public space, provide handicapped accessibility, develop partnerships with area businesses, schools, and cultural institutions. |
| Eline | Improve parking, increase visibility in the community, and obtain financial support of surrounding sixth class cities. |
| Highland | Provide better signage, handicapped accessibility, improve parking, develop educational partnerships, institute energy conservation measures. |
| Iroquios | Establish a local advocacy group to develop programs, implement a team building program for staff and volunteers, host an annual community awareness day. |

Advisory Commission
Task Force Reports
February 25, 1991
Page Two

Jeffersontown	Improve services and collections targeting the area's business community, market services aggressively, erect an outdoor amphitheater for community events.
Middletown	Purchase state-of-the-art hardware and software for children and adults, advertise programs more effectively, provide more books on tape.
Newman	Create a speakers bureau to promote library services, increase services to children, teach use of on-line catalog.
Okolona	Continue involvement of Okolona Boosters in publicizing the branch and soliciting community support, host an open house at new branch location.
Portland	Host public forums on local issues, improve how-to information in all formats, increase visibility of the branch with more programming, outreach, and partnerships with other groups.
Shawnee	Create a speakers bureau, establish partnerships with local schools, use community residents to develop program idea.
Shelby Park	Increase outreach services, plan 85th anniversary celebration, initiate an aggressive publicity campaign.
Valley Station	Improve accessibility to branch by obtaining sidewalks, TARC service, or relocating branch, network with Jefferson Community College Southwest, explore innovative teen programming.
Western	Complete the African-American History Collection, print a brochure advertizing branch resources, expand programming that meets basic adult needs in the area like basic education and job skills.

HH 2:13:MLH

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

MARCH 19, 1991

The Louisville Free Public Library Advisory Commission met on March 19, 1991, at 4:00 p.m., in Studio "A", at the Main Library.

Present: Ms. Dinnen, Ms. B. Miller, Ms. C. Miller, Ms. Orr, Ms. Telford, Dr. Byers, Mr. Hanley and Mr. Reeves. Mr. Brown, Reference and Adult Services; Mr. Hellner, Automation; Ms. James, Children's Services; Ms. Mills, Community Relations; Mr. Pennington, Physical Facilities; Ms. Roby, Extension Services; Ms. Varble, Business Office; Mr. Weston, Library Broadcasting; Ms. Biemer, City Law Department; Ms. Temes, Mayor's Office; and the Assistant Director also attended.

Absent: Ms. Goldberg.

Mr. Hanley presided.

Minutes: The minutes of the February 26, 1991, meeting were approved as distributed.

Finance Committee: Ms. Orr reported the Committee had met, reviewed, and concurred with a staff recommendation to use both principle and interest from the Mary Louise Bald estate to purchase five (5) pieces of equipment for the Talking Book Library. See Annex "A". Ms. Orr so moved. Ms. Miller seconded the motion, which passed.

Ms. Orr also reported that the Director and Assistant Director met with Cindy Sullivan of Operation Brightside on March 18, 1991, concerning refurbishing plantings at the South Building entrance, in accordance with the Olmsted Associates plans as part of the Olmsted Centennial. Plantings are estimated to cost \$2,000.00, and maintenance of the plantings \$4,500.00. Operation Brightside would be able to supply approximately \$600.00 of the total \$6,500.00 cost. Ms. Orr recommended that, contingent on review and approval by the Planning Committee, the Commission commit restricted funds to cover the cost of the project not covered by other funds which might be raised. Dr. Byers seconded the motion, which passed. The Planning Committee will meet on April 2, 1991.

Library Broadcasting Committee: Ms. Orr reported that the Committee had met and discussed the transmitter/tower relocation. Mr. Weston is pursuing potential tax benefits if a commercial tower were used.

Ms. Orr also reported the Committee had approved Mr. Weston's recommendation to submit a "Petition To Deny" a Wilmore, Kentucky FM station's application to the F.C.C. for a frequency which would overlap that of WFPK.

Continuing Education Committee: Mr. Hanley announced he would report on Relationships of Library support groups at the April meeting.

Chairman's Report: In accordance with the By-laws, Mr. Hanley called a special meeting of the Commission for March 26, 1991, at 11:00 a.m., Main Library to receive the KPMG Peat Marwick report. He also directed that written notification be sent by the administration.

Mr. Hanley entertained a motion that Dr. William Dakan receive the official thanks of the Commission for his demographic study. Dr. Byers so moved. Ms. B. Miller seconded the motion, which passed.

Librarian's Report: The Assistant Director announced that Ms. Henderson was attending the Public Library Association Conference where she was making a presentation concerning library cooperation with RIF programs.


He also announced that the Okolona Branch Library move would be completed on time and the Branch would re-open on Friday, March 22, 1991.

New Business: Dr. Byers moved that the Commission enter executive session to discuss a real estate issue. Ms. Telford seconded the motion, which passed. The executive session began at 4:45 p.m. and lasted until 5:10 p.m.

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

LOUISVILLE FREE PUBLIC LIBRARY

MEMORANDUM

TO: Harriet Henderson
FROM: W. H. Garnar 
DATE: March 14, 1991
RE: TALKING BOOK LIBRARY EQUIPMENT REQUEST

=====

I concur with C. Brown's recommendation that the following replacement equipment be purchased for Talking Book Library:

Wand with nose cone	\$ 1,919
4-track tape duplication system	15,560
Perkins Braille	655
Tape eraser	30
Microphone	<u>25</u>
Total	\$18,189

Because the current equipment is in such poor shape, in order to continue present services, it needs to be replaced as quickly as possible, and I recommend that existing restricted funds for the Talking Book Library be used. Presently, these funds are:

Restricted Fund (As of 2/28/91)	\$ 3,428.72
Mary L. Bald Bequest (As of 12/31/90)	
Principal	\$24,636.24
Interest	<u>3,763.06</u>
Total	28,399.30
Total	<u>\$31,828.02</u>

It should be noted that in order to use principal from the Bald bequest, the Commission will need to change it's December 19, 1989, action which designated the interest would be used.

Currently, the restricted funds are invested at Liberty National in an individual account fund. The Bald bequest and interest is invested with the Louisville Community Foundation.

WHG1:51:dmc

cc: C. Brown
J. Varble

LOUISVILLE FREE PUBLIC LIBRARY

MEMORANDUM

TO: W. H. Garnar
FROM: Charles L. Brown ^{CB}
DATE: March 13, 1991
RE: TALKING BOOK LIBRARY (TBL) EQUIPMENT

=====

I recommend replacement purchase of the following Talking Book Library equipment.

1. Wand with nose cone: -\$1,919

This equipment is used to charge in/out 3,000 items per week from the TBL collection, and is critical to its operation. It was previously used by the State Library for 5 years before being given to LFPL in 1988. At present, this equipment is marginally operational: the nose cone is periodically taped with duct tape which melts from the heat.

2. Four-track duplicating system: -\$15,560

Ten percent of returned Talking Book Library tapes have damaged or missing parts. This duplicator is utilized to replace those parts thus affording subsequent circulation of complete taped volumes. Having this equipment also allows TBL the opportunity to duplicate in-house generated taped copies of several popular magazines for TBL patrons. For some time only one drive of the four-track's drives worked, but now it, too, is inoperable. Therefore, at present, no taped book replacements nor magazine tapes can be produced.

3. Perkins Brailier: \$655

Approximately 2 - 3 patrons, and 2 - 3 staff per week used this braille typewriter to produce braille correspondence to TBL patrons. At present this machine has three broken keys and is inoperable.

4. Tape eraser: \$30

Used to bulk erase returned magazine tapes on a turn-around basis for redubbing (a tape can be reused 7 - 12 times, saving money). This device makes a cleaner erasure than a simple tapeover. It is currently inoperable.

TALKING BOOK LIBRARY (TBL) EQUIPMENT
March 13, 1991
Page 2

5. Microphone: \$25

Used in the sound booth to record excerpts from the Courier-Journal for TBL patron distribution. The booth's recorder microphone was 14 years old. We are currently using a built-in recorder microphone which produces an inferior audio product compared to the hand-held option suggested.

Total \$18,189

CLB2:42:dmc

cc: Maxine Surratt

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

MARCH 26, 1991

The Louisville Free Public Library Advisory Commission met on March 26, 1991, in a special called joint meeting with the Library Foundation at 11:00 a.m., in the North Lobby, at the Main Library.

Present: Ms. Dinnen, Ms. B. Miller, Ms. Orr, Ms. Telford, Dr. Byers, Mr. Hanley and Mr. Reeves. Ms. Temes, Mayor's Office; Mr. Bond, County Judge's Office, and the Director also attended as well as Foundation members, representatives from the media, staff, and public.

Absent: Ms. Goldberg and Ms. C. Miller.

Mr. Rudd of the Foundation called the meeting to order and called upon Ms. Henderson and Mr. Hanley to review the methodology and scope of the Library Renewal Plan. Elements of the Plan are: Louisville Free Public Library Needs Assessment, Final Task Force Reports, Louisville Free Public Library Maintenance Audit, and Louisville Free Public Library Ten Year Financial Projection. Mr. Tom Mann, KPMG Peat Marwick, reviewed the Ten Year Financial Projection.

Mr. M. Harreld moved that the Library Foundation accept the KPMG Peat Marwick report and transmit it to the Library Advisory Commission. The motion was seconded and passed.

Mr. Rudd then turned the meeting over to Mr. Hanley. After further questioning of Mr. Mann, Ms. B. Miller moved the full Library Renewal Plan be received and acted upon at the next Commission meeting. Ms. Orr requested that the Plan be submitted to the Mayor and County Judge for consideration with the FY 92 budget request. Ms. Miller agreed. Dr. Byers seconded the motion, which passed unanimously.

There being no further business, the meeting adjourned at 11:40 a.m.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

APRIL 16, 1991

The Louisville Free Public Library Advisory Commission met on April 16, 1991, at 4:00 p.m., in the Main Library Board Room.

Present: Dr. Byers, Ms. Dinnen, Mr. Hanley, Ms. B. Miller, Ms. C. Miller, and Ms. Orr. Mr. Brown, Reference and Adult Services; Mr. Hellner, Automation; Ms. James, Children's Services; Ms. Mills, Community Relations; Ms. Roby, Extension Services; Ms. Varble, Business Office; Mr. Weston, Library Broadcasting; Ms. Cobb, Foundation; Ms. Kaukus, City Law Department; Ms. Shadburne, League of Women Voters; Mr. Tedder, County Judge's Office; Ms. Temes, Mayor's Office; the Director and Assistant Director also attended.

Absent: Ms. Goldberg, Mr. Reeves, Ms. Telford, excused absence.

Mr. Hanley presided.

Minutes: The minutes of the March 19, 1991, meeting were approved as distributed.

Finance Committee: Ms. Orr reported the Committee had met and was reviewing the format of the monthly reconciliation statement.

Ms. Henderson reported the FY 92 budget request had been submitted and

informational meetings had taken place with both the City and the County.

Planning Committee: Ms. B. Miller reported the Committee had met to discuss the KPMG Peat Marwick report and recommended the approval of the report by the Commission. The Commission approved the report. *which they had presented at a special meeting of the Adv. Comm. on March .*

Ms. Orr moved that Ms. Henderson write the Friends, thanking them for their participation in the Library Renewal Plan. Mrs. C. Miller seconded the motion, which passed. Mr. Hanley thanked Ms. B. Miller for her work.

Ms. Dinnen requested Commission members contact Ms. Henderson concerning arranging a date for training in Commission member responsibilities.

Library Broadcasting Committee: Ms. Orr reported that a meeting had been scheduled for April 30, 1991.

Mr. Weston reported the spring membership drives were doing well.

Continuing Education Committee: Mr. Hanley reported on the work of library support groups: Foundation, Friends, and Advocates. He noted the Foundation was activated in 1986 and had raised over \$6,000,000 in pledges for an endowment dedicated to purchase books and materials for the main library adult collections. The money is a supplement to other funds and is not replacement money.

Mr. Hanley also stated the Friends supplied many volunteers to the library. Two of their primary activities were the Author's Dinner and

conducting used book sales. He also indicated the Advocates were a support group for the radio stations, assisting in fund raising and underwriting.

Chairman's Report: Mr. Hanley reported ceremonies opening the new Okolona Branch Library were well attended and community interest in and support of the branch was very evident.

Mr. Hanley then called on Ms. Cobb for a report. Ms. Cobb informed the Commission that the Foundation had been approached by Storer Cable with a proposal to make available a significant number of 30-second spots and six 30-minute programs to be used to promote and explain the Library and its services. Mr. Hanley requested Ms. Henderson review scripts in detail and also circulate them to Commission members for comment. Mr. Hanley also referred the matter to the Planning Committee to discuss topics to be covered in the programs.

Dr. Byers moved that Storer Cable be complemented for their recognition of the Library's needs and making the time available. Ms. Orr seconded the motion, which passed.

Librarian's Report: Ms. Henderson reported the Iroquois Branch expansion was nearing completion and invited Commission members to the May 11, 1991, opening ceremony.

Ms. Henderson then reviewed the monthly service statistical report in detail.

Ms. Henderson also reported the present year's budget was being

reviewed so that all funds would be spent by the end of the fiscal year.

Old Business: Ms. Orr moved the Commission enter executive session to discuss a real estate matter. Dr. Byers seconded the motion, which passed. The executive session began at 5:03 p.m. and lasted until 5:24 p.m.

Adjournment: There being no further business, the meeting adjourned at 5:25 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

APRIL 16, 1991

The Louisville Free Public Library Advisory Commission met on April 16, 1991, at 4:00 p.m., in the Main Library Board Room.

Present: Dr. Byers, Ms. Dinnen, Mr. Hanley, Ms. B. Miller, Ms. C. Miller, and Ms. Orr. Mr. Brown, Reference and Adult Services; Mr. Hellner, Automation; Ms. James, Children's Services; Ms. Mills, Community Relations; Ms. Roby, Extension Services; Ms. Varble, Business Office; Mr. Weston, Library Broadcasting; Ms. Cobb, Foundation; Ms. Kaukus, City Law Department; Ms. Shadburne, League of Women Voters; Mr. Tedder, County Judge's Office; Ms. Temes, Mayor's Office; the Director and Assistant Director also attended.

Absent: Ms. Goldberg, Mr. Reeves, Ms. Telford, excused absence.

Mr. Hanley presided.

Minutes: The minutes of the March 19, 1991, meeting were approved as distributed.

Finance Committee: Ms. Orr reported the Committee had met and was reviewing the format of the monthly reconciliation statement.

Ms. Henderson reported the FY 92 budget request had been submitted and

informational meetings had taken place with both the City and the County.

Planning Committee: Ms. B. Miller reported the Committee had met to discuss the KPMG Peat Marwick report and recommended the approval of the report by the Commission. The Commission approved the report.

Ms. Orr moved that Ms. Henderson write the Friends, thanking them for their participation in the Library Renewal Plan. Mrs. C. Miller seconded the motion, which passed. Mr. Hanley thanked Ms. B. Miller for her work.

Ms. Dinnen requested Commission members contact Ms. Henderson concerning arranging a date for training in Commission member responsibilities.

Library Broadcasting Committee: Ms. Orr reported that a meeting had been scheduled for April 30, 1991.

Mr. Weston reported the spring membership drives were doing well.

Continuing Education Committee: Mr. Hanley reported on the work of library support groups: Foundation, Friends, and Advocates. He noted the Foundation was activated in 1986 and had raised over \$6,000,000 in pledges for an endowment dedicated to purchase books and materials for the main library adult collections. The money is a supplement to other funds and is not replacement money.

Mr. Hanley also stated the Friends supplied many volunteers to the library. Two of their primary activities were the Author's Dinner and

conducting used book sales. He also indicated the Advocates were a support group for the radio stations, assisting in fund raising and underwriting.

Chairman's Report: Mr. Hanley reported ceremonies opening the new Okolona Branch Library were well attended and community interest in and support of the branch was very evident.

Mr. Hanley then called on Ms. Cobb for a report. Ms. Cobb informed the Commission that the Foundation had been approached by Storer Cable with a proposal to make available a significant number of 30-second spots and six 30-minute programs to be used to promote and explain the Library and its services. Mr. Hanley requested Ms. Henderson review scripts in detail and also circulate them to Commission members for comment. Mr. Hanley also referred the matter to the Planning Committee to discuss topics to be covered in the programs.

Dr. Byers moved that Storer Cable be complemented for their recognition of the Library's needs and making the time available. Ms. Orr seconded the motion, which passed.

Librarian's Report: Ms. Henderson reported the Iroquois Branch expansion was nearing completion and invited Commission members to the May 11, 1991, opening ceremony.

Ms. Henderson then reviewed the monthly service statistical report in detail.

Ms. Henderson also reported the present year's budget was being

reviewed so that all funds would be spent by the end of the fiscal year.

Old Business: Ms. Orr moved the Commission enter executive session to discuss a real estate matter. Dr. Byers seconded the motion, which passed. The executive session began at 5:03 p.m. and lasted until 5:24 p.m.

Adjournment: There being no further business, the meeting adjourned at 5:25 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

MAY 21, 1991

The Louisville Free Public Library Advisory Commission met on May 21, 1991, at 4:00 p.m., in the Director's Office.

Present: Dr. Byers, Ms. Goldberg, Mr. Hanley, and Ms. Orr. Ms. Kaukus, City Law Department; Mr. Tedder, County Judge's Office; Ms. Temes, Mayor's Office; the Director and Assistant Director also attended.

Absent: Ms. Dinnen, Ms. B. Miller, Ms. C. Miller, Mr. Reeves, Ms. Telford.

Mr. Hanley presided. He announced that, since there was no quorum, no action would take place. The following reports were presented.

Minutes: Mr. Hanley suggested an addition to the minutes of the April 16, 1991 meeting. Ms. Henderson indicated the revised minutes would be distributed in next month's Commission packet.

Finance Committee: Ms. Orr indicated the Library had received a revised fee proposal from the Louisville Community Foundation. It will be reviewed and brought back to the Commission for approval.

Planning Committee: Ms. Henderson announced the Committee had met and

discussed various matters.

Library Broadcasting Committee: Ms. Henderson announced the Advocates were planning a fund raiser at the Seelbach.

Continuing Education Committee: Ms. Henderson requested Commission members indicate to her the best time to schedule the seminar on Directorship Training For Non-Profit Boards.

Chairman's Report: Mr. Hanley reported the Iroquois Branch Library dedication ceremonies were a success and had been well attended.

Mr. Hanley also announced the next Commission meeting would be held on June 18, 1991, at Okolona Branch Library.

Librarian's Report: Ms. Henderson announced that WAVE-TV was planning a three part report on the Library, to be aired during the week of June 3, 1991.

Adjournment: The meeting adjourned at 4:20 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

JUNE 18, 1991

The Louisville Free Public Library Advisory Commission met on June 18, 1991, at 4:00 p.m., at the Okolona Branch Library.

Present: Dr. Byers, Ms. Dinnen, Ms. Goldberg, Mr. Hanley, Mr. Jenkins, Ms. B. Miller, Ms. C. Miller, and Ms. Orr. Ms. Kaukus, City Law Department; Mr. Tedder, County Judge's Office; Ms. Shadburne, League of Women Voters; the Director and Assistant Director also attended.

Absent: Ms. Telford, excused absence.

Ms. Orr opened the meeting. Mr. Hanley Presided.

Minutes: The minutes of the April 16, 1991, and May 21, 1991, were approved as distributed.

Mr. Hanley entertained a motion to excuse the April 16, 1991 absences of Ms. Goldberg, Mr. Reeves, and Ms. Telford; and the May 21, 1991 absences of Ms. Dinnen, Ms. B. Miller, Ms. C. Miller, Mr. Reeves and Ms. Telford. Ms. Orr so moved. Dr. Byers seconded the motion, which passed.

Finance Committee: Ms. Orr reported the Committee would meet in July to review the revised fee proposal from the Louisville Community

Foundation.

Planning Committee: Ms. B. Miller reported the Committee met and heard a presentation on marketing the library by Judah Thornewill.

Library Broadcasting Committee: Ms. Goldberg reviewed the City and County capital budget requests for \$66,000, each, to replace the transmitters. The City has recommended approval of their portion, contingent on it being matched by another source by June 30, 1992. The County has not included a like amount in its proposed budget. Ms. Goldberg indicated that it was commission policy to decide how to obtain matching funds.

Continuing Education Committee: Ms. C. Miller reported on Judah Thornewill's presentation on marketing. He indicated the library was in competition with the media, with other sources for books, and a wide range of electronic communications methods. In order to successfully market the library it is first necessary to find out what the consumer wants so that the library can be more pro-active. Marketing must be aggressive. Newspaper advertising and telemarketing are approaches which can be used effectively.

Commission members discussed and endorsed the idea of taking on the project of contacting by telephone a sampling of patrons who have not used the Library within the year. Mr. Hanley requested the Director develop questions to be asked and a list of such patrons to be contacted.

Chairman's Report: Mr. Hanley expressed his appreciation for the

Okolona community's support of the branch. He indicated that completion of the landscaping and paving the parking lot would take place when the weather was favorable.

Mr. Hanley reported the citizen's committee investigating options for securing library funding in the future would meet again on June 25. He indicated the need for a board meeting for a planning session to be held in late June.

Mr. Hanley also reviewed the status of the Library's budget request.

Librarian's Report: Ms. Henderson reported that Alderman Barbara Gregg was offering a \$100,000 challenge grant to purchase books for Bon Air Branch Library.

Ms. Henderson also called attention to the special summer reading program taking place at housing authority sites. The program is underwritten by a Norton Foundation Grant.

New Business: Mr. Hanley suggested Commission members hold a board meeting for a planning discussion session at his home on June 25, 1991, at 6:00 p.m.

Adjournment: There being no further business, the meeting adjourned at 4:50 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

JUNE 27, 1991

The Louisville Free Public Library Advisory Commission met on June 27, 1991, in a called meeting at 6:00 p.m., at 1135 Cherokee Road.

Present: Ms. Dinnen, Ms. Goldberg, Mr. Hanley, Ms. B. Miller, and Ms. Orr. Ms. Cobb, Library Foundation; the Director and Assistant Director also attended.

Absent: Dr. Byers, Mr. Jenkins, Ms. C. Miller, and Ms. Telford.

Mr. Hanley presided.

Ms. Henderson reviewed the City and County funds which had been appropriated to the Library for 1991/92 fiscal year.

Ms. Henderson announced the limit on the number of items which can be checked out by a patron was being changed to 50 items. The Planning Committee will review the possibility of further changes in the limit at it's next meeting.

After discussion, August 20, 1991, was chosen as the date to schedule the seminar on Directorship Training for Non Profit Boards. Ms. Henderson will pursue the matter.

A general discussion followed concerning the Library and planning for the future.

Adjournment: There being no further business, the meeting adjourned at 8:10 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

JULY 16, 1991

The Louisville Free Public Library Advisory Commission met on July 16, 1991, at 4:00 p.m., at the Iroquois Branch Library.

Present: Dr. Byers, Ms. Dinnen, Mr. Hanley, Mr. Jenkins, Ms. B. Miller, Ms. C. Miller, and Ms. Orr. Mr. Brown, Reference and Adult Services; Ms. James, Children's Services; Ms. Roby, Extension Services; Ms. Varble, Business Office; Mr. Weston, Library Broadcasting; Ms. Kaukus, City Law Department; Mr. Tedder, County Judge's Office; Ms. Temes, Mayor's Office; Ms. Shadburne, League of Women Voters; the Director and Assistant Director also attended.

Absent: Ms. Goldberg and Ms. Telford, excused absences.

Mr. Hanley Presided.

Minutes: The minutes of the June 18, 1991 meeting were approved as distributed.

Mr. Hanley entertained a motion to excuse the absences of Ms. Golderg and Ms. Telford, for the reason they were both out of town. Ms. Dinnen so moved, Ms. B. Miller seconded the motion, which passed.

Finance Committee: Ms. Orr reported the Committee had met and discussed the Louisville Community Foundation proposal on handling restricted funds. A final proposal is forthcoming and will be reviewed at the next meeting.

Ms. Orr also reported staff recommended the employment of a collection agency for the return of overdue books and a request for proposal was being written. A collection agency report software program would also be purchased. Ms. Orr announced the Library Foundation would make available \$300,000 for Main Library materials in FY 92 and renovation plans for the Main Library Staff Lounge area were being developed.

Ms. Orr invited all Commission members to attend a meeting on July 19, 1991, with PARC staff to obtain information on operation of the future parking lot. The goals of the lot are to provide parking for patrons of the Library, not to compete with other lots in the area, and to generate enough funds to maintain the lot.

Planning Committee: Ms. B. Miller reported the Committee had met to review the plan of service which the Citizens for Literacy would submit to Fiscal Court. After a review of various changes, the Commission unanimously approved the Committee's recommendation to endorse the plan.

Ms. Miller reviewed the Committee's recommendation that the maximum number of items a patron could have checked out be limited to 25. Patrons would also be requested to check out only 5 books at one time. Special allowances would be made for teacher's collections. After discussion, the

Committee recommendation was approved.

Library Broadcasting Committee: Ms. Orr reported the use of a 900 telephone number for an "Adopt a CD" promotion would be tried for four weeks as a new fund raising technique.

Ms. Orr reported the Committee would begin the campaign to obtain matching funds for the City's equipment grant after November 5, 1991.

Mr. Hanley announced that WAVE staff had been approached concerning a possible gift of space on the WAVE tower for the Library's two stations' antennas.

Ms. Henderson announced Bellarmine College was returning the Library's radio archives. The University of Kentucky has agreed to add them to their broadcasting archive which has recently been established as a statewide repository.

Continuing Education Committee: Ms. B. Miller reported on the Technical Services Department. She noted the volume of materials order, received, cataloged, and processed. Acquisitions procedures were automated last year and serials will be automated in the current year. The time taken to process materials has been reduced.

Chairman's Report: Mr. Hanley requested the Commission's feelings concerning Ms. Telford's letter of June 24, 1991, offering to resign. The consensus of the Commission was that Mr. Hanley contact Ms. Telford and

request her to remain on the Commission.

Mr. Hanley also reviewed the coverage which the Library has received in the media during the month.

Librarian's Report: Ms. Henderson announced that Alderman Kleier had made funds available for roof repair and landscaping at Iroquois and Alderman Gregg has made a \$100,000 challenge grant for Bon Air books. The Lincoln statue will be cleaned and refurbished in August, funded by the City's outdoor art project. The Speed Museum will pick up the statue of Hebe next week for repair and restoration, funded by the Speed Museum.

Ms. Henderson also announced that Barbara Pickett Frey was retiring August 31, 1991, after 36 years of service.

Ms. James reported Summer Reading participation was up, as indicated by registrations and completions. August 30, 1991, will be Summer Reading night at the Redbirds baseball game.

New Business: Dr. Byers requested Mr. Hanley, on behalf of the Commission, write the Mayor and the County Judge ^{thanking them} for their support of the Library.

Adjournment: There being no further business, the meeting adjourned at 5:05 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

AUGUST 20, 1991

The Louisville Free Public Library Advisory Commission met on August 20, 1991, at 3:30 p.m., in the Main Library Board Room.

Present: Ms. Dinnen, Ms. Goldberg, Mr. Hanley, Mr. Jenkins, Ms. C. Miller, Ms. Orr, and Ms. Telford. Mr. Brown, Reference and Adult Services; Ms. James, Children's Services; Ms. Roby, Extension Services; Ms. Varble, Business Office; Mr. Weston, Library Broadcasting; Ms. Biemer, City Law Department; Ms. Downing, County Physical and Environmental Services; Ms. Herron, City Law Department; Ms. Holland, Courier-Journal; Ms. Shadbourne, League of Women Voters; Mr. Tedder, County Judge's Office; the Director and Assistant Director also attended.

Absent: Ms. B. Miller and Dr. Byers.

Mr. Hanley Presided.

Minutes: Mr. Jenkins offered an amendment to the minutes of the meeting of July 16, 1991, which clarified that Mr. Hanley would write the Mayor and County Judge thanking them for their support of the library. Ms. Orr moved approval of the minutes, as amended. Ms. Dinnen seconded the motion, which passed.

Mr. Hanley entertained a motion to excuse Ms. B. Miller's absence for reason of illness. Ms. Orr so moved, Ms. C. Miller seconded the motion, which passed.

Finance Committee: Ms. Orr announced the meeting with PARC representatives had been changed to August 23, 1991.

Ms. Orr introduced the May 20, 1991 letter of Blaine A. and Cornelia W. Guthrie, donating Pioneer II mutual funds to the Louisville Free Public Library Foundation, to establish the Beth Guthrie Memorial Book Fund for the Middletown Branch. See Annex A. Since the Library Foundation is not set up to handle gifts designated for specific purposes, Ms. Orr moved the Library accept the Guthrie gift from the Library Foundation. She further moved the gift be transferred back to the Library Foundation for investment, pursuant to the policy adopted by the Board in 1986. The stock will be sold and the proceeds invested by the Library Foundation with the Louisville Community Foundation as part of the Library's Designated Restricted Fund #3. Mr. Jenkins seconded the motion, which passed.

Planning Committee: Ms. Goldberg introduced a resolution honoring Mrs. Barbara Pickett Frey for her 36 years of valued service to the Library. See Annex B. Ms. Orr moved passage of the resolution, Ms. Telford seconded the motion, which passed.

Library Broadcasting Committee: Ms. Goldberg announced the Committee would meet in September and review the long range plan.

Continuing Education Committee: Ms. Telford Reported on library programs at public housing sites. See Annex C.

Chairman's Report: Mr. Hanley reported on the County hearing concerning the library taxing district, held on August 19, 1991 and the Citizen's for Literacy training session held on August 15, 1991.

In response to questions, Ms. Henderson indicated that the collection agency services request for proposal was being reviewed by the City Law Department. Ms. Henderson also indicated there has been some criticism and also praise of the change in the book limit.

Librarian's Report: Ms. Henderson introduced Ms. Bonnie Biemer and Ms. Shawn Herron who have recently been assigned to the Library by the City Law Department. They replace Gail Kaukas who has been assigned other duties.

Ms. Henderson announced that staff have begun customer service training, as part of the ongoing emphasis on customer service values and skills.

Ms. Henderson also called attention to the new door count sheet included in the monthly report. Based on July figures, over 2,000,000 people will use the library this fiscal year.

New Business: Ms. Dinnen announced the September 8, 1991, Hardscuffle Jack Daniels-Old Forrester Polo Challenge. Proceeds from the event go to the Advocates for the benefit of WFPK and WFPL.

Adjournment: There being no further business, the meeting adjourned at
4:09 p.m.

12901 Urton Lane
Middletown, Kentucky 40243

May 20, 1991

Louisville Free Public Library Foundation
301 York Street
Louisville, Kentucky 40203

We have instructed Pioneer II (a mutual fund of Boston) to transfer our account number 002 0962 291660 to the Foundation.

It is our desire that the income from this transaction, both dividends and capital gains, be used by the Middletown Branch to purchase children's books, tapes, records or special activities in memory of our daughter, Elizabeth Wetherby (Beth) Guthrie.

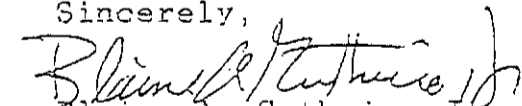
We request that a complete set of A. A. Milnes' Winnie-the-Pooh books be available in the children's collection, as long as these are available as books-in-print.

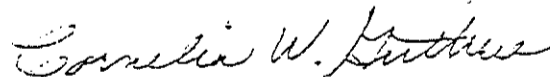
It is possible that additional gifts to this fund will be available from time to time. We request that these be donated to the "Beth Guthrie Memorial Book Fund" but, of course, variations of this name may be used. These donations should be added to the capital, with income used as outlined above.

We request that whenever possible, the purchases be marked with a book plate, noting the source of the item. We will provide these bookplates to the library as long as possible. After that time, we ask that they be printed and paid for from the "Beth Guthrie Memorial Book Fund".

It is understood that sometime in the future your Foundation may want to sell these shares to purchase another investment. This is permissible with us but we would like for the income of such investments to be used as outlined above. Further, it is possible that the Middletown Branch may be discontinued. In this event, we would like the income to be used to purchase children's books for the Library.

Sincerely,


Blaine A. Guthrie, Jr.


Cornelia W. Guthrie

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

RESOLUTION HONORING BARBARA PICKETT FREY

WHEREAS, Barbara Pickett Frey has fostered in children a life long interest in reading as Children's Librarian at Western Branch Library for three years; and

WHEREAS, Barbara Pickett Frey has served with distinction in the quest to provide timely and accurate information to the citizens of Louisville and Jefferson County as Librarian, Coordinator, and Manager of Main Reference and Adult Services for twenty-two years; and

WHEREAS, Barbara Pickett Frey has been committed to improve the quality and timeliness of the Library's collections through her work as Bibliographer for five years; and

WHEREAS, Barbara Pickett Frey created and developed the Library's premier publication Book Paths; and

WHEREAS, Barbara Pickett Frey has served diligently to improve library services at the local, state, and national levels through her involvement with professional organizations; and

WHEREAS, Barbara Pickett Frey has unstintingly provided assistance, counsel, and inspiration to her fellow staff members; and

WHEREAS, Barbara Pickett Frey has given the best of herself to the Louisville Free Public Library and the citizens of Louisville and Jefferson County for over thirty-six years; now, therefore be it

RESOLVED, That the Advisory Commission does honor Barbara Pickett Frey and recognize her lengthy and outstanding service to the Louisville Free Public Library and the community at large; and be it further

RESOLVED, That a copy of this resolution be presented to Barbara Pickett Frey.

Adopted unanimously by:
Louisville Free Public Library Advisory Commission
August 20, 1991

LOUISVILLE FREE PUBLIC LIBRARY
PUBLIC HOUSING AND THE LIBRARY

As with all worthy efforts there is a history. And so it is with the Libraries relationship and involvement with services in public housing sites.

Beginnings

Early in the 1970's programs were developed to provide services in several of the public housing sites in Louisville. These were to be "reading centers" staffed with volunteers at each of the designated centers. The program was designed to make books available to encourage reading and establish reading programs in these particular areas of the community. Staff from the Library took the initiative to organize the program, recruited neighborhood volunteers, and communicated the programs establishment to the neighborhood.

However, after an established period of time and appropriate evaluation these particular programs were found to be less than effective. The primary reasons were the lack of support from the community it was designed to serve - the children - compounded by the need for communication, encouragement, and the long term development of a conscious need for such a service. Lack of adequate staff time finally overcame the high hopes for this particular phase of children's programming in public housing sites.

PHASE TWO

The awareness of the value of this beginning effort and the commitment of Library staff moved this initial project into a second phase. With recognition that children in housing sites were enrolled in nearby day care centers, staff organized pre-school storytimes on a bi-monthly basis at four locations:

Part Duvalle Day Care Center in the Harris Housing
Baptist Center Day Care in the Lang area
Algonquin Pre-school in the LaSalle area, and
Parkhill

In addition there is a pre-school program at Iroquois Homes Day Care at least twice during the year.

PHASE TWO PLUS

Along with these programs the Library received a \$5,430.00 Reading Is Fundamental (RIF) grant to purchase books and distribute them during the summer at five RIF sites:

Iroquois
LaSalle
Harris
Clarksdale
Parkhill

Reading Is Fundamental is a non-profit, independent government agency dedicated to giving free books to children to encourage the value of books and reading as fundamental to learning.

The RIF grant requires a 3 to 1 match on the part of the

recipient, therefore the cost of this program to the Library is \$1,800.00. The Library is unique among RIF recipients in being a public library with a summer reading program and in serving Housing Authority sites. Last summer the Library distributed 4,000 books to 1,000 children. In this program children choose their books and became owners of their own small libraries.

AND THEN THE NORTON GRANT

Along with the storytimes and the RIF program is one other new program funded by a grant from the Norton Foundation which enhances the RIF program. In the five sites selected for the RIF book distribution program the Library this year, was enabled to hire two employees for the summer to provide weekly reading programs, distribute books and run the Summer Reading program. One of the staff is a school teacher. This new program has possibilities for the future development of library services if the Norton Foundation continues the grant for another year and/or until stable, effective library funding is established.

GENERAL COMMENTS

These programs are highly supported by Karen James, Director of Children's Services, as commendable efforts for the building of future programs. These beginnings may be sufficient, however, they have possibilities for the future of the Children's Services if funding is provided and adequate Library staffing can be combined with vision and initiative to meet broader community needs in the next decade.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

SEPTEMBER 17, 1991

The Louisville Free Public Library Advisory Commission met on September 17, 1991, at 4:00 p.m., in the Main Library Board Room.

Present: Dr. Byers, Mr. Hanley, Mr. Jenkins, and Ms. C. Miller. Mr. Brown, Reference and Adult Services; Mr. Hellner, Automation; Ms. James, Children's Services; Ms. Mills, Community Relations; Ms. Roby, Extension Services; Ms. Varble, Business Office; Mr. Weston, Library Broadcasting; Ms. Herron, City Law Department; Ms. Holland, Courier-Journal; Ms. Shadbourne, League of Women Voters; the Director and Assistant Director also attended.

Absent: Ms. Dinnen, Ms. Goldberg, Ms. B. Miller, Ms. Orr, and Ms. Telford.

Mr. Hanley presided. He announced that, since there was no quorum, no action would take place.

Minutes: Approval of the minutes of the August 20, 1991, meeting was deferred to the October meeting.

Finance Committee: The Committee had not met. Mr. Hanley reported discussions with the Louisville Community Foundation had resolved questions

concerning the Library's Restricted Funds.

Planning Committee: The Committee met. No actions were taken.

Library Broadcasting Committee: Mr. Weston reviewed the summary report of Broadcasting's current long range plan. He announced staff would construct a new long range plan, to be submitted to the Committee and Commission in the Spring of 1992. Mr. Weston noted the stations' Arbitron ratings were up for the Spring 1991 quarter. The WFPL poster by Julius Friedman won a printing award and will be included in a Graphis publication.

Continuing Education Committee: Mr. Hanley reported on the creation and services of the Main Library's Business Center; the Center now has its own work station, with improved signage, which has improved organization and accessibility. Access to information sources such as periodicals, census materials, and patents is provided by CD-ROM and other indexes. Staff have developed contacts with the business community and organizations servicing the business community in order to publicize the services and ensure the services provided are what is needed.

Chairman's Report: Mr. Hanley reported on the success of the Citizens For Literacy campaign activities.

Librarian's Report: At Ms. Henderson's request, Ms. Mills reviewed customer service training programs which have been held and explained the function of the Library's Mission Statement which will be posted in each

agency for public and staff. The December Staff Development Day will continue the focus on customer service.

Ms. Mills also announced a press conference on Thursday, September 19, 1991, at which Archbishop Kelly will present books to the Library, purchased as part of the Catholic school system's Pennies For Pages campaign. Student posters will also be displayed at various locations.

Adjournment: The meeting adjourned at 4:35 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

OCTOBER 15, 1991

The Louisville Free Public Library Advisory Commission met on October 15, 1991, at 4:00 p.m., in the Main Library Board Room.

Present: Dr. Byers, Ms. Dinnen, Mr. Hanley, Mr. Jenkins, Ms. C. Miller, and Ms. Orr. Mr. Brown, Reference and Adult Services; Ms. Hoste, Administrative Office; Ms. Mills, Community Relations; Ms. Roby, Extension Services; Ms. Varble, Business Office; Mr. Weston, Library Broadcasting; Ms. Herron, City Law Department; Ms. Shadbourne, League of Women Voters; Ms. Temes, Mayor's Office; Mr. Tedder, County Judges Office; the Director and Assistant Director also attended.

Absent: Ms. Goldberg, Ms. B. Miller, and Ms. Telford.

Mr. Hanley presided.

Minutes: The minutes of the September 17, 1991 meeting were approved as distributed.

Mr. Hanley entertained a motion to excuse Ms. B. Miller's and Ms. Goldberg's absence. Ms. Orr so moved, Ms. C. Miller seconded the motion, which passed.

Finance Committee: Ms. Orr stated that the reports for the property at Third and York Streets showed no underground storage tanks. The cost for asbestos removal would be \$6,100.00. Ms. Henderson clarified that this was not a total cost but a cost of immediate removal. Ms. Orr also reported that Mr. Brown had applied for a MURL grant to establish a Local Area Network for CD-ROM based information services. Mr. Brown explained how a Local Area Network would improve services.

Planning Committee: The Committee had not met.

Library Broadcasting Committee: The Committee had not met.

Continuing Education Committee: No report.

Chairman's Report: Mr. Hanley reported on the Libraries in Charlotte, North Carolina where he had visited.

Mr. Hanley also reported on the activities of the Citizens for Literacy Campaign and the debate programs he has participated in.

Librarian's Report: Ms. Henderson reported that staff from the Nashville library were visiting October 15th. The Louisville Free Public Library was chosen as one of four libraries to visit in order to investigate automation systems. The Nashville library is not yet automated and is checking into the possibilities of becoming so.

Ms. Henderson also reported on the press conference that was held to

announce the displays featuring "Library of the Future." These examples, developed by citizens groups at each location, show the branch community what could be available.

Ms. Henderson then reported on systemwide circulation figures for the quarter. Both circulation and registered users increased from last year. The effect the new limits had on the number of books borrowed will continue to be monitored for its effect on circulation of materials.

Ms. Henderson reported that the Summer Cool program took place at Shelby and Western branches with funding provided by Aldermen Magre and Richardson.

New Business: Mr. Hanley entertained a motion that the Commission thank library staff members for volunteering their services to open the Library system on November 3, 1991. The Commission so moved and passed. Mr. Hanley recommended that the Commission meet at the Valley Station branch in December. Mr. Hanley announced a press conference would be held the day after the election to answer questions the press may have.

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

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

NOVEMBER 19, 1991

The Louisville Free Public Library Advisory Commission met on November 19, 1991, at 4:00 p.m., in the Main Library Board Room.

Present: Dr. Byers, Mr. Hanley, Mr. Jenkins, Ms. C. Miller, Ms. B. Miller, and Ms. Orr; the Director and Assistant Director.

Absent: Ms. Dinnen, Ms. Goldberg, and Ms. Telford.

Mr. Hanley presided.

Minutes: The minutes of the October 15, 1991 meeting were approved as distributed.

Mr. Hanley entertained a motion to excuse the absence of Ms. Dinnen, Ms. Goldberg, and Ms. Telford. Dr. Byers so moved, Ms. B. Miller seconded the motion, which passed.

Finance Committee: Ms. Henderson reported on behalf of Ms. Orr that the Nettleroth Foundation had approved a grant to the Library, in the amount of \$4,000.00, to purchase French and Spanish books and books about computers. Ms. B. Miller moved the Library accept the grant funds. Ms. C. Miller seconded the motion, which passed.

Ms. Henderson reviewed immediate fundraising needs of both Library and Library Broadcasting. See Annex "A".

Planning Committee: The Committee had not met. A meeting is scheduled for December 3, 1991.

Library Broadcasting Committee: The Committee had not met. A meeting is scheduled for December 11, 1991.

Continuing Education Committee: No report.

Chairman's Report: Mr. Hanley introduced Ms. Dianna Knight, co-chair of Voice Of Taxpayers Everywhere and Ax-The-Tax. Ms. Knight requested the Commission review the use, which had been reported to her, of Library premises for meetings, press conferences, and displays in support of the Library referendum. It was her opinion these activities were in conflict with printed Library policies.

Mr. Hanley referred the matter to the Planning Committee to discuss at their next meeting and report back to the full Commission in December.

Mr. Hanley stated the Mayor's office had charged the Commission to form a citizen's panel to come up with new alternative initiatives for providing library service to the community. Mr. Hanley requested Ms. B. Miller, Ms. Dinnen, Mr. Jenkins and Ms. Orr to form a committee to develop recommendations for establishing the citizen's panel. Included would be a list of panel members, a calendar, and procedures for soliciting opinions

from citizens of the City and County at large. The Committee is to report its findings at the December meeting.

Mr. Hanley then publicly thanked all the people who volunteered for taking time from their regular schedules to assist in the efforts of the campaign.

Librarian's Report: Ms. Henderson reminded the Commission December 13, 1991, is Staff Development Day and the Library will be closed. The theme is "Customer Service." The first annual Kammerer Award for Branch Library Service and the first annual Frey Award for Main Library Service will be presented. Certificates of recognition for years of service will also be presented.

Ms. Henderson also reminded the Commission that the December meeting will be held at the Valley Station Branch Library.

Adjournment: There being no further business the meeting adjourned at 4:37 p.m.

Annex "A"

LOUISVILLE FREE PUBLIC LIBRARY
INTEROFFICE MEMORANDUM

TO: Library Advisory Commission
FROM: Monica Orr,
Chairman, Finance Committee
DATE: November 15, 1991
RE: Fundraising

=====

The Finance Committee discussed fundraising needs at its November 14th meeting.

We want you to be aware of several immediate fundraising needs.

1. \$100,000 Bon Air Challenge Grant - Alderman Barbara Gregg
2. \$61,300 Broadcasting Transmitter Challenge Grant - City
3. \$14,160 Broadcasting Equipment Challenge Grant - City

In Addition 1) we have a potential need for matching funds for a public relations campaign; 2) The Friends of the Library Author Dinner, to be held in February, will need to coordinate fundraising efforts with the above projects.

The Finance Committee will discuss these needs with Reba Cobb, Executive Director of the Library Foundation, to secure the assistance of the Foundation in these projects.

HH 4:61:MLH

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

DECEMBER 17, 1991

The Louisville Free Public Library Advisory Commission met on December 17, 1991, at 4:00 p.m., at the Valley Station Branch Library.

Present: Dr. Byers, Ms. D. Dinnen, Mr. Jenkins, Ms. B. Miller, Ms. C. Miller, and Ms. Orr; the Director and Assistant Director.

Absent: Ms. Goldberg, and Mr. Hanley.

Ms. Orr presided.

Minutes: The minutes of the November 19, 1991 meeting were approved as distributed.

Ms. Orr entertained a motion to excuse the absence of Ms. Goldberg, and Mr. Hanley. Dr. Byers so moved, Ms. C. Miller seconded the motion, which passed.

Finance Committee: Ms. Orr reported that the final distribution of the Sophie Albert bequest had been received; the Norton Foundation offered the Louisville Free Public Library an unsolicited grant in the amount of \$15,000.00; and the Library was designated to receive 35% of the remaining funds from the City of Readers program, which had disbanded. The City of

Readers funds are designated for the Library's Summer Reading/RIF program.

Ms. Orr moved that the Library accept the final distribution of the Sophie Albert bequest, placing the funds in the Library's undesignated account with the Louisville Community Foundation; funds from the Norton Foundation and City of Readers be placed in the Library's designated account with the Louisville Community Foundation. Dr. Byers seconded the motion, which passed.

Planning Committee: Ms. B. Miller reported on the Committee's review of Ms. Dianna Knight's concerns about the use of Library facilities during the campaign. The Committee found no violation of the policy and procedure guidelines. The guidelines set out in the Policy and Procedure manual are for the use of outside community groups. Ms. Miller noted clarifications to section "C. General Administration, 3. Meeting Room Use by Community Groups, A. General Statement" of the policy statement. (See Annex "A".) Ms. Herron, City Law Department, will review the response to Ms. Knight.

Library Broadcasting Committee: Ms. Orr reported on the Radio Days Fall Membership Drive. The station raised approximately \$106,210.00 through on-air and quiet campaigns for both stations.

Ms. Orr also reported that the WD Mattingly Education Centers proposed to broker time on WFPK. The Committee denied the proposal.

Ms. Orr further reported that Mr. Weston was given authorization to register the service mark "First Choice For News" for WFPL. The cost of

registration will be under \$500.00.

Ms. Orr also reported the Committee had agreed that Mr. Weston defer completion of the Long Range Plan revision from March until June, 1992. Ms. Henderson reported that staff from the Kentucky Center for the Arts and WFPK would be investigating the possibility of cooperative programming and fundraising which would maximize the station's presence in the community. The priority of the plan is still to upgrade the tower for maximum broadcasting service.

Ms. Orr circulated the Committee's response to Mr. Mark Webster, President of Friends of the Library, in regards to his column "Presidentially Yours." (See Annex "B".)

Continuing Education Committee: No report.

Chairman's Report: No report.

Librarian's Report: Ms. Henderson reported that on Staff Development Day the Florinne Kammerer Branch Service Award was presented jointly to Ms. Tyler Taylor of the Jeffersontown Branch and Ms. Cheryl Jones of the Eline Branch. The Barbara Pickett Frey Main Library Service Award was presented to Ms. Wanda Segó of Physical Facilities. Employees with five or more years of service, in increments of five years, were presented with Service Awards.

Ms. Henderson also reported on the group Visitours, who offered an

African American Historic and Cultural tour. This tour includes the Western Branch Library as the city's first public library for blacks.

Ms. Henderson introduced Ms. Rebecca Miller, head librarian of the Valley Station Branch who answered question concerning the branch.

New Business: Ms. Henderson reported the Library has been looking at a collection agency for recovering overdue fines. Ms. Dinnen moved that the Commission pursue a contract. Dr. Byers seconded the motion, which passed. The Finance Committee will review the final agreement with the collection agency.

Old Business: Ms. Orr reported on the Mayor's charge that the Commission form a Citizens Panel to make recommendations on the Library's future. The Citizens Panel will be established in early January, 1992. The Panel is scheduled to work through February. The panel's recommendations will be presented to the Commission.

Adjournment: There being no further business the meeting adjourned at 4:37 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

M E M O R A N D U M

TO: Library Advisory Commission
FROM: Barbara Miller
Planning Committee
DATE: December 9, 1991
RE: Meeting Room Policy

=====

Attached is a copy of the Library's meeting room policy. Clarifications have been added under the "General Statement" section. The committee does not believe a vote of the Commission is required for these clarifications.

Specifically, the committee reviewed the meeting room policy following a complaint from Ms. Dianna Knight that the libraries were used during the library district campaign for meetings and activities in support of the campaign. The committee noted that the policy clearly states in its heading that it applies to use by community groups, as opposed to the Library itself. There was also no record that groups opposed to the library district ever requested or were denied use of the meeting rooms during the campaign. These facts combine to make the complaint unfounded in our judgement.

We have also requested an opinion from the City Law Department concerning this complaint. The Law Department's response will be provided to you when it is available.

HH 4:93:MLH

C. General Administration 12/91

3. Meeting Room Use by Community Groups

- a. General Statement
- b. Reservations
- c. Fees
- d. Hours
- e. Food
- f. Smoking
- g. Cancellations
- h. Registration of Organization

a. General Statement

The Louisville Free Public Library encourages non-profit, non-political, and non-religious community groups to meet in the Library in rooms designated for this purpose. Teenage and children's groups may meet only when an adult sponsor or leader is present. All meetings will be open to the public, and fees for attendance may not be charged. In no case shall the Library be used by outside organizations for fundraising events, press conferences or similar events.

Organizations may not develop contact or sales lists for follow-up contacts resulting from meetings held in library meeting rooms.

b. Reservations

Reservations for Library meeting rooms must be made well in advance of the meeting. Recurring reservations may be accepted but for no longer than one year at a time. The requesting organization is responsible for contacting the library, in advance, to renew such annual requests.

Main Library meeting rooms are reserved through the Administrative Office.

Branch room arrangements should be made with the Branch Librarian.

c. Fees

No fees are charged for meeting room use, nor may groups charge admission or other fees for attendance at meetings in the public library.

d. Hours

Meetings must take place during the hours the Library is open, and meetings may not be scheduled on days the Library is closed. Exceptions may be made for branch libraries which have separate entrances and exits for the branch auditorium. Arrangements must be made in advance with the branch librarian.

Meetings at the Main Library must be concluded one-half hour before the library's stated closing time.

- C. General Administration 12/91
3. Meeting Room Use by Community Groups (cont.d')
- a. General Statement
 - b. Reservations
 - c. Fees
 - d. Hours
 - e. Food
 - f. Smoking
 - g. Cancellations
 - h. Registration of Organization

e. Set-Up and Clean-Up

All organizations must check with the library concerning furniture/equipment available. All organizations must set up the room themselves, and clean up the room at the end of their meeting. The libraries do not have maintenance or custodial staff to set up or clean up meeting rooms.

f. Food

Food is not permitted, unless prior arrangements have been made.

g. Smoking

Smoking is permitted, providing ash trays are available.

h. Cancellations

The Library retains the right to cancel any reservation granted an outside organization for a Library room. Cancellations may be made in order to use the room for Library purposes, or if an outside group has not followed meeting room policies and guidelines. Whether the Library cancels a reservation or the group itself cancels its reservation, notice should be given well in advance.

i. Registration of Organization

Organizations must have on file in the Louisville Free Public Library Administrative Office a registration form indicating the organization's purpose, intended use of meeting rooms, and organization's contact person (name, address, and telephone number).

LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
LIBRARY BROADCASTING COMMITTEE
M E M O R A N D U M

TO: Mr. Mark Webster
President, Friends of the Library

FROM: Eleanor Goldberg - Chair, Library Broadcasting Committee
Denise Dinnen
Monica Orr

DATE: December 12, 1991

RE: Presidentially Yours Column, Fall 1991

=====

The Broadcasting Committee of the Library Advisory Commission has read your column in the Fall 1991 Friends newsletter. There are several items in point number five of your column which the Committee, at its meeting today, felt should be corrected or clarified:

1. The radio stations cannot be sold, according to FCC regulations, because of their non profit license status.
2. Over 40 years ago, foresighted members of the community realized a library is more than books and magazines. It is a provider of information in all formats and media. In this context, the radio stations do complement the mission and goals of the Library. Both provide information to our diverse community.
3. Both radio stations were established with grants and donations when it was realized that there were more programs and information available then could be aired on one station. It should be noted that the operation of the two stations is closely intertwined with shared staff and equipment. If one station were shut down, expenses would not be cut in half.

Webster
December 12, 1991
Page Two

4. Only \$175,000 of local government funds goes to the support of the radio stations. The rest of their \$778,000 budget comes from grants, underwriting, and memberships designated for the radio stations and not transferrable to Library service. The \$175,000 of government funding is not enough to begin to address the inadequacies of the book budget or the Library in general. In addition, it should be noted that the Library's goal is to make the radio stations self-supporting. This is generally being achieved.
5. The Committee is unclear as to the meaning of your statement that "ironically thousands of people use the Library by listening to the stations." Not only do the stations provide information, they also serve as a public relations tool through the frequent use of the stations' identification which includes the Library name. Programs like Radio Reader, The BBC World of Books, and book reviews by Library staff and others generate library usage.
6. We believe your column had a serious negative effect on staff morale in both the radio stations and the Library as a whole. While your comments are accepted as being your own opinion, the official Forum provided by the "Presidentially Yours" column added significant weight and impact to your personal views.

The Library Broadcasting Committee has only responded to item five, concerning the radio stations. We are requesting Keith Hanley, Chairman of the Library Advisory Commission, to respond to the other items in your column. We invite you to visit our next Broadcasting Committee meeting to discuss issues and facts related to the operation of the stations. If your views do indeed reflect the views of the whole Friends Board, we invite them to participate in this exchange as well.

You and the Friends have been a mainstay of support for the Library in the past. It is the Committee's intent that, through the clarification and exchange of information, this support will continue now and in the future. Your support is most assuredly needed.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

JANUARY 21, 1992

The Louisville Free Public Library Advisory Commission met on January 21, 1992, at 4:00 p.m., in the Board Room of the Main Library.

Present: Dr. Byers, Ms. D. Dinnen, Mr. K. Hanley, Mr. Jenkins, Mrs. C. Lynch, Ms. B. Miller, Ms. C. Miller; the Director and Assistant Director.

Absent: Ms. Goldberg.

Mr. Hanley presided.

Minutes: The minutes of the December 17, 1991 meeting were approved as distributed.

Mr. Hanley entertained a motion to excuse the absence of Ms. Goldberg, Dr. Byers so moved, Ms. C. Miller seconded the motion, which passed.

Ms. Henderson introduced Mr. Ron Bryson, from the Kentucky Department for Libraries and Archives, Kentuckiana Regional Librarian.

Mr. Hanley introduced Mrs. Caroline Lynch, who has been appointed to the Commission to fill the expired term of Ms. Monica Orr.

Finance Committee: Ms. Henderson reported that the Mary and Barry Bingham, Sr. Fund had donated \$15,700 for the purchase of copies of the Encyclopedia Britannica. The Honey Locust Foundation has donated \$1,500 for the purchase of health care and medical materials. Ms. Henderson requested a motion that these funds be accepted. Ms. Dinnen so moved, Ms. B. Miller seconded the motion, which passed. Ms. Henderson also reported the Mary and Barry Bingham, Sr. Fund was making available funds for the study of a proposed partnership between the Louisville Free Public Library and the Kentucky Center For The Arts.

Planning Committee: No report.

Library Broadcasting Committee: Mr. Hanley reported that he was writing a response to Mr. Webster's column "Presidentially Yours."

Continuing Education Committee: Mr. Jenkins reported on Bookmobile, Homebound Services, and the Talking Book Library. Mr. Jenkins noted that Kentucky is the only state that grants funds for the replacement of bookmobiles. The bookmobile serves the elderly throughout the county.

Mr. Jenkins also reported the Talking Book Library serves the public who are blind and/or visually handicapped. It keeps profiles on what its patrons read and circulates, by mail, talking books made available by the Library of Congress. Magazines are also circulated. Funding for much of the service is provided by the Kentucky Department for Libraries and Archives.

The homebound service is responsible for finding volunteers to deliver books to City and County patrons who are not able to come to the Library for materials.

Chairman's Report: Mr. Hanley reported that, in response to the charge from the Mayor and County Judge/Executive, the Citizens Panel had been established and held its first meeting on January 14, 1992. Ms. Tawana Edwards, Vice President of Employee Benefits with Citizens Fidelity Bank, is chair of the Panel, and Ms. Karen Bearden, President of Developmental Systems, Inc., is acting as facilitator.

Mr. Hanley stated that, with the expiration of Ms. Orr's term on the Commission and Mrs. Goldberg's absence throughout the winter months, the Committee Chairs would be changed as follows: Ms. Dinnen to chair the Broadcasting Committee and Dr. Byers to chair the Finance Committee. He asked that Mrs. Lynch be invited to all committee meetings pending her appointment to specific committees.

Mr. Hanley then reported the Library Foundation Board had met. The Foundation will be looking for a new Executive Director. He noted that two members from the Library Commission are represented on this Board. With the expiration of Ms. Orr's term, he invited Mrs. B. Miller to serve as a Commission representative on the Foundation Board. Mr. Hanley added that, although Ms. Orr's term has ended on the Commission, she will continue to work with the Foundation and the Advocates for Library Broadcasting.

Librarian's Report: Ms. Henderson reported that the invitations for

the Author's Dinner had been mailed. All Commission members were invited. Ms. Mary Gordon will be the highlighted author.

The Kentucky Department for Libraries and Archives has been designated the Kentucky Center For The Book. Such centers promote reading and the printed word.

Ms. Henderson noted the first half hour of each Citizens Panel meeting was set aside for public comment. The panel then discusses the task at hand for that night's meeting. Their final recommendations are scheduled to be completed by February 18, 1992.

Ms. Henderson invited the Commission to attend the Citizens Panel meetings.

New Business: There was no new business to report.

Old Business: There was no old business to attend to.

Adjournment: There being no further business the meeting adjourned at 4:39 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

FEBRUARY 18, 1992

The Louisville Free Public Library Advisory Commission met on February 18, 1992, at 4:00 p.m., in the Board Room of the Main Library.

Present: Dr. Byers, Mr. Hanley, Mr. Jenkins, Mrs. Lynch, Mrs. B. Miller, Mrs. Pennington, the Director and Assistant Director.

Absent: Mrs. Goldberg, Mrs. C. Miller.

Mr. Hanley presided.

Mr. Hanley introduced Mrs. Diane Pennington, the new Commission member.

Minutes: The minutes of the January 21, 1992 meeting were approved as distributed.

Mr. Hanley entertained a motion to excuse the absence of Mrs. Goldberg and Mrs. C. Miller. Mrs. B. Miller so moved, Mrs. Lynch seconded the motion, which passed.

Finance Committee: No Report.

Planning Committee: No Report.

Library Broadcasting Committee: Mr. Hanley reported Ms. Orr had requested letters of support be sent to the Public Telecom Facility. The Broadcasting committee has applied to this program for a matching funds grant for the new transmitter. The deadline is March 5th.

Ms. Henderson reported that the initial meeting on the feasibility of a partnership between the Kentucky Center for the Arts and WFPK-FM had taken place.

Mr. Weston then reported that the fall Arbitron ratings had been received and looked very positive. After staff review the results would be distributed. He further added that the fund drive for WFPK is scheduled to begin on March 27th running until April 6th; and WFPL is scheduled to begin on April 10th running until April 20th.

Continuing Education Committee: No Report.

Chairman's Report: Mr. Hanley reported the Citizens Panel continued its deliberations and their report should be presented to the Commission in March.

Mr. Hanley also reported that he had met with Mr. Dennis Riggs, new head of the Louisville Community Foundation, to discuss the library's needs with regard to its gift funds.

Mr. Hanley further reported that the Foundation had empaneled a Search Committee. The Foundation will be seeking an Executive Director with strong fundraising abilities who will develop an overall fundraising plan for the Library and its support groups.

Librarian's Report: Ms. Henderson announced that an inspector from the Federal Government Documents Depository program had visited the Library to observe our program. Mr. Brown reported the Library is a partial depository and receives 38% of the government materials available. The Library passed the mandated inspection.

Ms. Henderson reported that the Friends Author Dinner was scheduled for Saturday, February 22nd. Mary Gordon would be the guest speaker for the dinner.

Ms. Henderson further reported that the Citizens Panel would be meeting at 7:00 p.m. tonight. At the meeting of February 11th, the Technical Panel responded to questions from the Citizens Panel. The Technical Panel would complete its presentations tonight and the Citizens Panel would begin compiling its recommendations. The Citizens Panel may hold an additional meeting in order to complete its report.

Ms. Henderson also reported that Governor Jones had proposed a bill which would increase state aid to \$.53 per capita. The Library currently receives \$277,010 per year. In the first fiscal year, state aid would total \$311,005, with the second year total being \$355,416. Ms. Henderson asked that Commission members address a letter to Governor Jones and the local legislature voicing their support of this bill.

Ms. Henderson also reported that there will be a 1-900 number to call and register support for libraries in March and April, as part of a national campaign sponsored by the American Library Association.

New Business: Mr. Hanley inquired as to the status of coordinating the University of Louisville and Louisville Free Public Library computer systems. Ms. Henderson responded it had been evaluated. It was not to the Library's advantage to use the University's circulation system, because it is not designed to respond to public library needs. However, staff was pursuing linking the catalogs of both institutions. Other cooperative projects, in the areas of interlibrary loans; special collections, and archival materials; were proceeding.

Old Business: Mr. Hanley inquired as to the progress concerning employing a collection agency to pursue overdue accounts. Mr. Garnar responded that a collection agency had been selected. He recommended a collection service fee of \$20.00 per account be approved by the Commission in order to cover attendant collection costs. Dr. Byers so moved. Mrs. B. Miller seconded the motion, which passed.

Mrs. Barbara Miller inquired on the status of the Western Branch African-American Collection. Ms. Henderson replied the initial steps had been completed and a room renovated. A part-time staff member was working on cataloging the microform materials. Grant funds for this project will run out around June 30, 1992. Books of special note in the Western collection need to be separated out for inclusion in the African-American collection.

Mr. Hanley then introduced Mr. Rick Johnstone, Assistant Director for the County's Office of Community Outreach. Mr. Johnstone will be the County liaison to the Library.

Adjournment: With there being no further business the meeting adjourned at 4:50 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

MARCH 17, 1992

The Louisville Free Public Library Advisory Commission met on March 17, 1992, at 4:00 p.m., in the Board Room of the Main Library.

Present: Dr. Byers, Mr. Hanley, Mr. Jenkins, Mrs. Lynch, Mrs. B. Miller, Mrs. C. Miller, Mrs. Pennington, the Director and Assistant Director.

Absent: Mrs. Goldberg.

Mr. Hanley presided.

Mr. Hanley noted that the Advisory Commission packets each contained a copy of the Citizens Panel Recommendations Final Report.

Minutes: The minutes of the February 18, 1992 meeting were approved as distributed.

Mr. Hanley entertained a motion to excuse the absence of Mrs. Goldberg. Dr. Byers so moved, Mrs. B. Miller seconded the motion, which passed.

Finance Committee: Dr. Byers reviewed the reconciliation report and recommended it be accepted.

Planning Committee: Mrs. B. Miller reported that the Planning Committee

plans to have recommendations on the future of the library ready for the Commission by their April 21st meeting. A public forum meeting was tentatively scheduled for April 27th.

Library Broadcasting Committee: Ms. Henderson reported that the matching grant for the new transmitter had been submitted. The committee would be notified in June as to the acceptance of the grant.

Mr. Hanley announced he had appointed Mrs. Pennington and Mr. Jenkins to serve on the Advocates Board as representatives of the Commission.

Continuing Education Committee: No Report.

Chairman's Report: Mr. Hanley recognized visitors from the Crescent Hill Library Friends Group, Mrs. Amy Parker and Mrs. Jane Emke. The group sponsored a petition drive and presented 1,650 names of citizens from the neighborhood who feel this library is vital to the neighborhood and just as important as other branch libraries. The Crescent Hill Friends Group are also sponsoring a matching fundraising effort in the amount of \$171,000. This money would be used to ensure the branch would meet the ADA code and make other improvements.

Ms. Henderson noted that it would take additional staff to maintain a second level. No money had been allocated in the budget for additional staff.

Mr. Hanley reported that the Friends of the Library Author Dinner was a success. Some money had been raised but most importantly, this function heightens the interest in reading and in authors from Kentucky. Mr. Hanley

noted that the Friends of the Library, Ms. Henderson and the library staff are to be congratulated for making this event such a success.

Librarian's Report: Ms. Henderson reported that a designated phone line had been redirected for Dial-in-PAC. This system allows home or business access to the holdings catalog. The only complaints registered at this time were that the line is always busy.

Ms. Henderson further reported that the project to link systems with the University of Louisville was coming to a conclusion. The library's next step would be to submit an upgrade to the budget.

Ms. Henderson also noted that the 1992 Summer Reading Flyer was enclosed in the Commission packet. First National Bank will once again be the sponsor of this program covering Jefferson County and parts of Southern Indiana. Ms. James, Manager of Children's Services reported that a special Summer Reading Outreach program is funded through a Norton Grant and RIF. This year the Louisville Free Public Library staff will present two programs at the Fern Creek volunteer library, to assist with their summer reading program.

Ms. Henderson then reported that a tentative date of April 1, 1992 had been scheduled for the ground breaking for the Bon Air expansion.

New Business: No report.

Old Business: No report.

Adjournment: With there being no further business the meeting adjourned at 4:50 p.m. The Commission convened in Executive session on a personnel matter. The Commission reconvened in open session and adjourned at 6:00 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

APRIL 21, 1992

The Louisville Free Public Library Advisory Commission met on April 21, 1992, at 4:00 p.m., in the Board Room of the Main Library.

Present: Dr. Byers, Mrs. Goldberg, Mr. Hanley, Mr. Jenkins, Mrs. Lynch, Mr. Randy McQueen, Mrs. B. Miller, Mrs. C. Miller, Mrs. Pennington, the Director and Assistant Director.

Ms. Henderson introduced Mr. Randy McQueen, a new city appointment to the Library Advisory Commission. Mr. McQueen is the AFL-CIO liaison to United Way.

Mr. Hanley presided.

Minutes: Mr. Hanley entertained a motion that the minutes of the March 17, 1992 meeting be approved. Dr. Byers so moved, Mrs. B. Miller seconded the motion, which passed.

Finance Committee: Dr. Byers recommended that the reconciliation report be accepted.

All Commission members received a copy of the interim report presented by the Finance and Planning Committees (See appendix "A"). It was noted that two public hearings had been scheduled for response to the report. These hearings will be conducted April 27th, at the Gheens Academy and May 4th, at the Brown

School. Commission members indicated which hearings they would attend.

Planning Committee: Mrs. B. Miller acknowledged and thanked the Planning and Finance Committee members for the work and time that was taken to prepare the interim report. Mrs. B. Miller then reviewed the report.

Mr. Hanley thanked Mrs. B. Miller and Dr. Byers for their commitment of time in preparation of the interim report. Mr. Hanley then asked if the Commission members had any revisions to the interim report.

Ms. Temes clarified the Mayor does not recommend that the Library simply continue to operate in a status quo manner, although the Mayor does not want to close library branches. The Mayor will be scheduling meetings in each branch library in the next few months to hear neighborhood concerns and ideas for improving library services.

Mr. Hanley stated the Commission's intention to distribute a final report at the May meeting after receiving comments at the public hearings.

Library Broadcasting Committee: The Committee will not meet until the feasibility study has been completed.

Gerry Weston, Manager of Library Broadcasting, reported the stations had their best spring drive ever. WFPL raised just under \$69,000 and WFPK raised \$20,000.

Mr. Weston then introduced John Gregory, Development Specialist/Producer.

Mr. Gregory produced the cassette set "Kentucky Voices: A Bicentennial Celebration of Writing." These cassettes are being distributed free to public libraries, colleges and archives throughout the state, funded by Liberty Bank. The cassettes will begin broadcasting on WFPL-FM May 6th.

Chairman's Report: Mr. Hanley reported that the Library Foundation had met April 21st. They were briefed on the interim report. The Foundation voiced it's concern on the Citizens Panel request to them regarding fundraising and the expenditure of principal from the new book endowment. The Library Foundation concurs that funds raised by the Foundation should not be considered a substitute for City/County support. As far as substantial fundraising, the Foundation has concerns about what can realistically be accomplished from the same givers considering it's recent successful efforts.

The Foundation Director Search Committee has selected four final applicants out of one-hundred applicants for the Executive Director position of the Library Foundation. They expect interviews to be conducted the week of May 11th. They anticipate the placement of the new Director by early June.

Mr. Hanley then brought the attention of the Commission to a letter presented by Ms. Shadbourne from the League of Women Voters (See annex "B"). This letter is being sent to the Courier Journal in support of the Library. Mr. Hanley then thanked the League of Women Voters for their assistance and support throughout the last six years.

Librarian's Report: Ms. Henderson reported that the statistics have continued to show a decline. Middletown and Okolona are the only two branches

with increases. It is felt that the increase at Okolona is due to the new and larger location.

Ms. Henderson reminded the Commission that the Library will be closed on Saturday, May 2nd, Derby Day. This is not a holiday for the employees, schedules are rearranged.

New Business: Dr. Byers recommended that staff members may provide valuable assistance by attending specific committee meetings as requested. It may not be necessary for departmental staff to attend Advisory Commission meetings.

Mr. Hanley asked Ms. Henderson to consider this possibility and respond at the next meeting.

Old Business: Ms. Henderson reminded the Advisory Commission that the Citizens Panel requested they be kept informed of the final decision on the Citizen Panel report. Ms. Henderson asked the Commission to consider a meeting to brief Panel members on the final outcome and answer any questions they may have.

Adjournment: With there being no further business the meeting adjourned at 4:45 p.m.

D R A F T R E P O R T

PRESENTED TO

THE LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION

PREPARED BY THE
PLANNING AND FINANCE COMMITTEES

RECOMMENDATIONS
FOR
THE FUTURE OF
THE LOUISVILLE FREE PUBLIC LIBRARY

April, 1992

STATEMENT

In January, 1992, the Library Advisory Commission appointed a Citizens Panel to study the resources and services of the Louisville Free Public Library, and to make recommendations for future direction for the Library.

The Panel issued its report in March, 1992.

The Planning and Finance Committees of the Library Advisory Commission have carefully studied the recommendations made by the Citizens Panel. We commend the Panel members for their thoughtful report. We asked them to perform considerable, difficult work in a short time period; their report reflects an understanding of the issues based upon careful consideration and discussion of the information they received.

The Planning and Finance Committees have drafted recommendations based on the work of the Citizens Panel, our own further discussions, and staff recommendations. These recommendations are presented to the Library Advisory Commission as a committee report. We will distribute copies of these recommendations to the public, and hold public meetings to receive comment on our recommendations. A final report will be prepared following the public meetings.

INTRODUCTION

The Planning and Finance Committees of the Library Advisory Commission began our study of the Citizens Panel report by reviewing the mission of the Louisville Free Public Library. We believe the mission of the agency can be stated as follows:

The Louisville Free Public Library is dedicated to providing, in as equitable and accessible a manner as possible, collections, programs and staff to meet the community's information, cultural and intellectual needs.

The Library is a joint city-county agency. As a Commission, we must consider the needs of the whole community, and make recommendations based on our commitment to provide the best library services possible for the whole community.

We are cognizant of the difficult position of our city and county government leaders. We echo the recent statement of Mayor Abramson, recognizing that the Library needs significant increased funding in order to make the necessary improvements in services. We will not lose sight of long-range plans to reach these goals.

A. SERVICES

1. Role of the Library

The Citizens Panel recommended that the Library place its primary focus on services in three specific areas:

- a. **Pre-Schoolers' Door to Learning:** The Library encourages young children to develop an interest in reading, and helps prepare the child for learning by offering unique programs and services for children, and for parents and children together.
- b. **Lifelong Learning:** The Library supports individuals of all ages pursuing a self-directed program of learning, independent of any school, community college, or university.
- c. **Reference Library:** The Library actively provides timely, accurate, and useful information for community residents.

This recommendation echoes the Commission's study in 1989 which determined these three areas should be our primary service roles. We recognize that the community has need of many services beyond these three areas; these areas address specific needs for which there are no other libraries available in our community.

We will make a final recommendation following public comment.

2. Locations and Type of Service

The Citizens Panel recommended a "library system based on a model consisting of a main library plus regional delivery locations." The Panel "strongly urges that the location of library facilities be determined in a manner that ensures the equitable delivery of library services throughout the entire community in a way that is demographically and geographically correct and fair." A demographic study presented to the Panel indicated that eight locations instead of the present fourteen branches could provide basically the same geographic coverage provided by the fourteen branches. This study considered population density, but did not correlate current library buildings with recommended locations based on population density.

A. SERVICES -- Continued

To address this issue, we offer three options for public comment. Each option has both positive and negative implications. We believe these options provide the public with three distinctive options for future direction: one allows the familiar but substandard services to remain as is, one provides for new direction but maintains all existing buildings, and one provides higher quality services but eliminates some neighborhood libraries.

We will make a final recommendation following public comment.

a. MAINTAIN STATUS QUO

DEFINITION: Maintain all existing library services and locations, at the current level of services.

IMPLICATIONS:

- 1) Many have agreed that the existing services are substandard; continuing substandard services does not meet the current demand for services, nor does it meet requests for improved services throughout the community.
- 2) All neighborhoods can retain their present library, which is an important neighborhood symbol and which provides a visible community center. However, the estimated 50% of our residents not now served by a neighborhood library would continue without effective access to library services.
- 3) Many existing libraries need significant improvements to their buildings, both to address long-standing repair needs and to provide handicap accessibility. Providing the funds to make these repairs and improvements will significantly limit any funds available for new buildings or improvements to capital items such as the Library's computer system.
- 4) Surveys of library users, and letters from people in the community, say our residents want more from their public library, not the same limited services. There can not be improvements such as Sunday hours of service, improved children's programs, improved book collections, improved reference services or technological advances under existing funds if all libraries are maintained.

b. RESTRUCTURE SERVICES

DEFINITION: Services at some neighborhood libraries could be restructured to provide a limited, but improved, service designed to meet a particular need in that neighborhood.

For example, one particular need in many neighborhoods is for homework assistance for elementary and middle-school students.

- Books purchased for the restructured neighborhood library could target this age group and this need.
- Hours of service could be structured to meet the scheduling needs of latch-key children (3:00 p.m. - 6:00 p.m.).
- Staff could be assigned who have the educational skills to assist in this area. Volunteers could be recruited for this project, and the school system could be requested to provide assistance.

Other neighborhood services or agencies could be co-tenants in the library building, providing related and compatible services, and sharing overhead and operating costs for the building.

IMPLICATIONS:

- 1) Not enough positive benefits can be realized from restructuring in only a few locations to significantly improve services throughout the library system.
- 2) Some improvements can be realized at other locations, however. For example, part of one library's existing staff (see above example) could be moved to another library to enhance children's programs.

b. RESTRUCTURE SERVICES -- Continued

- 3) The broad range of library services now provided at all libraries would no longer be available in the libraries where targeted services are implemented. In the above example, popular reading for adults would no longer be provided; pre-school story hours would not be provided; adult reference needs would not be met at this location.
- 4) The specific, limited service to be provided could be a high-quality service, above the level currently provided in the library system.

c. CLOSE BRANCHES, ENHANCE OVERALL SERVICES

DEFINITION: Close or consolidate some existing branch libraries, in order to significantly improve services at existing and/or new locations.

The Planning and Finance Committees have discussed closing two branch libraries in the city, consolidating two libraries in the city into one location, and consolidating two libraries in the county into one location.

For example, two libraries could be consolidated into one larger, regional library in a new location. By combining staff and books,

- Hours could be expanded, to include more evening hours or Sunday hours.
- Larger collections of books and computer resources could be available, to provide greater choice and availability of information.
- Staff could provide expanded children's programs with qualified staff to meet community needs.
- Reference staff could be available to assist users and meet their information needs.

IMPLICATIONS:

- 1) Several branches must be closed and consolidated in order to significantly improve services throughout the community.
- 2) Libraries could be open longer evening hours, or on Sunday, to improve access to the library.
- 3) Gains made to enhance services could include improved book collections, improved reference services, improved children's programs and improved technological resources.
- 4) An outreach team could be established to serve a particular purpose in neighborhoods where branches were closed. For example, an outreach team could visit daycare centers which currently take groups to the branch library.
- 5) Some neighborhoods would be left without a branch library as close as their existing branch library.

3. Review of Radio Stations and Special Collections

a. Radio Stations

WFPL-FM and WFPK-FM have been part of the Library since the early 1950's. The Advisory Commission has long believed that the stations provide a valuable community service, and enhance the mission of the Library.

The Citizens Panel recommended a study to examine their relationship to the Library's mission, community needs, and financial resources available.

The Advisory Commission asked staff to 1) consider methods of improving the stations and possible partnerships with other community entities, and to 2) provide documentation on the financial implications of closing one or both stations. A feasibility study, funded by a private contribution, is being conducted to address the first issue. In addition, Alderman Bebe Melton has requested the City's Internal Auditor to prepare a similar review of the Library's finances.

Recommendations will be made on these issues once final information is received.

- b. In addition, the Panel asked that the Library review the place of other special collections to the mission of the Library, community needs, and financial resources available. It is understood that the Panel intended this review to include audio-visual materials (videos, books-on-tape, etc.) and the Library's older, unique materials (Kentucky Collection, Genealogy, Rare Books) in this study.

We have taken no action on this item; we will address the issue in future discussions.

B. FUNDING

The Citizens Panel provided four specific recommendations concerning funding for the Library. These were to 1) develop ongoing fundraising efforts, 2) create partnerships with other agencies, 3) expand consortium efforts with other libraries, and 4) examine the benefit of current fundraising activities.

The Library Foundation is the primary fundraising entity for the Louisville Free Public Library. The Foundation is currently searching for a new Executive Director; the Foundation has agreed that the primary task of the new Executive Director shall be to develop an overall fundraising plan for the Library. We look forward to working with the Foundation on this important effort.

The Library staff have worked with other community libraries, both through the Metroversity Library Council and the School/Public Library Liaison, to determine mutual goals and opportunities for sharing resources. In particular, the Public Library, University of Louisville Library, and Jefferson County Public School Library/Media Center are in the process of developing a position paper to provide a specific structure for cooperations.

We concur with the Panel's indication that fundraising is an important element of the Library's future.

C. OTHER

The Citizen's Panel also made three recommendations for decisions that the Library does not control. We will contact the appropriate entities to convey the Panel's concerns. These requests are:

1. We request that the schools make school libraries more accessible to students during and outside of the school day.
2. If neighborhood libraries are closed, local government should work with these communities to provide alternatives for the neighborhood services which will be lost.
3. Review options available for alternative uses of current endowment funds (e.g. invade principal of book endowment to purchase an adequate supply of books to improve the system).



**THE LEAGUE
OF WOMEN VOTERS** OF LOUISVILLE AND JEFFERSON COUNTY
ESTABLISHED 1920

115 South Ewing Avenue • Louisville, Kentucky 40206-2594 • (502) 895-5218 • FAX (502) 895-5978

April 21, 1992

The League of Women Voters of Louisville and Jefferson County endorsed and supported the Library tax Referendum, November 1991, and although many areas of the city and county passed the measure, the proposed \$13.00 per \$10,000 earned income failed to carry a majority in the total county-wide vote.

The LWV reiterates the conviction that a well funded free public library system is essential for an educated and economically healthy and vibrant community.

The local LWV urges the Louisville Free Public Library Advisory Commission to:

- 1) Request, vigorously, additional local government financial support.
- 2) Postpone closing neighborhood branches, at least for the coming year, to allow time to develop increased funding.
- 3) Seek new and additional private and public community, state, and federal sources of income.
- 4) **CHALLENGE ELECTED GOVERNMENT LEADERS TO:**
 - a. Examine local government budgets closely to reveal funding which can be shifted to public library support from items less critical to the present and future of this community.
 - b. Resist the closing of neighborhood branches which serve as activity centers that contribute to the stability and safety of their areas.
 - c. Understand the importance to a "World Class City-County" of a highly respected, free public library system with a downtown main, administrative branch and neighborhood branches, stocked and staffed to serve educational needs.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

MAY 19, 1992

The Louisville Free Public Library Advisory Commission met on May 19, 1992, at 4:00 p.m., in the Board Room of the Main Library.

Present: Dr. Byers, Mrs. Goldberg, Mr. Hanley, Mr. Jenkins, Mrs. Lynch, Mrs. B. Miller, Mrs. Pennington, the Director and Assistant Director.

Absent: Mr. McQueen and Mrs. C. Miller.

Mr. Hanley presided.

Minutes: Mr. Hanley entertained a motion that the minutes of the April 21, 1992 meeting be approved. Mrs. Lynch so moved, Mrs. B. Miller seconded the motion, which passed unanimously.

Finance Committee: Dr. Byers moved that the reconciliation report be accepted. Mrs. Pennington seconded the motion, which passed unanimously.

Planning Committee: Mrs. B. Miller reported that the Planning and Finance Committees held a joint meeting with the Executive Committee. A final proposal for the recommendation on the future of the library had been established. (See Annex "A".) Mr. Hanley thanked the committees for their hard work, then opened the floor for discussion of the recommendation. Mr. Hanley stated the intent of the recommendation is to move toward a five-year plan that

will bring the library system up to where it should be.

After further discussion the recommendation was passed unanimously.

Mrs. B. Miller reviewed a staff report concerning Special Collections (See Annex "B"). The Commission approved the staff recommendations, which had been approved by the Planning Committee.

Library Broadcasting Committee: No report.

Chairman's Report: Mr. Hanley reported the Library was one of ten beneficiaries named in the Gladys C. Elswick estate. \$56,803.86 has been designated for use at the Jeffersontown Branch Library, with no other restrictions specified. Having received legal advice on the issues, Mr. Hanley recommended that the Advisory Commission agree to waive a formal settlement of the estate, as requested by the executor. All other beneficiaries have agreed to an informal settlement. Dr. Byers so moved. Mrs. B. Miller seconded the motion, which passed unanimously.

Mr. Hanley then entertained a motion that these funds be transferred to the Library Foundation for investment purposes, as a designated fund for Jeffersontown. Mrs. Lynch so moved. Dr. Byers seconded the motion, which passed unanimously.

Librarian's Report: Ms. Henderson reported the Bon Air Branch Library had closed for renovation and expansion on Saturday, May 16th. The Branch is scheduled to re-open for business on Monday, June 1st, in temporary quarters

in the Bashford Manor Mall. The Mall has provided 3,000 square feet of operational space, rent free, with utilities being the only additional cost to the library. The Mall has also provided extra storage space for books and materials. Ms. Henderson stated efforts are being made to secure additional funding to allow the temporary location to operate the same hours the Mall is open for business.

Ms. Henderson further reported the temporary location would be used to test several points of interest such as extended hours, circulation due to location, delivery and display of services. Statistics will be available after they resume business in the renovated space in January 1993.

Mr. Hanley entertained a motion for a letter of appreciation to be forwarded to Bashford Manor Mall for their assistance and generosity in this matter. Mrs. B. Miller so moved. Mrs. Lynch seconded the motion, which passed unanimously.

Ms. Henderson then reported the Summer Reading Program kick-off is scheduled for Thursday, June 4th at 11:00 a.m., at the Louisville Zoo. Admission is free from 10:00 a.m. until 11:00 a.m. This program has consistently had high participation and this year well over 20,000 children are expected to participate.

Ms. Henderson reported that Mr. Charles Brown, Manager of Reference and Adult Services, had received a Patent Award for the Science Fair Readiness project. The 15th Annual Patent and Trademark Depository Annual Conference recognized some libraries for special areas of achievement. The Louisville Free Public Library received the award for library work with Patent Offices Project

"XL" which works towards stimulating creativity and inventive skills among America's youth. Mr. Brown worked with Ms. Karen James, Manager of Children's Services, in conceiving the Science Fair Readiness project.

New Business: Dr. Byers personally thanked the press for all the positive Library coverage since the onset of the referendum.

Old Business: None.

Adjournment: With there being no further business the meeting adjourned at 4:35 p.m.

RECOMMENDATION: FUTURE OF THE LIBRARY

LIBRARY ADVISORY COMMISSION

May 19, 1992

The Library Advisory Commission held public hearings in May, 1992 in order to hear directly from the community their concerns about public library services. The Commission had provided, in advance of these hearings, options for public consideration. These options included a) maintaining all existing libraries, b) restructuring services at some neighborhood libraries, and c) closing or consolidating some neighborhood libraries.

Citizens at the public hearings told us very clearly that their neighborhood libraries are important to them and to their neighborhoods. The Mayor and Aldermen for the City of Louisville have also told us very clearly that they do not want to see libraries in Louisville's neighborhoods closed. Citizens also told us very clearly that they believe additional funding should be provided by the City and County to improve library services.

The Commission, having a clear understanding of both the exigent financial decisions facing the Library and the trends which will affect the future of library and information services, believes that closing or consolidating some neighborhood libraries is a practical and realistic part of any plan that is to be implemented unless funding increases substantially.

We also believe, following the public hearing process, that it is unwise to recommend closing neighborhood libraries without further opportunity for research, public discussion, and planning.

Therefore, we recommend the following action to the Mayor and County Judge:

1. The Library Advisory Commission will undertake a six-month planning process to fully document and develop a short-term and a long-range plan to revitalize and restructure the Louisville Free Public Library.

This plan will include buildings, collections, staff, and technology needs, with funding requirements to meet these needs.

This plan will utilize the extensive research and documentation previously developed, but will look toward a five-year program of implementation.

RECOMMENDATION: FUTURE OF THE LIBRARY
LIBRARY ADVISORY COMMISSION
May 19, 1992
Page 2

2. No branches will be closed through June 1993. If funding increases are not approved next year to implement the plan developed, we will recommend that Highland Branch be consolidated into Crescent Hill, that Portland be consolidated into Shawnee and Shelby Park be restructured to offer community services, and that Valley Station and Newman be consolidated into a new, larger branch in the Dixie Manor area on Dixie Highway. This leaves even larger gaps in service areas than now exist.
3. The Library Advisory Commission requests assistance in this process from library staff and other information professionals, and City and County staff. We also request that the Board of Aldermen and Fiscal Court each designate one of their members to participate in this process.
4. The Library Advisory Commission has requested opinions by June 10th from the City and County legal departments regarding 1) the legality of establishing a library taxing district that serves less than the entire county, 2) the legality of using occupational taxes or property taxes for this purpose, 3) the legality of the City or County raising taxes independently to specifically increase public library funding, and 4) the legality of the City or County selling bonds for construction, renovation, or expansion of library buildings and related capital projects.
5. The Library Advisory Commission continues to involve interested citizens in this planning process. The Commission also urges interested citizens to contact their elected officials and the Commission concerning their need for public library services.

Ultimately, the elected leaders of both City and County government must commit now to support the intent of this planning process: improved public library services for our community. This support must include a joint commitment to increased capital and operating budgets over a multi-year period, and a joint commitment to a cooperative, system-wide planning effort.

LAC 1:9:MLH

LOUISVILLE FREE PUBLIC LIBRARY

PLANNING COMMITTEE

MAY 5, 1992

SPECIAL COLLECTIONS REPORT

The Assistant Director reported that, as a follow up to the 1989 SOLINET preservation review, the special collections have been moved to the art gallery space. Each item is being reviewed and sorted as whether it needs to be retained or not, based on condition and whether there are enough materials to form a viable collection for the Library.

Staff Recommended:

1. The collection of old newspapers be transferred to the University of Kentucky Newspaper Project.
2. The Library photograph collection be transferred to the University of Louisville Photo Archives, in order to preserve them. The Library will be supplied with a complete set of high quality duplicates.
3. Selected older unbound magazines be transferred to the University of Louisville which has more complete runs of the titles.

The Planning Committee accepted the staff recommendations.

Staff will continue reviewing the rest of the materials.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

JUNE 16, 1992

The Louisville Free Public Library Advisory Commission met on June 16, 1992, at 4:00 p.m., in the Board Room of the Main Library.

Present: Dr. Byers, Mr. Hanley, Mr. Jenkins, Mrs. Lynch, Mrs. B. Miller, Mrs. Pennington, the Director and Assistant Director.

Absent: Mrs. Goldberg, Mr. McQueen and Mrs. C. Miller.

Mr. Hanley entertained a motion to excuse the absences of Mr. McQueen and Mrs. C. Miller. Mrs. Lynch so moved, Dr. Byers seconded the motion, which passed unanimously.

Mr. Hanley presided.

Minutes: Mr. Hanley entertained a motion that the minutes of the May 19, 1992 meeting be approved. Mrs. Pennington so moved, Mrs. Lynch seconded the motion, which passed unanimously.

Finance Committee: Dr. Byers moved that the reconciliation report be accepted. Mrs. Lynch seconded the motion, which passed unanimously.

Dr. Byers reported the Committee recommended that \$80,000 from the White and Doward restricted fund accounts be used, on a temporary basis, to match Alderman

Gregg's grant. The Committee further recommended that as matching funds were raised, they be restored to these accounts. After discussion, the recommendation was approved upon motion duly made and seconded.

Planning Committee: Ms. Henderson reported on the need to establish a positive public relations image for the library. Storer Cable has agreed to broadcast a generic American Library Association commercial on certain cable channels to support the use of libraries. There will be a trailer at the end of the commercial to promote the Louisville Free Public Library system.

Ms. Henderson also reported that the Planning Committee will determine the goal of the public relations effort at their next meeting. Then the Committee will solicit agencies interested in pro bono work for the library.

Library Broadcasting Committee: Mr. Jenkins reported on the progress of the partnership with the Center For The Arts. Mr. Baylor Landrum has scheduled a meeting with individuals from the arts community. This partnership will allow more exposure and more local production from a larger area of the arts community than is now being accomplished.

Mr. Jenkins inquired about the progress of the matching grant for the transmitter. Ms. Henderson stated that it did not look positive, due to restructuring of priorities by the federal granting agency. However, the Library Broadcasting department had begun research for other options.

Chairman's Report: Mr. Hanley reported that Mrs. B. Miller had submitted her resignation to the Advisory Commission, effective July 1, 1992. Mr. Hanley

then made new Advisory Commission sub-committee appointments.

Mr. Hanley also reported on the first Neighborhood Meeting with the Mayor and the Crescent Hill Friends Association. Mr. Hanley stated that it was very heartening to see 140 individuals in attendance for this meeting. Alderman Melissa Mershon has designated \$150,000 of her discretionary funds for Phase I and II for Crescent Hill's goal of upgrading their branch library. The Mayor then listened and commented on the citizens opinion of what they want their neighborhood branch library to be.

Mr. Hanley then introduced Mrs. Jane Emke, Fundraising Chairman of the Crescent Hill Friends Association. Mrs. Emke thanked the Advisory Commission for their report dated May 19, 1992, and for the Commission's support for the efforts of the Crescent Hill Friends Association.

Librarian's Report: Ms. Henderson distributed the response from the City Law Department to the questions posed by the Advisory Commission. (See Annex "A") It was noted that the response is a legal analysis of possibilities the Advisory Commission and the public have considered in the past and that legal direction was imperative before the Advisory Commission could begin to develop their overall plan. The County had not responded by the June 10th deadline and the Advisory Commission asked that they respond by July 7, 1992.

Ms. Henderson reported on the progress of the Bon Air temporary location. The branch is now operating in 1/3 of the space with 1/2 the amount of books that they are accustomed to. Ms. Roby added that the circulation statistics have remained the same. Requests for information has increased 37%. They have

issued 150% more library cards. The attendance count for their first children's program was 279. The branch is working on some different marketing techniques, one being that best sellers are circulated on a 7 day non-renewable, no reserve basis. Their hours are also similar to the hours of operation for the mall - 9:00 am until 9:00 p.m. Monday through Thursday; 9:00 a.m. until 5:00 p.m. on Friday and Saturday; and 1:00 p.m. until 5:00 p.m. on Sunday. Circulation for items on Sunday is approximately 500. Ms. Roby added that the mall management has been extremely helpful and is of the opinion that the library is drawing business into the mall.

Mr. Hanley suggested that the next board meeting convene at the temporary facilities of the Bon Air Branch.

Mr. Henderson then reported on the Shelby Park cooperative project with Community Services. Ms. Karen James and Ms. Lynn Rippy are working to make full use of the branch in this community, redesigning the library services to focus on children and youth.

New Business: None.

Old Business: None.

Adjournment: With there being no further business the meeting adjourned at 4:55 p.m. A reception was held in honor of Mrs. Barbara Miller.



City of Louisville

DEPARTMENT OF LAW


Room 200, City Hall • Louisville, KY 40202-2771
(502)625-3511

JERRY E. ABRAMSON
MAYOR

CHRISTINA HEAVRIN
DIRECTOR OF LAW

M E M O R A N D U M

TO: HARRIETT HENDERSON, DIRECTOR
LOUISVILLE FREE PUBLIC LIBRARY

FROM: CHRISTINA HEAVRIN
DIRECTOR OF LAW 

DATE: June 16, 1992

RE: LEGAL OPINION ON LIBRARY FUNDING

You have requested information regarding the ability of City and County governments to find new sources of tax dollars for the operation of the Library. For the interest of clarity I have rephrased the questions and done my best to provide helpful answers.

Question 1a. May a "library taxing district" smaller than the entire county be created? 1b. And may either property or occupational taxes be assessed by such a district?

(a.) No. The statutory authorization for public library districts is contained in KRS 173.450 and KRS 173.715, and both of these statutes require that the district contain "... all of the territory in the County."

(b.) These statutes, KRS 173.450 and 173.715, only allow for a property tax for the district created under them. KRS 65.192 which was written for the Library to allow for an "occupational tax" district is dependent upon the authorities of KRS 173 for the creation of the Library district itself. Therefore in order to create an "occupational tax" district, the district must be county wide.

Question 2. What are other sources of new tax dollars which could be used for the Library?

New occupational taxes are not available. The City and County currently impose a 1 1/4% occupational tax on all businesses and workers in the county. KRS 68.180 limits the

County's rate to 1 1/4% and KRS 91.200 limits the City's rate to 1 1/4%.

The City and County currently impose an insurance premium license fee on policies written on persons or property located in the city and county where the risk is insured. There is no cap on the rate imposed. There is no provision in the enabling statutes to dedicate the tax raised through the premiums tax for any particular purpose. So even if this fee is increased, there is no certainty that the funds received from the increase will go to the Library in future fiscal years.

The City and County are allowed to impose a tax on real and personal property. These property tax rates are limited under KRS 132.027 which provides for no more than a 4% growth in overall tax revenues from the preceding year without subjecting the property tax to a recall referendum. In addition, KRS 65.125 allows a referendum for an additional property tax by the County and City for a specific purpose.

Regardless of the source of tax revenues, the Compact requires the City and County to fund the operations of the Library on a 50-50 basis. The language of the Ordinance is unambiguous and, in my opinion, not subject to any other interpretation.

Question 3. Can the City and County issue bonds for capital improvements to the Library?

Both the City and County have the legal authority to issue bonds. One type of publicly issued bond is known as a "general obligation" or GO bond. A general obligation bond must be authorized by the voters in a referendum. If the County does a GO bond, the bond issue will include the authorization for a property tax to be added to all property in the County (including within the City of Louisville) to pay the debt service and interest on the bonds. If the City of Louisville proposes a GO bond, there is no new property tax allowed. Debt service and interest comes directly out of the City's occupational tax revenues without an increase in those revenues allowed.

A different kind of municipal bond is a "revenue bond" which either the City or the County can issue. The revenue pledged past a year cannot be tax dollars. This type of bond does not go before the voters for approval.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

JULY 21, 1992

The Louisville Free Public Library Advisory Commission met on July 21, 1992, at 4:00 p.m., in the meeting room of the Shawnee Branch Library.

Present: Dr. Byers, Mrs. Goldberg, Mr. Hanley, Mr. Jenkins, Mrs. Lynch, Mrs. B. Miller, Mr. McQueen, Mrs. Pennington, the Director and Assistant Director.

Absent: None.

Mr. Hanley presided.

Minutes: Mr. Hanley entertained a motion that the minutes of the June 16, 1992 meeting be approved. Dr. Byers so moved, Mr. Jenkins seconded the motion, which passed unanimously.

Finance Committee: Mrs. Lynch reported that the Henry Heyburn stamp collection had been auctioned and the Library was to receive \$26,395.51 from the proceeds. This is an unrestricted bequest from Mr. Heyburn's estate to the Library. Mrs. Lynch moved that this money be accepted and transferred into an appropriate account with the Library Foundation. Mr. Jenkins seconded the motion, which passed unanimously.

Mrs. Lynch then moved that the Commission accept the staff proposal to

develop policies and procedures for on-line service fees. This concept will allow the Library to recover costs for special services. The final policies will be submitted to the Committee and the Commission for approval. Dr. Byers seconded the motion, which passed unanimously.

Planning Committee: Mrs. Pennington reported that the Committee had set an agenda for the five year planning process. Alderman Melissa Mershon will represent the City and Commissioner Darryl Owens will represent the County. Commission members wishing to participate in the five year planning process were requested to inform the Director. The first meeting of the Committee will convene on Wednesday, August 12, 1992 at 10:00 a.m., with the location to be determined.

Library Broadcasting Committee: No report.

Chairman's Report: Mr. Hanley read a note of appreciation to the Advisory Commission members that he received from Mrs. B. Miller.

Mr. Hanley then reported that the Library Foundation held their quarterly directors meeting earlier this day. He introduced Mr. Mike Bowles, who had accepted the position of Executive Director for the Foundation.

Librarian's Report: Ms. Henderson reported that all Advisory Commission members had received the summary notes for the Neighborhood Meetings with Mayor Abramson. These notes will be used by the planning committee as they work on the five year planning process.

Ms. Temes expressed her appreciation to Ms. Henderson and Ms. Hoste for their work in connection with the Neighborhood Meetings with the Mayor.

Ms. Henderson then reported on the Library's current position in regards to the budget decisions of the city and the county.

Ms. Henderson reviewed the year-end statistics for services.

Mr. David Tipton, Shawnee branch librarian, gave an overview of Shawnee's African Cultural Center.

New Business: Mrs. Goldberg requested that the Executive Committee be notified in advance of letters written on behalf of the Advisory Commission.

Old Business: None.

Adjournment: With there being no further business the meeting adjourned at 4:45 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

AUGUST 18, 1992

The Louisville Free Public Library Advisory Commission met on August 18, 1992, at 4:00 p.m., in the Board Room of the Main Library.

Present: Dr. Byers, Mrs. Goldberg, Mr. Hanley, Mrs. Lynch, Mrs. Miller, Mr. McQueen, Mrs. Pennington, the Director and Assistant Director.

Absent: Mr. Jenkins, excused.

Mr. Hanley presided.

Minutes: Mr. Hanley entertained a motion that the minutes of the July 21, 1992 meeting be approved. Dr. Byers so moved, Mrs. Lynch seconded the motion, which passed unanimously.

Finance Committee: Dr. Byers reported the Finance Committee had met. The Committee recommended the Advisory Commission use the Henry Heyburn bequest to match the City's appropriation for the Main Library to open on Sunday's, from 1:00 p.m. until 5:00 p.m., during the school year. Dr. Byers so moved, Mrs. Lynch seconded the motion which passed unanimously.

The Director reported that, due to further sale of assets from the Henry Heyburn estate, the Library will receive \$2,000.00 in addition to the \$26,000.00 that was originally reported.

Mrs. Lynch suggested a press release be issued stating a private donor

contributed funds to the Library. These funds will be used to match the city grant for Sunday hours during the school year, since the county was unable to provide the funds.

Mr. Hanley suggested that the "Closed" signs located at all branches state the Sunday hours of the Main Library.

Planning Committee: Mrs. Pennington reported that the Planning Committee had reviewed the Library's draft policy statement for the Americans with Disabilities Act (See Attachment "A"). Mrs. Pennington moved that the Advisory Commission accept the Policy Statement. Mrs. Lynch seconded the motion, which passed unanimously.

Mrs. Pennington then reported that the Committee had reviewed the Shelby Park Branch Library's Fact Sheet (See Attachment "B"). The Committee suggested that "Job Training" and "GED Tutoring" be added to the sheet.

Library Broadcasting Committee: No report. Ms. Henderson announced that WFPL-FM had won a Development Award at the Public Radio Development Conference. This award is issued based on the increase in individual support for memberships. WFPL-FM also placed 23rd out of the top 35 most listened to public radio stations in the affiliate study. This study is based on ratings, produced by the Arbitron Company.

Chairman's Report: Mr. Hanley reported that Mrs. Miller expressed a desire to serve on the Planning Committee. Mr. Hanley announced her appointment to the Committee.

Mr. Hanley also reported that the City/County Planning Team held their first

meeting on Wednesday, August 19th. The Planning Team is scheduled to meet every other Wednesday at 10:00 a.m. in the Board Room of the Main Library.

Mr. Hanley then reported that the Executive Committee had met to discuss the policy for press announcements made by the Chairman on behalf of the Advisory Commission. The Executive Committee decided that, in instances where time constraints prevent prior contact with Advisory Commission members, the Chairman is now authorized to make statements and issue press releases on behalf of the Executive Committee of the Advisory Commission. The Chairman and the Library Director should continue to coordinate their remarks to the press. A full report should be provided promptly to all Advisory Commission members.

Librarian's Report: Ms. Henderson reported that the Collection Agency Program is now in progress.

Ms. Henderson also reported that the National Museum of American Art, which is part of the Smithsonian Institution, had requested loan of a sculpted bust of Henry Watterson by Carl Rohl-Smith. The Museum is interested in displaying the bust in an exhibit commemorating the Columbia Exposition of 1893. The bust would be on loan to them from March 1993 through August 1993, with the Museum bearing the insurance and cleaning costs. Mrs. Miller moved that the Advisory Commission loan the Watterson bust to the Museum. Dr. Byers seconded the motion, which passed unanimously.

Ms. Henderson then reported that the Library had begun to implement a new volunteer program. Mrs. Miriam Ostroff, a volunteer, will act as Volunteer Coordinator. The Library is establishing a central data base to track all volunteer hours and better utilize their talents within the Library system. It has been established that the Friends of the Library will take responsibility

for an annual recognition of Library volunteers. The Library will participate in the Volunteer Recruitment Program being held at the Louisville Zoo on September 12, 1992.

Ms. Henderson reported that the Library was part of the Strassenfest/Third Century festival contest for the most creative confectionery Gingerbread House, building on a German theme. Several non-profit organizations were invited to compete. Votes were counted by putting coins into a jar in front of the favorite house. Kim Brown, from our Reference Department and Angela Reynolds, from the Administrative Office volunteered their time to decorate the Gingerbread house. The Library won, and collected a check for \$331.00 from Strassenfest/Third Century. Mrs. Brown and Mrs. Reynolds asked that the money be designated to purchase children's books for the Shawnee Branch Library.

New Business: Mrs. Lynch stated the recent article published by the Courier Journal regarding the Goals for Greater Louisville Organization had mentioned at least two dozen interests that the Library could be linked into. The Advisory Commission then authorized the Library Director to write a letter to the Organization asking that the Library be a part of the Metro Goal process.

Dr. Byers requested that a new September calendar be issued to reflect the changes of all Committee meetings.

Old Business: Mrs. Goldberg asked for further explanation on the process of the Executive Committee's decision authorizing the Chairman to speak on behalf of the Advisory Commission.

Adjournment: With there being no further business the meeting adjourned at 4:47 p.m.

LOUISVILLE FREE PUBLIC LIBRARY
POLICY STATEMENT
AMERICANS WITH DISABILITIES ACT

POLICY:

The Louisville Free Public Library will comply with the Americans with Disabilities Act (ADA), providing equal access for all to the services of the public library and to employment within the public library system.

The Library will establish a citizen committee for review of the Library's efforts to comply with the ADA.

The Library Director will delegate staff responsibility for ADA compliance to appropriate staff.

SERVICES/ACCESS:

The Library will review all buildings for necessary structural improvements, and will work with appropriate City of Louisville and Jefferson County departments to implement these improvements as funds are available. All buildings will be reviewed for emergency evacuation needs, and improvements will be made as funds are available.

SERVICES/PROGRAMMING AND PUBLIC INFORMATION:

Provisions will be made to assist individuals with disabilities at programs upon the individuals' request. (Example: interpreters for individuals who are deaf or narrators for individuals who are blind.)

All program announcements will contain the statement "Individuals with disabilities who would like assistance, please call 561-8627 one week prior to program (TT/TDD - 561-8621)."

If a program is provided at a location which is not accessible to individuals with disabilities, we will make every effort to provide a similar program at an accessible location.

ATTACHMENT "A"

LOUISVILLE FREE PUBLIC LIBRARY
POLICY STATEMENT
AMERICANS WITH DISABILITIES ACT

SERVICES/PROGRAMMING AND PUBLIC INFORMATION: Continued

Information concerning the accessibility of programs will be provided in press releases and in all information that is disseminated to the public. The statement to be included is: "Facility physically accessible to individuals with disabilities." All materials, as they are reprinted, will provide information concerning the accessibility of the location in compliance with the ADA.

NOTE: On request, the Library provides materials through a Homebound Services program to individuals with disabilities who are unable to come to the Library.

SERVICES/REFERENCE AND INFORMATION REQUESTS:

The Main Library has a Text Telephone (TT) or a Telephone Device for the Deaf (TDD) which is used to communicate with the hearing impaired. The TDD can be used for asking and responding to questions. The number is 561-8621.

The Main Library is also linking to the Assistive Technology Users Group (ATUG) bulletin board which can be used to ask and respond to questions from the visually impaired.

Several types of IBM PC-based software and hardware adaptations are currently made available by the Disabled Citizens Computer Center (DCCC), located in the Main Library. These may be used by patrons with disabilities in the DCCC; other designated units may be available throughout the library system. In the event that a user owns a computer which has both dial-up capability, as well as hardware that is configured to meet the user's special needs, the on-line catalog and the library bulletin board system can be accessed remotely. This has been successfully tested on adapted PC's in the DCCC. Although there are a wide range of options, specific approaches for meeting the needs of particular disabilities have been reviewed. Further consultation for specific access strategies can be arranged through the Manager of Automation and the DCCC.

The DCCC already offers numerous examples of alternative equipment, and it will be our first resource to provide services that may be required in order to meet the needs of patrons who have disabilities.

ATTACHMENT "A"

LOUISVILLE FREE PUBLIC LIBRARY
POLICY STATEMENT
AMERICANS WITH DISABILITIES ACT

SERVICES/TALKING BOOK LIBRARY:

The Talking Book Library maintains a collection of 16,000 titles (30,000 copies) in recorded format, produced by the Library of Congress. Titles requested, but not held by the Talking Book Library, can be searched through nine existing national databases to see if they have been recorded and by whom. The Library of Congress is also contacted if the titles are not found. Titles which have been recorded can be obtained, free, for circulation to patrons. The Library is also investigating obtaining access to the alternative formats database, being developed at the American Printing House For The Blind.

SERVICES/STAFF TRAINING:

In order to develop staff sensitivity to and skills in serving patrons with impairments, the Library is approaching the Center for Accessible Living to obtain an in-service training program. Other groups which may assist in training are the Kentucky Department for Vocational Rehabilitation and the Deaf Community Center.

EMPLOYMENT:

The Library will review all job descriptions, and work with the City of Louisville Employee Relations Department to revise job descriptions in accordance with the ADA.

The Library will work with the City of Louisville Employee Relations Department to train supervisors in appropriate recruitment, interviewing and training skills to comply with employment provisions of the ADA.

The Library will make reasonable accommodations in work sites and work-related equipment in accordance with the ADA.

August, 1992

ATTACHMENT "B"

SHELBY PARK BRANCH LIBRARY

FOCUS OF BUILDING:

Neighborhood center, providing services through the Louisville Free Public Library and the City of Louisville Community Services/Youth Services division.

FOCUS OF LIBRARY SERVICES:

- pre-school through middle school children and students
- popular reading for teens and adults
- staff outreach to community schools, day-care and adult services agencies
- GED tutoring
- job training

HOURS OF SERVICE:

Monday - Thursday	3:00 - 6:30
Friday	closed
Saturday	11:00 - 5:00
Sunday	closed

STAFF:

1 Library Assistant
1 Library Clerk
1 Library Page

The building will be closed August 17 - September 7, and will reopen September 8. There will be a neighborhood festival on Sunday, September 13, and the Library will be open for this event.

While the building is closed, the existing space will be restructured to move the meeting room to the east side of the first floor, move the Library to the west side of the first floor, and finish moving Community Services into the basement. It will be necessary to rewire part of the building; new carpeting will be provided on the first floor, and some new shelving and furniture will be purchased.

We will be working with Alderman Steve Magre and Community Services to select a new name for the building (ex. Shelby Park Center). A new sign will be purchased once a name is selected, listing the specific services housed in the building.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

SEPTEMBER 15, 1992

The Louisville Free Public Library Advisory Commission met on September 15, 1992, at 4:00 p.m., in the Board Room of the Main Library.

Present: Dr. Byers, Mr. Hanley, Mrs. Lynch, Mrs. Miller, Mrs. Pennington, Ms. Porter, the Director and Assistant Director.

Absent: Mr. Jenkins and Mr. McQueen, excused.

Mr. Hanley presided.

Minutes: Mr. Hanley entertained a motion that the minutes of the August 18, 1992 meeting be approved. Dr. Byers so moved, Mrs. Lynch seconded the motion, which passed unanimously.

Finance Committee: Dr. Byers reported the Finance Committee had met. No action had been taken that required action.

Planning Committee: Mrs. Pennington reported that the City/County Five Year Planning Team held their first meeting on September 2, 1992.

Library Broadcasting Committee: Ms. Henderson reported that Mr. Jenkins and Ms. Pennington had met. The fundraising drives are scheduled for WFPK - October 23rd through November 2nd; WFPL - November 6th through November 16th.

Ms. Henderson also reported that the partnership with the Center for the Arts was still being discussed. The grant application for federal matching funds to improve the broadcasting transmitter had been denied.

Chairman's Report: Mr. Hanley reported that Judge Heyburn was delighted that the Advisory Commission had decided to use the Heyburn estate money to match city funds enabling the Main Library to open for operation on Sundays during the school year. Ms. Henderson added that over 400 people used the Library on the first Sunday of operation.

Librarian's Report: Ms. Henderson reported the Goals For Greater Louisville Organization ballots, asking the community to prioritize the goals from their Goal Statement, would be distributed through the Library System.

Ms. Henderson also reported that the opening reception for the Classics in Context display at the Main Library would be held on Friday, September 18th from 5:00 p.m. until 8:00 p.m. in the South Lobby of the Main Library.

Ms. Henderson then introduced Ms. Darlene Roby, Manager of Extension Services. Ms. Roby reviewed plans for the renovation of the Crescent Hill Branch Library. The plans utilize all of the existing space in a more efficient manner with minimal new construction to the existing building. Currently the branch has 6,600 square feet of space with only 5,000 square feet of space usable for the public. The new plans will bring the total usable space up to 8,600 square feet.

Ms. Henderson reported on new technology that is being offered for research

and books via computer access and CD-ROM's. A demonstration of the Sony Data Discman was given to allow the Advisory Commission members to see an example of new technology offered to the public. The issue at hand is if information can be readily attained by consumers through computers, their expectations of a library will change. If the Library does not offer new technology, it is less likely to be relevant to community needs.

Dr. Byers requested that the Advisory Commission have access to a list of services the Library offers the community now. In addition, a list of additional services the Advisory Commission would like to offer the community needs to be available to prioritize the need of future services.

New Business: None.

Old Business: Mr. Hanley appointed Mrs. Pennington to serve as an Advisory Commission representative on the Library Foundation Board. Dr. Byers inquired about the success of the collection agency. Mr. Garnar reported that 37% of delinquent accounts had action taken on them with fines being paid or materials being returned. Only 6% of those were lost due to incorrect addresses.

Adjournment: With there being no further business the meeting adjourned at 5:00 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

OCTOBER 20, 1992

The Louisville Free Public Library Advisory Commission met on October 20, 1992, at 4:00 p.m., in the Board Room of the Main Library.

Present: Dr. Byers, Mr. Hanley, Mr. Jenkins, Mrs. Lynch, Mr. McQueen, Mrs. Pennington, and the Director.

Absent: Mrs. Miller, Mrs. Porter, and Mrs. Ward, excused.

Mr. Hanley presided.

Minutes: Mr. Hanley entertained a motion that the minutes of the September 15, 1992, meeting be approved. Dr. Byers so moved, Mrs. Lynch seconded the motion, which passed unanimously.

Finance Committee: No Report.

Planning Committee: Ms. Henderson reported that, at its last meeting, the Planning Team discussed implications of demographic and density maps. The next meeting was scheduled for October 28, 1992.

Mr. Hanley thanked everyone involved for their commitment and attendance at each of the Planning Team meetings.

Library Broadcasting Committee: Ms. Henderson reported that Mr. Bill Kling of Minnesota Public Radio will meet with The Center for the Arts, The University of Louisville, and The Louisville Free Public Library on Thursday, November 12, 1992. Mr. Kling has been invited to Louisville to discuss his experience with public radio and the arts.

Chairman's Report: Mr. Hanley reported that the Louisville Free Public Library Foundation had met. Three new members were elected to the Board of Directors. The Board authorized funds to hire a consultant to work on a comprehensive automation/technology plan. The Foundation is enthusiastic about moving the Library toward the issues of technology with regards to services and software provided. The Executive Director of the Foundation announced that preliminary planning for significant fund raising efforts had begun.

Mr. Hanley announced the County had appointed Mrs. Lucretia Ward to the Advisory Commission to fill the vacancy left by the resignation of Mrs. Goldberg.

Mr. Hanley appointed Dr. Byers, Mr. Jenkins, and Mrs. Lynch as an Ad Hoc Committee to oversee the annual review of the Director.

Librarian's Report: Ms. Henderson reported that Karen James, Manager of Children's Services, would report on the efforts with the public schools, the Summer Reading Program, the RIF Program, and the reorganization of Shelby Park; and that Darlene Roby, Manager of Extension Services, would give a quarterly report on the Bon Air Branch.

Ms. James reported that she and Ms. Henderson had met with Jim Norsworthy, Director of Library Media Services for the Jefferson County Schools. Mr. Norsworthy has offered to make their video tape collection available to the Library for in-house use. Catalogs are being sent and a process for requests is being established. The school system has agreed to work with the Library to establish a program to recognize children who have read ten books in the Summer Reading Program. A tentative date of January 1993 has been established for joint public/school librarian meetings. The teacher collections and the problems that have been encountered with KERA were discussed. No solution has been reached but the public/school librarians are working on ideas so the teachers receive the material they need and don't have unreasonable expectations of the public library. There was a brief discussion on electronic links between the schools and public library. This is still in the future; however, Mr. Norsworthy is interested in having the Gheens library linked as soon as possible.

Ms. James then reported the Summer Reading kickoff, at the MetaZoo, was well attended with an audience of over 500, despite pouring rain. Over 22,200 children participated in the Summer Reading Program this year, the largest participation to date. The number of completions, children who read ten books, dropped 12% from the 1991 total of 9,293 to 8,119. It is felt that the incentive prizes offered this year may have influenced the number of completions.

This was the last year of committed support for Summer Reading from First National Bank. A proposal has been submitted to them for continued support over the next three years. The amount of the request has been increased from \$10,000

to \$18,000. Also, to encourage children to complete the program, the Library is working with the school system to develop a system of recognition through the schools in the fall.

Ms. James also reported that the Reading Is Fundamental grant provides funds to purchase paperback books to give away to children at five Housing Authority Sites. This year's program was enhanced by a \$15,000 grant from the Norton Foundation which allowed the Library to hire staff to organize and administer the book distributions and provide storytime programs at the distribution sites. It also allowed for the purchase of books to expand the program to four additional sites. Four book distributions were done at each site, giving away over 6,000 books to almost 2,000 individual children. Forty-four storytime programs were provided with a total attendance of 1,760. This summer ReadAmerica, an independent foundation sponsored by Clorox to promote reading, was also part of the RIF program. At the end of each story hour, children participated in a five minute period of sustained silent reading then chose a small prize from a treasure chest. There was a drawing for larger prizes at the last storyhour. This program seemed to enhance the interest of the children and actually encouraged more children to attend. The prizes were provided by ReadAmerica. The program has become not just something the Library does for these sites, but an integral part of their summer programs.

Ms. James reported the reorganization of the Shelby Park Library is complete. The Library now occupies the West wing and the collection focuses on material to be used by children. Shelby Park currently has an Apple and Commodore computer and will be installing an Apple Mac and PC, each with their own modem and printer. Shelby Park will have the Library Chalkboard, a bulletin

board for children, as well as a CD-ROM disk to run such programs as the Grolier Encyclopedia. The Library plans to subscribe to Prodigy as well as to have a variety of word processing programs. One of the main assignments of the children's librarian at Shelby Park is to enhance the outreach program. The children's librarian has set up a schedule to visit four day care centers and the Prekindergarten Program at Shelby Elementary twice a month. The children's librarian is currently working with the spouse abuse center at Tingley to arrange programs with the children there. The public school will assign two tutors to Shelby Park beginning October 19th, to tutor all subjects for grades 1 through 12. The building is shared with the Neighborhood Services Division of Youth Services. This summer they established a teen board which meets in the basement of the building on a regular basis. They plan to begin renovation of the basement rooms for various programs. The ideas of focused services and sharing the building with another agency both have potential. Once all the computer equipment is in place, a plan for intensive publicity will be initiated in the Shelby neighborhood.

Ms. Roby reported that the registration at Bon Air's Bashford Manor location is up 65%; this averages out to 11 new users each day. This is 10-50% more new users than any other branch. Information requests are up 84%, while this statistic is down at 11 other branches. Circulation is approximately 9% below last year, but 2/3 of the collection is in storage. In perspective, Bashford Manor and Valley Station are about the same size. Bon Air's Bashford Manor circulation is 2 1/2 times that of Valley's and about half of the entire Main Library's circulation. Bestsellers represent about 4 1/2% of the total circulation. These are 7-day circulation periods, non-reserve, non-renewable. Patrons like this concept, with the impact on total circulation being minor.

The door count is up 45%. Comparing this figure with circulation, each visitor to the branch leaves with about 1.2 books. The Library is reaching more people, but they are taking fewer books. The statistics show that more people are visiting on Sunday than checking out books. Homework assistance is extremely high on Sundays.

New Business: Mrs. Pennington moved to change the name of the Eline Branch Library to "St. Matthews-Eline" Branch Library. Dr. Byers seconded the motion, which passed unanimously.

Old Business: None.

Adjournment: With there being no further business, the meeting adjourned at 5:05 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

NOVEMBER 17, 1992

The Louisville Free Public Library Advisory Commission met on November 17, 1992, at 4:00 p.m., in the Board Room of the Main Library.

Present: Dr. Byers, Mrs. Lynch, Mrs. Miller, Ms. Porter, Mrs. Ward, the Director and the Assistant Director.

Absent: Mr. Hanley and Mrs. Pennington, excused.

Dr. Byers presided.

Dr. Byers introduced Mrs. Lucretia Ward, who is replacing Mrs. Goldberg.

Minutes: Dr. Byers entertained a motion that the minutes of the October 20, 1992, meeting be approved. Mrs. Lynch so moved, Mrs. Miller seconded the motion, which passed unanimously.

Finance Committee: Dr. Byers entertained a motion to accept the unrestricted bequest of the Gertrude Angemeier Estate and invest the first installment of \$100,000 according to prior agreement with the Library Foundation. Mrs. Lynch so moved, Ms. Porter seconded the motion, which passed unanimously.

Mrs. Lynch requested that ~~the survivors~~ of the Angemeier Estate be

the staff ~~to~~ make inquiries to determine if someone from

recognized for the bequest. In response Mike Bowles, Executive Director of the Library Foundation, reported that the Foundation is investigating different methods to recognize citizens who make donations to the library system. Mr. Bowles mentioned the Foundation is purchasing computer software that will allow the Foundation, Friends and Advocates to jointly track contributors.

Planning Committee: Dr. Byers entertained a motion that the library close on Friday, December 11th for Staff Development Day. The Director of the Library explained for the benefit of the new Advisory Commission members, that Staff Development Day is designed for all employees to meet as a group to enhance knowledge and performance. This year Ms. Eleanor Jo Rodger, who was instrumental in developing the national public library planning process will be the guest speaker for the morning session. The three roles which the Library is basing its primary service on came from the planning process Ms. Rodger developed. The afternoon session will consist of workshops on time management, team building, and book merchandising. The Library will also present its annual service awards. Ms. Porter so moved, Mrs. Lynch seconded the motion, which passed unanimously.

Dr. Byers reported that the Planning Committee had reviewed the recommendations of Karen James, Manager of Children's Services and Charles Brown, Manager of Reference Services, to transfer approximately 300 children's books of historical interest to the University of Kentucky Library. The Planning Committee recommended that these materials be offered to the University of Kentucky because they have been in storage at the Library due to their poor condition and the Library does not have the funds necessary to restore them. The University has both a collection of juvenile literature for use by library

science students and a rare book collection that will be enhanced by this transfer.

The Committee recommended approval of the staff report. The Commission so approved.

Dr. Byers also reported that the Planning Committee had reviewed Mr. Brown's recommendation to transfer the photographic collection of the Herald Post newspaper to the University of Louisville photographic archives. The Planning Committee recommended that the collection of 17 file boxes of photographs be offered to the University because they have the primary collection of historic photographs in the local area. They also have the ability to preserve the materials, which the Library does not.

The Committee recommended approval of the staff report. The Commission so approved.

Library Broadcasting Committee: Ms. Henderson reported the Mr. Bill Kling, President of Minnesota Public Radio, had met with the Administrators from Kentucky Center for the Arts, the University of Louisville, and the Library. Mr. Kling spoke to staff about the future of public radio. Mr. Kling stated the the broadcasting pledge drive was one of the most professional he had ever heard.

Ms. Henderson also reported that the pledge drive was completed. Both WFPK and WFPL totals were above last years at 15% and 20% respectively.

Chairman's Report: Dr. Byers, reported on behalf of Mr. Hanley, that Mr. Randy McQueen was resigning from the Advisory Commission. There is a conflict with Mr. McQueen's appointment to the Commission and another City Board. The City will appoint a replacement for Mr. McQueen.

Librarian's Report: Ms. Henderson reported that the Friends of the Louisville Free Public Library had approved expenditures for the library system totaling \$36,000.00. These proceeds are from the Friends books sales and Kentucky Author Dinner. An amount of \$1,000.00 for each Library Branch and the Main Library has been allocated to purchase items to meet each location's needs. Each location will begin to compile a list of their needs for consideration. \$5,000.00 for The Summer Reading/Activity Program which will be used to enhance the program libraries serving at-risk children. \$10,000.00 will fund the development of a new pre-school reading program. This program will be similar to the Summer Reading program. The Library will begin to offer this program in the winter of 93/94. \$6,000.00 was allocated to purchase CD-ROM equipment for juvenile use.

Ms. Henderson then reported that Ms. Sue Grafton was scheduled to be the guest speaker for the Kentucky Author Dinner in February 1993.

Dr. Byers asked that a thank you letter on behalf of the Advisory Commission be sent to the Friends of the Library for all their continuing support and efforts.

New Business: Ms. Henderson introduced Ms. Ruth McCreath. Ms. McCreath is working with the Goals for Greater Louisville Education Committee. She is the

chair of the sub-committee for Lifelong Learning. Ms. McCreath reviewed the work of the sub-committee and it's report to the Goals for Greater Louisville Education Committee. (See Appendix "A".)

Ms. McCreath then emphasized the vital role the Library should play in lifelong learning and the need for coordination of lifelong learning efforts in the community. Ms. McCreath indicated her appreciation for the work Ms. Henderson had done with her on the sub-committee.

The Advisory Commission reviewed a resolution endorsing the vision of the Lifelong Learning Sub-committee. Dr. Byers entertained a motion to accept the resolution. Mrs. Lynch so moved, Mrs. Miller seconded the motion, which passed unanimously. (See Appendix "B".)

Ms. Henderson then thanked Ms. McCreath for her assistance and leadership in their work together on the sub-committee for Lifelong Learning.

Mrs. Ward noted her interest in the First Amendment's impact and influence on the Library's book selection policy.

Old Business: None.

Adjournment: The Advisory Commission convened in Executive Session for discussion of personnel. The Advisory Commission reconvened in regular session. Having reviewed the report of the Ad Hoc Committee which conducted the annual evaluation of the Library Director, the Commission concurred with the Committee's report. The meeting was adjourned.

GOALS FOR GREATER LOUISVILLE

EDUCATION COMMITTEE

LIFELONG LEARNING

**Sub-committee Report on
Economic Impact Factors**

Vision Statement: To establish an educational environment for life-long learning that empowers individuals and provides them access, opportunity and encouragement to become valued members of a dynamic community.

Sub-Issue: An infrastructure must be developed to support a continuum of quality lifelong learning that increases the basic competency level of and value of academic, technical and life skills.

Goal: Create lifelong learning centers that offer education and training for people of all ages. Focus on adult training and retraining. Family/youth resource centers and new approaches to public library services will become an important part of this system.

Recommendation:

To accomplish this goal we recommend the establishment of a consortium to be composed of the Kentucky Education Workforce Institute, Louisville Free Public Library, Jefferson County Public Schools Adult Education, Archdiocese of Louisville Parochial Schools, and Metroversity to plan and implement lifelong learning centers.

The Kentucky Education Reform Act recommended that communities develop resource centers for lifelong learning.

Definition of Lifelong Learning:

Lifelong learning is an approach to education that works both within and without the formal education system. With this attitude toward lifelong learning, opportunities are available to enhance personal and career-related knowledge, abilities, and skill. It is significant that options are available for all persons from birth throughout all of life in a community-based environment.

There are several expected benefits to Louisville for establishing lifelong learning centers.

In a community where 35% of the adult population does not have a high school diploma, a new approach--lifelong learning--gives an opportunity to change attitudes about education. People can be encouraged to improve their abilities as a citizen, consumer, worker and parent and become empowered as valued members of the community.

The location of these centers within the existing Louisville Free Public Library system takes advantage of and strengthens an already existing community resource that is currently undergoing rapid change. The ability to provide natural links with existing resources through

the use of public buildings that already exist in the community provides access to information in a practical manner that has not been available before in the Louisville community.

In a report on "Adult Learning in the Community"¹ adults rated the value of learning resources available to them. Teachers, librarians and other people outranked books, magazines, media and themselves as valuable sources of information. The social, cultural, political and psychological climates are strengthened while the economic health of the community is enhanced when lifelong learning strategies are employed.

Economic improvement of the community with better educated workers and more informed citizens will provide a better tax base and increase the level of interest in public life of all residents.

The costs to achieve this goal include the need for new funds.

The public library has completed several studies identifying the financial commitments necessary for improved services. The Library Foundation is developing a long-term fund raising plan, and is prepared to raise private funds for particular projects. Annual operating funds for public library services must increase if this information and educational resource is to be most effective in this community.

As an example of targeted lifelong learning centers, a model was developed by the Jefferson County Public Schools Adult Education staff and the public library staff. This model assumes location in existing sites at no added facility cost. The center would provide consumer and career-oriented materials for the adult learner, supplement classroom materials, and provide family reading materials. This model can be implemented with approximately \$60,000 in start-up costs for materials and equipment, and \$100,000 annually in operating costs for staff and collections. Classes could be added (at existing adult education locations, Family Resource Centers or public libraries) at approximately \$20,000 per location for eight hours of classroom work per week.

The Committee believes that a strong public relations program is a necessary component of lifelong learning centers. A beginning budget of \$85,000 would incorporate a coordinator's salary (\$35,000) and materials and promotion costs (\$50,000).

It is expected that the money and resources will be provided by the following means:

Volunteers

Volunteers currently assist the Louisville Free Public Library in many capacities with over 16,000 hours of service provided annually. At a conservative estimate, this equates to over \$100,000 in contributed labor annually. Lifelong learning centers would use volunteers in basic clerical support, staffing, and outreach efforts to targeted neighborhoods and populations. Volunteers would assist with programs for children that encourage reading and teach parents how to enhance reading skills in their children.

¹ Kellogg Center for Adult Learning Research Final Report, Montana State University, Bozeman, Montana, 1990.

Special events and tours of libraries are additional methods where volunteers would provide services.

The Jefferson County Public Schools Adult Education program recruits, trains, places and supports approximately 350 volunteers annually. Individual tutors assist teachers in classes for adults who are upgrading their basic academic skills and/or completing their high school equivalency diploma (GED). Volunteers participate in a ten hour training program and provide a minimum of 2.5 hours of service per week. For the 1991-92, 267 volunteers served for a total of 14,501 hours. This equates to \$145,010 of contributed labor for 1991-92.

Private sector resources

The private sector is currently providing lifelong learning opportunities for their own constituents as well as the community at-large. Several organizations including Spalding University, Bellarmine College, Jewish Education Association, and the Archdiocese of Louisville are involved in creating an educational environment for lifelong learning that encourages its members to become valued members of a dynamic community. These groups are valuable links in the development of lifelong learning for the entire Louisville and surrounding communities.

Public sector

Information sharing in the greater Louisville area is already being demonstrated through several networks.

The "Communication Locator" is an information and referral service through a consortium of the city, county, seven surrounding counties, Metro United Way and the Jefferson County Public Schools. Information in seven service areas is provided, but education is not one of those areas.

The Kentucky Education Workforce Institute (KEWI) maintains a database that is widely accessible.

The new Family Resource and Youth Services Centers through the Jefferson County Public Schools are established in seventeen schools currently. Referrals and services are currently provided.

A dedicated telephone line from the public libraries to any/all of these and other existing networks would provide coordination of available opportunities to persons in one location.

Other sources of revenue to support this goal include grants and in-kind donations.

The availability of public and private grants has not been explored, but would be a good avenue for specific parts of this proposal. In-kind donations of services and equipment throughout the community would be sought during the development phase of the lifelong learning centers.

LOUISVILLE FREE PUBLIC LIBRARY

RESOLUTION

LIFELONG LEARNING

The Louisville Free Public Library Advisory Commission wishes to commend the Lifelong Learning Subcommittee, Goals for Greater Louisville, for their recognition of the importance of lifelong learning in our community. We believe the Goals for Greater Louisville process has identified important community issues, has involved a wide representation of community interests, and has the potential to encourage substantive improvements in our community in the future.

The potential for improvements, however, depends on the continued dedication of individuals to bring their ideas and recommendations to actual implementation. We pledge our support for the Lifelong Learning Subcommittee, Goals for Greater Louisville, to assist them in this process. We will actively participate in and provide leadership for the continuing effort to establish lifelong learning centers in our community.

To further that end, we officially endorse the vision of the Lifelong Learning Subcommittee:

Vision Statement: To establish an educational environment for lifelong learning that empowers individuals and provides them access, opportunity and encouragement to become valued members of a dynamic community.

Sub-Issue: An infrastructure must be developed to support a continuum of quality lifelong learning that increases the basic competency level of and value of academic, technical and life skills.

Goal: Create lifelong learning centers that offer education and training for people of all ages. Focus on adult training and retraining. Family/youth resource centers and new approaches to public library services will become an important part of this system.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

DECEMBER 15, 1992

The Louisville Free Public Library Advisory Commission met on December 15, 1992, at 4:00 p.m., in the Board Room of the Main Library.

Present: Dr. Byers, Mr. Jenkins, Mrs. Lynch, Mrs. Miller, Mrs. Pennington, the Director and the Assistant Director.

Absent: Mrs. Ward and Mrs. Porter.

Mr. Hanley presided.

Minutes: Mrs. Lynch moved that the following statement in the November 17, 1992 minutes be amended. "Mrs. Lynch requested that the survivors of the Angermeier Estate be recognized for the bequest." This statement should read "Mrs. Lynch requested that staff research who Mrs. Angermeier was. Staff should report their findings to the Advisory Commission."

Noting the amendment Mr. Hanley entertained a motion that the minutes of the November 17, 1992 meeting be approved as amended. Mrs. Lynch so moved, Dr. Byers seconded the motion, which passed unanimously.

Finance Committee: The Finance Committee had nothing to report.

Mr. Hanley requested information on the extra \$2,000.00 from the Heyburn

Estate. Ms. Henderson clarified that the additional funds were from the sale of the stamp collection.

Planning Committee: Mrs. Pennington reported that the members of the Five Year Planning Team were scheduled to meet on Friday, December 18, 1992 at 1:45 in the Board Room of the Louisville Free Public Library. The subcommittee would make their report to the Planning Team at that time.

Library Broadcasting Committee: The Broadcasting Committee had not met. However, Ms. Henderson reported that discussions are proceeding with the Kentucky Center for the Arts partnership.

Chairman's Report: Mr. Hanley thanked everyone for their expressions of concern during his illness.

Mr. Hanley asked for an update on the Housing Authority lease. Ms. Henderson reported that it is contingent on the County's additional space on Barret Avenue for the Housing Authority. Ms. Henderson then requested that Mr. Johnstone, Director of Community Outreach which is located at the Barrett location, alert us to any new developments.

Mr. Hanley reported that Mr. Ray Crider would be replacing Mr. McQueen as Advisory Commission member appointed by the City.

Mr. Hanley then asked Mrs. Miller to chair the Continuing Education Committee. He then appointed Ms. Porter and Mr. Crider to serve on the Continuing Education Committee.

Librarian's Report: Mike Bowles, Executive Director of the Library Foundation, reported that in 1991 the Library Foundation's Christmas campaign brought in approximately \$11,000.00. Donations were on the average of \$15.00 each. This year the total to date is over \$13,500.00, with donations averaging \$25.00 each.

Mr. Bowles also reported that Judge Armstrong contributed \$500.00 to the Christmas campaign. Mr. Hanley entertained a motion that the Advisory Commission personally thank the Judge for his generous contribution. Dr. Byers so moved. Mrs. Lynch seconded the motion, which passed unanimously.

Mr. Bowles further reported that three more new members had been added to the Foundation Board, with two more to be voted on. Mr. Bowles stated that the new appointments will further strengthen the Board.

Ms. Henderson reported on Staff Development Day, held on December 11, 1992. This year the Florinne Kammerer Award, for Branch Library staff, was presented to Susan Irving, Manager of the Eline Branch Library; the Barbara Pickett Frey Award, for Main Library staff, was presented to Brenda Boston, Personnel Clerk of the Business Office and Rex Childress, a Library Assistant of the Reference and Adult Services department.

Certificates of Merit for length of service were awarded to 21 Library employees for length of service in increments of five years, ranging from 30 to five years.

This year a committee called Quality Service Innovation Team (QSIT) was

formed. The group visited the libraries in Columbus and Frankfort to see how services were provided there. This year the group elected to focus on staff communication and recognition. They asked supervisors to compose a sentence or short statement with positive recognitions of each of their staff members. All of these were posted on a board in the Bernheim Gallery. Throughout Staff Development Day, the statements were drawn from a basket and read aloud. The employee then came to the front of the room, where they rang a large school-desk type bell and picked from a variety of prizes that were donated from the QSIT Committee Members.

Eleanor Jo Rodger, of the Urban Libraries Council was the guest speaker this year. Ms. Rodger spoke to the staff about current professional issues and balancing quality services with limited resources. Ms. Rodger also commended the staff of the library for doing things the right way.

Ms. Henderson then reported that the Library Foundation had agreed to take on fundraising to further progress the technology of the library. A small group of staff will be going to the Cleveland and St. Louis libraries to observe their technological systems for disseminating information. These trips will assist the Library in determining which steps to take next in the technological advancement of full text delivery. Mr. Don Edwards from the City's Data Processing Department, will be a part of this group as well.

Ms. Henderson further reported that December 24, 1992 would be the last day of operation for the Bookmobile located at Bashford Manor Mall. A portion of the staff will begin to work on-site at the renovated building beginning in January. The target date for the library to be open to the public has been

tentatively scheduled for February, with a grand opening celebration tentatively scheduled for the week of February 7th.

New Business: Mr. Jenkins requested the Advisory Commission resume its practice of holding one of its monthly meetings each quarter at a branch location. This practice helps new members of the Commission gain a better understanding of the library system.

Mr. Hanley tentatively scheduled the February meeting to convene at the newly renovated Bon Air location. He then asked Ms. Henderson to set up a schedule for the duration of the year to include other branch locations.

Dr. Byers suggested that the Advisory Commission look into remodeling the front of the Main Library entrance way on York Street in conjunction with the planned parking lot, to make parking more accessible and the landscaping more pleasing.

Old Business: None.

Adjournment: With there being no further business the meeting adjourned at 4:40 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

JANUARY 19, 1993

The Louisville Free Public Library Advisory Commission met on January 19, 1993, at 4:00 p.m., in the Board Room of the Main Library.

Present: Dr. Byers, Mr. Hanley, Mr. Jenkins, Mrs. Lynch, Mrs. Pennington, Ms. Porter, Mrs. Ward, the Director and the Assistant Director.

Absent: Mr. Crider and Mrs. Miller, excused.

Mr. Hanley presided.

Minutes: Mr. Hanley entertained a motion that the minutes of the December 15, 1992, meeting be approved. Dr. Byers so moved, Mrs. Pennington seconded the motion, which passed unanimously.

Ms. Henderson introduced the winners of the Frey and Kammerer Awards - Ms. Brenda Boston and Chet Watson recipients of the Frey Award, Susan Irving recipient of the Kammerer Award, and two employees with the longest years of service at the library - Janet Johnston 30 years and Marion Turner 25 years of service. Mr. Hanley presented letters of appreciation to them from the Advisory Commission recognizing their commitment to providing quality public library services.

Ms. Henderson noted the winners of the Awards and those being recognized for

their length of service are announced on Staff Development Day. The Award winners receive a rotating plaque that can be displayed in the department they work for. The employees being recognized for length of service receive a certificate of merit. Both categories are also recognized in the First Hand publication.

Mr. Hanley then introduced Charles Brown, Manager of Reference and Adult Services. Mr. Brown discussed and demonstrated two computer based information systems: InfoTrac and ABI Inform. Both of these systems are provided through CD-ROM technology. The InfoTrac Health Reference Index allows access to an index of 130 medical periodicals (80 of these are full text access), five medical reference books and assorted pamphlets. ABI Inform allows access to an index of 800 business magazines from 1989 to the present. A 125 word abstract is available on each article indexed. Both of these CD-ROM products are updated monthly. This technology allows access to information on these systems from any designated work station.

Finance Committee: No Report.

Planning Committee: Mrs. Pennington reported that the City/County Planning Team is continuing to meet regarding the implementation of the five year plan. The next meeting is scheduled for January 26, 1993 at 3:00 p.m. in the board room. Mr. Garnar, Assistant Director and Ms. Varble, Manager of the Business Office, will present options for implementation of the five year plan. The team has tentatively scheduled meeting times for every Tuesday through February 16, 1993.

Mr. Hanley announced that he would be attending a meeting at the Highland Branch Library with various surrounding neighborhood groups concerning the future of the Highland and Shelby Park branches.

Library Broadcasting Committee: Mr. Jenkins reported that Mr. Weston, Manager of Library Broadcasting, had presented recommendations from the staff of both the University of Louisville and the Library broadcasting departments. These recommendations restructured programs into three single-purpose formats: 1) News and public affairs (national or locally produced); 2) Classical Music; 3) Alternative Music (Folk, Jazz, New Age). Mr. Weston is scheduled to meeting with Mr. Landers, from the University on Friday, January 29, 1993, to discuss the financial impact of the recommendations. Mr. Weston will then report the outcome of the meeting to Ms. Henderson. The end of March has been designated for the deadline on this project.

Chairman's Report: Mr. Hanley reported the Library Foundation had held their quarterly meeting prior to the Advisory Commission's and announced the election of four new members to their board. Mr. Brown had also demonstrated the computer technology to the Foundation Board. A "technology campaign" fundraising effort is being seriously considered.

Librarian's Report: Ms. Henderson distributed a draft of Advisory Commission meeting locations and dates for 1993. The Advisory Commission agreed to the following: April's meeting will convene at the renovated Bon Air Branch; July's meeting will convene at the Middletown Branch; October's meeting will convene at the Western Branch; and December's meeting will convene at the Gheens Academy.

Ms. Henderson reminded the Advisory Commission that the Kentucky Author Dinner is scheduled for Saturday, February 20th at 7:00 p.m. Ms. Sue Grafton will be the guest speaker. Invitations are scheduled to be posted within the week. Ms. Henderson suggested anyone interested in attending do so promptly because the dinner has sold out the last few years.

Ms. Henderson reported the Broadcasting Advocates had scheduled a "Mardi Gras" theme fundraising event. The fundraiser will be held at Lynn's Paradise Cafe on Tuesday evening, February 23, 1993. Mr. Bob Edwards will be the emcee, music will be performed by Angelica. The purchase price of tickets is \$50.00. The corporate sponsors have purchased most of the available tickets. Ms. Henderson suggested that interested Advisory Commission members contact her promptly to obtain tickets.

Ms. Henderson then focused on the quarterly statistics for the library. Although it appears that circulation is down slightly, she reiterated that the Bon Air Branch has been completely closed the entire month of January, and Shelby Park has reduced it's collection to consist mainly of children's materials. In addition, circulation of the video collection has been temporarily halted to assist in the relocation of videos from Shawnee Branch to the Main Library.

Ms. Henderson then reported that staff had visited the Cleveland and St. Louis libraries to observe their computer systems. The planning that has been initiated by Library staff and City Data Processing is properly directed when compared to these libraries. The group is anticipating completion of this project in six weeks with the result aimed toward a system that allows

accessibility to computer-based information from all library locations.

New Business: Ms. Ward brought to the attention of the Advisory Commission that the Lexington Library had purchased several copies of Madonna's book, Sex.

Old Business: None.

Adjournment: With there being no further business the meeting adjourned at 5:05 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

FEBRUARY 16, 1993

The Louisville Free Public Library Advisory Commission met on February 16, 1993, at 4:00 p.m., in the Board Room of the Main Library.

Present: Dr. Byers, Mr. Crider, Mr. Hanley, Mr. Jenkins, Ms. Miller, Ms. Pennington, Ms. Porter the Director and the Assistant Director.

Absent: Ms. Lynch and Ms. Ward, excused.

Mr. Hanley presided.

Minutes: Dr. Byers moved that the minutes of the January 19, 1993 meeting be approved as distributed. Ms. Miller seconded the motion, which passed unanimously.

Finance Committee: Dr. Byers reported the Committee had reviewed and recommended the acceptance of various grants and contributions: 1) The Nettleroth Foundation: \$5,000 for expanding the book collection for the youth project at Shelby Park Branch Library; 2) ReadAmerica: \$7,500 for support of the Summer Reading program; 3) Kroger Food Stores: \$3,611 for support of the Summer Reading program. The recommendation was approved by the Commission.

Dr. Byers also reported the Committee recommended acceptance of a gift of stock, valued at approximately \$1,000.00, stock to be sold and cash transferred

to the Foundation for investment, following established procedures, the funds to be placed in the unrestricted account. The recommendation was approved by the Commission.

Planning Committee: Ms. Pennington distributed copies of the five year implementation plan. Ms. Pennington moved acceptance of the plan. Dr. Byers seconded the motion, which passed. Ms. Henderson indicated the plan would be referred to the Mayor and County Judge for approval. Mr. Hanley thanked Ms. Pennington, Ms. Henderson, and Ms. Varble for their work on constructing the plan. He also thanked the City and County for their work and their spirit of cooperation.

Library Broadcasting Committee: No Report.

Chairman's Report: Mr. Hanley read a letter concerning Western Branch Library and the perception that Western had not been included in the five year plan. He indicated that Western's funding would not change under the plan and that both public and private funds had and would continue to be expended on its collections and physical plant. Meetings are being held with community groups and individuals to discuss plans for Western's future.

Mr. Hanley noted the Friends Kentucky Author Dinner was scheduled for February 20, 1993, and Broadcasting's Mardi Gras fundraising event was scheduled for February 23, 1993.

Librarian's Report: Ms. Henderson distributed the monthly financial statement.

Ms. Mills, Community Relations Manager, reported on the public suggestion boxes which have been placed throughout the system. All comments, suggestions, and complaints are being tracked. Responses are being sent to patrons. The Quality Service Innovation Task Force is also reviewing suggestions for changes in service. The Director will review their recommendations.

Ms. Henderson reminded the Commission of the University of Louisville Photo Archives exhibit of photographs of the Louisville Free Public Library, February 16th - March 26th.

Ms. Mills announced the Bon Air opening ceremonies were scheduled for March 15, 1993 at 10:00 a.m. A week of programs are planned.

New Business: None.

Old Business: None.

Adjournment: With there being no further business the meeting adjourned at 4:37 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

MARCH 16, 1993

The Louisville Free Public Library Advisory Commission met on March 16, 1993, at 4:00 p.m., in the Board Room of the Main Library.

Present: Dr. Byers, Mr. Crider, Mr. Hanley, Mr. Jenkins, Ms. Lynch, Ms. Pennington, Ms. Porter, the Director and the Assistant Director.

Absent: Ms. Miller, excused and Ms. Ward.

Mr. Hanley presided.

Minutes: Dr. Byers moved that the minutes of the February 16, 1993 meeting be approved as distributed. Ms. Lynch seconded the motion, which passed unanimously.

Finance Committee: Dr. Byers reported that the Committee had reviewed and recommended approval of the proposed FY 1994 budget request, as presented by the Director. It includes funds for the first year of the five year plan. The Committee recommendation was approved.

Planning Committee: Ms. Pennington reported the Committee had reviewed and recommended acceptance of the Director's recommendation of Mid-City Mall as the location for the consolidation of Highland and Shelby Park Branches. Ms. Henderson reviewed the selection criteria and process which led to the

recommendation of Mid-City Mall as the site. The Committee's recommendation was approved.

Library Broadcasting Committee: No report.

Chairman's Report: Mr. Hanley noted the Friends Author Dinner had been a great success.

Ms. Pennington also noted that the opening ceremonies for the renovated and enlarged Bon Air Branch had been good. 1,900 people visited the branch and 2,500 items were circulated on opening day.

Librarian's Report: Ms. Henderson reminded members that the next commission meeting would be held at Bon Air Branch on April 20, 1993, and Friend's annual meeting was scheduled for March 21, 1993, at Bon Air.

Ms. Henderson also announced that preliminary plans for making Western Branch Library handicapped accessible had been reviewed and would be discussed with the Western friends group on Thursday evening.

New Business: None.

Old Business: A question was raised concerning the status of the Main Library parking lot. The County Housing Authority is still occupying the property, pending their relocation.

Adjournment: With there being no further business the meeting adjourned at 4:30 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

APRIL 20, 1993

The Louisville Free Public Library Advisory Commission met on April 20, 1993, at 4:00 p.m., in the Meeting Room of the Bon Air Branch Library.

Present: Dr. Byers, Mr. Crider, Mr. Hanley, Mr. Jenkins, Ms. Lynch, Ms. Miller, Ms. Porter, the Director and the Assistant Director.

Absent: Ms. Pennington and Ms. Ward, excused.

Dr. Byers presided.

Minutes: Dr. Byers entertained a motion that the minutes of the March 16, 1993, meeting be approved as distributed. Ms. Lynch so moved, Mr. Crider seconded the motion, which passed unanimously.

Finance Committee: Ms. Lynch reported that the Committee had previewed the technology project presentation to be submitted to the Brown Foundation. The presentation would focus on the implementation of technology and computer based information to be funded over the next five years. Ms. Lynch moved that the Advisory Commission endorse this presentation to the Brown Foundation, Mr. Crider seconded the motion, which passed unanimously.

Ms. Henderson then reported that during the Library Foundation Board meeting earlier today, the Foundation Board voted to endorse the technology project for

a grant submittal to the Brown Foundation; based on the reaction to this project proposal, the Library Foundation will further develop the technology project.

Planning Committee: Ms. Henderson reported that the Committee is looking at the implementation of the parking lot to be located at the corner of Third and York Streets. The County Housing Authority is scheduled to vacate the building some time in July. Staff representatives are working with PARC in the development of this project; implementation recommendations will go to the Planning Committee.

Ms. Henderson then reported that a press conference was scheduled for the beginning of a public relations campaign on Thursday, May 6, 1993, at 1:00 p.m. The focus of the campaign is "Libraries Change Lives" which will be on exhibition in the Bernheim Gallery of the Main Library.

Library Broadcasting Committee: No Report.

Chairman's Report: No Report.

Librarian's Report: Ms. Henderson reported that the Crescent Hill Branch was scheduled to close at the end of the work day on April 20. They would relocate to Cottage #8 at the Masonic Home Temple and reopen for business on Monday, May 10, 1993. The branch is scheduled to operate 45 hours per week - 12:00 p.m. until 8:00 p.m. on Monday, Tuesday and Thursday; 10:00 a.m. until 5:00 p.m. on Wednesday, Friday and Saturday.

Ms. Henderson then reported that the Main Library began operating on the

City's Essex phone system today. The new number for general information is 574-1600.

Ms. Henderson provided updated information on the following branch locations:

- 1) A lease for space for the consolidation of the Shelby Park/Highland branches has not been negotiated and may delay the project. The move has been tentatively scheduled for some time in July.
- 2) The Smoketown/Shelby Park neighborhoods have voiced a concern in regard to the availability of children's books with the consolidation of the two neighborhood branches. A bookmobile will be scheduled to aid in continuing library services in these neighborhoods.
- 3) The response from the aforementioned neighborhoods has been positive in regards to the consolidation.
- 4) The library administration did receive a petition from the Belknap neighborhood (Douglas Loop) that stated they would like to see a branch library in their neighborhood.
- 5) The County is preparing to release the bid specifications for the Fern Creek area branch library lease. The targeted area of location for this branch is the Bardstown/Fern Creek Roads intersection.
- 6) Library administration is working with the Fern Creek Volunteer Library on an agreement of the consolidation of materials and equipment from the volunteer library to the new branch.
- 7) As mentioned previously, the Crescent Hill Library will close at the end of the work day April 20 for renovation. They are relocating in the Masonic Home Temple, Cottage #8. They are scheduled to reopen in their newly renovated quarters some time early in 1994.
- 8) The relocation of the Eline branch has been delayed until sometime in October.
- 9) Susan Baugh, the Branch Librarian at Valley Station is working on a list of neighborhood contacts for the new Southwest location. Work for this location will begin in September.
- 10) Fairdale has just begun their own volunteer library. The coordinators are now

concerned about possible decline in contributions for its operation. Ms. Henderson stated that she and Mr. Johnstone have met with the coordinating individuals to discuss these concerns.

Ms. Henderson also reported that the Summer Reading Program will have two special events this year at the volunteer libraries in Fern Creek and Fairdale.

Ms. Henderson then introduced Mr. Richard Bush, the Library's liaison from the City Law Department. Mr. Bush is in the process of researching the deed regarding the Carnegie branch located in the Highland neighborhood.

New Business: None.

Old Business: None.

Adjournment: With there being no further business the meeting adjourned at 4:35 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

MAY 18, 1993

The Louisville Free Public Library Advisory Commission met on May 18, 1993, at 4:00 p.m., in the Board Room of the Main Library.

Present: Dr. Byers, Mr. Crider, Mr. Hanley, Mr. Jenkins, Ms. Pennington, Ms. Porter, the Director and the Assistant Director.

Absent: Ms. Lynch, Ms. Miller, excused and Ms. Ward.

Mr. Hanley presided.

Minutes: Ms. Pennington moved that the minutes of the April 20, 1993 meeting be approved as distributed. Dr. Byers seconded the motion, which passed unanimously.

Finance Committee: Dr. Byers reported that the Library has received a bequest from Mrs. Gertrude Angermeier. The Planning Committee has recommended that the bequest be used to enhance the Library's communications with the community and to inform the community more fully about Library programs and services. The Finance Committee concurs in this recommendation.

Dr. Byers moved that the Library Advisory Commission accept \$65,000 from Mrs. Gertrude Angermeier, and that \$10,000 of this bequest be placed in the Library's operating budget for the communications program. In addition, the

remaining \$55,000 should be transferred to the Library Foundation for investment according to prior agreements. Mr. Crider seconded the motion, which passed unanimously.

Planning Committee: Ms. Pennington reported that the "Libraries Change Lives" exhibit was being well received. The contest for the new Library Logo was under way and the Bon Air Branch will be featured live on Louisville Tonight this evening for their Bed Time Story Hour program.

Ms. Pennington asked the Director to report on the status of the branches being currently affected by the five year plan.

Ms. Henderson reported that on Monday, May 10th, the bids for a lease had been received for the Fern Creek location and were being reviewed. A meeting is scheduled for Thursday, May 20th, to investigate each site. Ms. Henderson further mentioned that negotiations have been worked out to combine the holdings of the Fern Creek Volunteer Library's with those of the new branch location.

Ms. Henderson then reported that there were some difficulties with a specific site for the combined Highland/Shelby Park location within the Mid-City Mall. The owner, Ms. Metts, has committed to a decision by June 1, 1993.

Ms. Henderson also reported that the Planning Committee had discussed the Southwest location. No action has been taken at this time.

Ms. Henderson further reported that Portland Library community groups are very concerned about reduction of services for their branch library. A meeting,

including a representative from the Lincoln Foundation, has been scheduled for Wednesday, May 19th to discuss special children's programs.

Ms. Henderson then reported that she and Ms. Porter had met with individuals from the Western Support Association, but the group has not chosen to discuss strategic planning yet.

Library Broadcasting Committee: Mr. Hanley reported on the consortium with the University of Louisville, The Center for the Arts and the Library Broadcasting Department. The group supports the project and it's beginning to take form. Contractual safeguards would need to be worked out before any group relinquishes their licenses.

Chairman's Report: Mr. Hanley reported that Betty Shadbourne, ex officio for the League of Women Voters, asked him to speak to the Springdale Presbyterian Church. Mr. Hanley talked about the Technology Campaign the library has designed. Even though a majority of the group did not use a computer in the course of their day, they were very excited about the campaign and knew of the importance of technology for the young people of the community. Several individuals from the group had visited the Bon Air Branch and were very enthused about the changes there.

Mr. Hanley also reported that the Crescent Hill groundbreaking ceremony had gone very well. Ms. Henderson briefly stated that the branch was now open for business in their temporary location at the Masonic Home Temple, Cottage #8. They are tentatively scheduled to reopen for business in their remodeled location in January or February.

Librarian's Report: Ms. Henderson introduced Amelia Debusman, Coordinator of the Extension Services Department. Ms. Debusman reported that the Library had received a grant in conjunction with the Jefferson County Public Schools for an adult literacy project titled "Worksite and Library Literacy". (See Appendix "A"). She provided an overview of the project and its accomplishments. A planning task force is being formed with JCPS Adult Education to continue the cooperative efforts.

Ms. Henderson then reported that the By-Laws would need to be amended, due to the changes in committee meeting dates. The proposed amendment to the By-Laws would be mailed to board members by the end of the week for action at the June meeting.

Ms. Henderson also reported that the Summer Reading Program kick-off was scheduled for Wednesday, June 9th, at the Louisville Zoo at the Metazoo Stage.

Ms. Henderson reported that the Housing Authority was scheduled to vacate their building in July. Administration has been meeting with PARC officials and will meet again next week to further discuss the details. The Library has a commitment to recoup the cost of maintaining the parking lot.

New Business: None.

Old Business: None.

Adjournment: With there being no further business the meeting adjourned at 4:52 p.m.

WORKSITE AND LIBRARY LITERACY

In the fall of 1991 in cooperation with the Jefferson County Public Schools we applied for a Federal LSCA Title VI literacy grant. The title of the project is Worksite and Library Literacy. The funding requested was \$35,000 and the period of the grant is October 1, 1992 - September 30, 1993. The grant office at the Jefferson County Public Schools did the actual writing which contributed greatly to the success in obtaining the grant

According to the Office of Vocational Services in the Kentucky Workforce Cabinet(October 1991) the 1980 census reported that 172,244 (35.%) of the community's 494,988 adults 18 years and older did not have a high school diploma or its equivalent. This was higher than the national average. The JCPS Adult and Continuing Education Department's records show that in 1990 there were 4,472 students studying for the GED, 1,133 enrolled in the Reading Program for literacy instruction and 1,621 students who received their GED out of 2,943 who took the GED test. The Chamber of Commerce reports identified six of the thirteen workforce issues that deal with the need for upgrading the basic skills of employees in the full range of occupations. This project is a strategy to bridge the literacy gaps of adults in the workplace.

The purpose of the project is to 1) improve the literacy of 1,000 adult employees in 20 businesses in the City of Louisville and Jefferson County; 2) develop the adults' knowledge of and skills in using the library for improved literacy; and 3) train 100 adults as volunteers to encourage adult employees to use the library as a resource for lifelong learning. The project which is a cooperative effort between the Louisville Free Public Library and the Jefferson County Public Schools(JCPS), will provide the following:

- Six laptop computers, two printers, and literacy and library software as instructional tools for improving literacy;
- an adult education/computer instructor to teach the target adults to use the laptop computers to improve their literacy;
- ten librarians to teach library usage; and
- four workshops to train adult volunteers to encourage other adults to use the library on a continuing basis.

We contracted with the JCPS to provide the instructor and supplies for the classes. We purchased 6 IBM N51sx computers with 2400 baud internal modems; the two Canon Bubble Jet printers and incidentals. We purchased Microsoft Word, Correct Grammar; the Random House Encyclopedia, Webster's Dictionary and Thesaurus and

other software. The modems will allow classes to dialin to the PAC catalog when a phone line is available.

We held one workshop in Nov. and another in Jan. with a total attendance of about 90 adult education instructors and volunteers. JCPS gave in-service credit and a stipend to the instructors. Mary Quin, Pat Tynes, Rae Shepard-Schlecter, and Dottie Reese from Reference and Adult Services conducted tours of the Main telling them about the resources we have for them and their students. Susan Baugh, Carmen Samuels, and Charles Harris, branch managers, helped with the use of Infotrac and telling about branch resources and particularly the African-American Collection at Western. I also told them about our Adult Basic Education collection, and other services.

At present we have six branch managers who have visited 13 classes to talk about the library's resources, instruct the employees in the use of the library and issue library cards to the employees. They have taken books for them to check out and signed them up to be on the mailing lists for Book Paths and the Adult Event Calendars which are provided by the grant. These librarians are Susan Baugh, Nan Curnutt, Charles Harris, Margarett Perkins, Beth Pointer and Carmen Samuels.

The grant also provided \$1400 to add materials to our Adult Basic Education collection. The materials in this collection vary from books with appeal to adults but with a limited vocabulary to books to help prepare for the GED tests. This will enhance our present collection and provide for additional locations.

Several classes have scheduled visits to the Main Library as a direct result of either the librarians' visits or the workshops. The participants have expressed their appreciation of the project through the evaluations of the workshop. When I received my summary after the first workshop I was told it was unusually favorable. We believe this project is reaching a segment of our population which is traditionally underserved.

Due to a delay in getting the computers we have contacted the U.S. Department of Education for a three month extension of the grant. The JCPS suggested we make this request.

The cooperation from all departments has helped to make the activities successful. This has truly been an interdepartmental project. Thank you to Harriet Henderson and everyone who has helped.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

JUNE 15, 1993

The Louisville Free Public Library Advisory Commission met on June 15, 1993, at 4:00 p.m., in the Board Room of the Main Library.

Present: Dr. Byers, Mr. Hanley, Mr. Jenkins, Ms. Lynch, Ms. Miller, Ms. Pennington, the Director and the Assistant Director.

Absent: Ms. Porter, excused; Mr. Crider and Ms. Ward

Mr. Hanley presided.

Minutes: Ms. Pennington moved that the minutes of the May 18, 1993 meeting be approved as distributed. Ms. Lynch seconded the motion, which passed unanimously.

Finance Committee: No Report.

Planning Committee: Ms. Henderson reminded members that the Planning Committee would meet immediately after the Advisory Commission meeting. The Committee will review logo contest entries and decide on the winning logo.

Ms. Henderson then reported that Jean Varble, Manager of the Business Office, would have a recommendation for the next Planning Committee meeting regarding operation of the parking lot. The Housing Authority is expected to

vacate the building in August. Building demolition and paving for the parking lot should begin in late August and be completed in November or December.

Library Broadcasting Committee: No Report.

Chairman's Report: Mr. Hanley reported that Article V of the By-Laws was being amended to reflect the date and time changes of the sub-committee meetings. Ms. Pennington moved that these changes to the By-Laws be approved as distributed. Ms. Lynch seconded the motion, which passed unanimously.

Mr. Hanley then requested that the times of these sub-committee meetings be set by resolution of the Advisory Commission. Ms. Lynch moved that Committee meeting dates be established as follows: the Executive Committee will meet on the second Tuesday of every month at 3:00 p.m.; the Broadcasting Committee will meet on the second Wednesday of every third month at 11:00 a.m.; the Finance Committee will meet on the third Tuesday of every month at 3:00 p.m.; and the Planning Committee will meet on the second Tuesday of every month at 4:00 p.m., Ms. Miller seconded the motion, which passed unanimously.

Mr. Hanley noted that the Commission had received a letter from Mr. Scott Miller (distributed in the Commission packet) regarding the location for the consolidation of the Highland/ Shelby Park branch libraries. The Advisory Commission requested that the Director draft a response letter to Mr. Miller.

Librarian's Report: Ms. Henderson asked Mr. Garnar, the Assistant Director, to report on the Library's Sunday hours of operation. Mr. Garnar reported that Sunday hourly circulation and door count figures at both Bon Air and the Main

Library were comparable to that for other hours of operation. (See Appendix "A".)

Ms. Henderson gave an up-to-date report regarding the transition of branch libraries affected by the five-year plan.

Usage of the Crescent Hill temporary location is beginning to show an increase since their relocation to the Masonic Home Cottage. The lease for the proposed Fern Creek location is scheduled to go to Fiscal Court for approval. Shelby Park Branch is scheduled to be closed in August. The book collection from the Shelby Park Location will be relocated to the Fern Creek branch. The second bookmobile will begin operation in early September. Work will begin on the Southwest location once the Fern Creek location is open for operation.

Ms. Henderson further reported a meeting had been scheduled with various community representatives from the Western Branch area to discuss future planning and services offered to meet the needs of their community. The meeting is scheduled for Tuesday, June 22nd, at 5:45 p.m. at the Louisville Urban League. Another meeting regarding the consolidation of the Highland/Shelby Park Branch libraries has been scheduled to review the site information and discuss proposed library services to meet community needs. This meeting is scheduled for Wednesday, June 23rd, at 7:00 p.m. at the Shelby Park Branch Library.

Ms. Henderson then reported that Alderman Bather was working with the Lincoln Foundation to secure funding for a tutoring program to be offered at the Western, Shawnee and /or Portland Branch Libraries.

Ms. Henderson also reported the possibility of having a demonstration, at the Capital Holding Building, of future library technology available to the public.

New Business: None.

Old Business: None.

Adjournment: With there being no further business the meeting adjourned at 4:32 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

M E M O R A N D U M

TO: Harriet Henderson
 FROM: William H. Garnar
 DATE: June 9, 1993
 RE: Sunday Hours

=====

In 1992, Sunday hours for the Main Library were resumed for the first time since December 1986, and for the first time ever, Sunday hours were initiated at a branch library: Bon Air. Both sites were open from 1:00 p.m. until 5:00 p.m., from September 1992 through May 1993.

The Main Library was open a total of 35 Sundays. Figures for Bon Air reflect a total of 29 Sundays the branch was open at both the Bashford Manor Mall and Del Rio Place locations.

Average Sunday circulation and door count figures are:

	<u>Average Sunday Circulation</u>	<u>Average Sunday Door Count</u>
Main Library	655.1	508.0
Bon Air Branch	423.2	354.1

Figures were kept at the Main Library in order to compare hourly circulation and door count figures for the year for Sundays and the other hours Main was open. They are:

MAIN LIBRARY

	<u>Sundays</u>	<u>Remainder Of The Week</u>
Average Hourly Circulation	163.8	179.5
Average Hourly Door Count	128.7	129.2

The number of persons using the library on Sundays is clearly comparable with those using the Library at other hours during the week. Sunday circulation per hour is slightly lower. No separate figures were kept on reference questions for Sunday as compared with the rest of the week.

CDCC 1:14:mlh

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

JULY 20, 1993

The Louisville Free Public Library Advisory Commission met on July 20, 1993, at 4:30 p.m., in the Meeting Room of the Middletown Branch Library.

Present: Dr. Byers, Mr. Crider, Mr. Hanley, Mr. Jenkins, Ms. Lynch, Ms. Miller, Ms. Pennington, Ms. Porter, the Director and the Assistant Director.

Absent: Ms. Ward, excused

Mr. Hanley presided.

Minutes: Mr. Crider moved that the minutes of the June 15, 1993 meeting be approved as distributed. Ms. Lynch seconded the motion, which passed unanimously.

Finance Committee: Dr. Byers reported that the Committee had met with Mr. Dennis Riggs and Ms. Susan Carson from the Louisville Community Foundation. Several options for management and investment of the library funds were considered. The Committee requested that the Director gather information regarding the Library's financial goals. The Director agreed to have a recommendation to be presented at the next ^{Finance Committee} meeting.

Dr. Byers also reported on recommendations made by the Planning Committee for the library parking lot which will be located on the corner of Third and

York streets. Information was distributed on the most feasible system. (See Appendix "A") Dr. Byers moved that \$35,000.00 be advanced from the unrestricted account to assist in the construction and landscaping of the parking lot. Ms. Miller seconded the motion, which passed unanimously.

Planning Committee: Ms. Pennington reported the Committee had met and discussed the different systems available for operation of the parking lot. (See Appendix "A"). The Committee recommended the Multi-Space Electronic Meter system. This system is the most cost effective and will allow an approximation of 70 spaces on the lot. The revenue generated from the lot in excess of operating expenses would be returned to the unrestricted fund advanced by the Finance Committee.

Library Broadcasting Committee: No report.

Chairman's Report: Mr. Hanley reported that the Library Foundation Board had met earlier in the day. They were interested in the recent articles released by the media regarding plans for the Library Broadcasting stations. The Foundation approved a \$10,000 grant to the Advocates to match City funds for new transmitters.

Mr. Hanley then reported that he would be meeting with Ms. Linda Carr, a consultant from the Corporation for Public Broadcasting, regarding the consortium with the University of Louisville radio station, the Kentucky Center for the Arts, and the Library Broadcasting Stations.

Mr. Hanley also reported that Library Administration was preparing to launch

a demonstration project regarding future technology available for public use at the Library. This demonstration will be on display in the lobby of the Capital Holding Tower for approximately six months. The equipment used in the display will be on loan from Brown, Todd and Heyburn. Project coordinators are hopeful that this demonstration will assist the Library Foundation in raising funds for the potential Technology Campaign, by allowing the general public to see first-hand the technological advances the Library is interested in pursuing.

Mr. Hanley reported that he met with the neighborhood community groups associated with the consolidation of the Highland/Shelby Park Branches. The groups are excited about the consolidation. However, he noted their concern regarding a new name for the consolidated branch. Mr. Hanley asked the Planning Committee to discuss how a name could be chosen. The community groups have also scheduled a meeting for July 23, 1993. They have agreed to financially assist the consolidated location, and have requested that library staff prepare a "wish list" that will clarify and assist them in their decision of how much funding is needed and what the funding will be used for.

Librarian's Report: Ms. Henderson reported that the year end statistical report was in the meeting packet. Library Administration was very pleased that the statistics were basically the same as those of the previous year, even with the temporary reduction in services at the Bon Air, Crescent Hill and Shelby Park Branches. Beginning with the July '93 statistical Report the first page will recap the grand totals of the basic information included throughout the report. The detailed statistics will continue to be listed on the following pages. The report will also be restructured to coincide with changes being implemented in the five year plan. Main statistics will be reported first,

followed by the Regional locations, Neighborhood locations and concluding with other miscellaneous information.

Mr. Garnar also reported on the progress of the five year plan projects. The Western Branch Library is scheduled to close on August 12th and move to its temporary location in St. Augustine Church while the Branch undergoes its renovation. The Jefferson County Adult Education Center also holds classes at the Church and this temporary location for the branch should benefit this aspect of the community even more. The Shawnee Branch is also scheduled for renovation to make it handicap accessible. The Crescent Hill Branch is scheduled to return to its newly renovated location in November. The lease for the Highland/Shelby Park Branch consolidation is scheduled to go before the Board of Aldermen for approval the week of July 26th. The lease for the Fern Creek Branch has been approved. Shelby Park Branch is scheduled to close on August 12th. Library staff and volunteers have been entering the existing Fern Creek book collection into the computer system and preparing the collection for circulation. A portion of the Shelby Park collection will be designated for the Fern Creek Branch and the remaining collection will be used for the new Children's Services Bookmobile. Karen James, Manager of Children's Services, is contacting possible new sites for the bookmobile project, and it should be ready for operation in mid-September.

Ms. Henderson then reported that the Library and the Jefferson County Public School System had developed an Adult Education Task Force. They held their second meeting earlier today, and the group committed to library staff attending these classes and bringing the classes to the Library beginning this fall.

Ms. Henderson reported that the implementation of the new logo is underway. The Seven-Day-Bestseller Plan has worked so well at the Bon Air Regional Branch that the program has been expanded to include all locations. The second floor of the Main Library is scheduled for recarpeting in September.

Ms. Henderson then reported that restoration of the Henry Watterson bust was completed, and the statue is currently on display at the National Portrait Gallery. Ms. Henderson then reported that the Castleman Bust, sculpted by Enid Yandell, was in need of restoration. The new Mid-City mall location would be an ideal place for the Castleman bust to be on display. The Planning Committee has approached the Cherokee Triangle Association and requested that the Association finance the restoration of the bust. Due to time constraints of the individual selected to restore the bust, Ms. Henderson requested that the Finance Committee advance funds to enable the restoration to begin as soon as possible, further noting that any funding the Cherokee Triangle Association decided to designate for this project would then be returned. Dr. Byers asked for a motion that the Finance Committee approve that \$2,135.00 be advanced from unrestricted contributions to finance this restoration. Mr. Crider so moved, Ms. Miller seconded the motion, which passed unanimously.

New Business: None.

Old Business: None.

Adjournment: With there being no further business the meeting adjourned at 5:20 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

M E M O R A N D U M

TO: Louisville Free Public Library Advisory Commission
Planning Committee Members
Diane Pennington
Jim Jenkins
Caroline Lynch
Carmen Miller

FROM: Jean Varble, Business Manager

DATE: July 13, 1993

RE: Proposed Parking Lot

=====

The construction of a parking lot at 300 York Street will require additional funding by the Louisville Free Public Library Advisory Commission. The exact amount of additional funding will depend upon the type of revenue control system selected for use.

Mr. Salter, Executive Administrator of the Parking Authority of River City, Inc., has provided estimated capital and operating cost of four methods of revenue control. He has listed advantages and disadvantages of each system. A copy of his letter is enclosed.

After review of his information by Pat Peers, Manager of Physical Facilities, and myself, we are recommending the use of either the multi-space electronic meter or the regular individual parking meters.

For your reference, we are enclosing a breakdown of our estimates of both needed capital to complete construction and annual operating costs of all four systems.

Enclosures

cc: Keith Hanley
Harriet Henderson
William Garnar
Pat Peers

BO 2:50A:mlh

LOUISVILLE FREE PUBLIC LIBRARY

PROPOSED PARKING LOT METHODS

	<u>MULTI-SPACE ELECTRONIC METERS</u>	<u>PARKING METERS</u>	<u>SLOT BOXES</u>	<u>ATTENDANT FEE COMPUTER</u>	<u>ATTENDANT TIME CLOCK</u>
<u>ESTIMATED CAPITAL COSTS</u>					
Demolition at \$1.85 sq. ft.	\$ 19,900	\$ 19,900	\$ 19,900	\$ 19,900	\$ 19,900
Fill at \$6.00 cu. ft.	1,050	1,050	1,050	1,050	1,050
Asbestos Removal/Air Monitoring	10,425	10,425	10,425	10,425	10,425
Construction	45,000	45,000	45,000	45,000	45,000
TOTAL CONSTRUCTION	\$ 76,375	\$ 76,375	\$ 76,375	\$ 76,375	\$ 76,375
Equipment	15,000	25,390*	1,000	27,400	15,000
10% Contingency	9,138	10,177	7,738	10,378	9,138
TOTAL CAPITAL INVESTMENT	\$ 100,513	\$ 111,942	\$ 85,113	\$ 114,153	\$ 100,513
AVAILABLE FUNDS	69,000	69,000	69,000	69,000	69,000
ADDITIONAL CAPITAL INVESTMENT	\$ 31,513	\$ 42,942	\$ 16,113	\$ 45,153	\$ 31,513
ESTIMATED OPERATING COST					
Revenue Collection System	\$ -0-	\$ 11,420	\$ 12,500	\$ 16,000	\$ 16,000
Miscellaneous Expense	5,000	5,000	5,000	5,000	5,000
TOTAL ESTIMATED OPERATING COST	\$ 5,000	\$ 16,420	\$ 17,500	\$ 21,000	\$ 21,000

Appendix "A"

* High Estimate, will run between \$14,400 to \$25,000.

BO 2:50B:mlh



JERRY E. ABRAMSON
Mayor

STEVE A. SALTER
Executive Administrator

July 12, 1993

MEMORANDUM

To: Jean Varble
Louisville Free Public Library

From: Steve A. Salter
Executive Administrator *Steve A. Salter*

Re: **Library Parking Lot Revenue Control Equipment**

There are several methods of revenue control that are available for the operation of the parking lot that is being developed for use by Library patrons. I will attempt to provide both capital and operating cost information for four types of control systems plus give you the advantages and disadvantages of each system. These control systems include the use of individual parking meters, a slot box, a multi-space electronic parking meter system, and the use of a parking attendant with a ticket dispenser and gate operation. For purposes of estimating costs I am assuming that the Library Lot will be able to accommodate 70 vehicles.

Parking Meters

The cost to purchase and install individual parking meters at each space is estimated to be \$25,384 or \$362.63 per meter. This cost estimate was supplied by the Public Works Department and assumes that their parking meter personnel would purchase and install the meters. It should be noted that the type of parking meter currently in use in Louisville can now be supplied by several firms, since the patent on this item has expired. If the Library would purchase the meter mechanism, housing and coin box through a competitive bid, it is estimated that the unit price for these items would be approximately \$190.00 as compared to the \$286.61 figure used in the cost estimate provided by the Public Works Department. Annual operating costs for the 70 parking meters are estimated to be \$11,415 or \$163.07 per meter. Operating costs include revenue collection being performed weekly and meter maintenance, which includes three inspections and preventive maintenance servicing of each meter annually. In addition, meter malfunctions will be responded to as they occur and are reported to the Parking Meter Shop.

Advantages: Parking meters are a relatively low cost method of revenue collection and parking control. In locations of high utilization they can have a high return on investment provided that strong enforcement occurs.

Disadvantages: Revenue loss through non-payment of parking fees can be considerable, especially if parking enforcement is poor. Although there is no cost to the Library for enforcement, all of the revenue generated by parking citations will go to the general fund. Mechanical parking meters are

difficult and costly to change rates and/or time limits as compared to other methods of control. Thus, they have limited flexibility, if the Library would like to change either rates or the time limits. Electronic parking meters are easy to reprogram a new rate and/or time limit, but the initial cost of the mechanism is quite high. The issuance of parking citations may create some negative feelings towards the Library by those users who do not pay for their parking.

Slot Box

A slot box is a device with small numbered slots where customers deposit their parking fee in the slot that corresponds to the number of the parking space where they have parked. It is estimated that a single slot box for a 70 space lot can be purchased and installed for approximately \$1,000. Annual operating costs will consist of checking to see which slots have paid and collecting the revenue from the box several times each day. Normally, the checking and collecting functions are handled by two persons to ensure proper accountability of the revenues. Most likely, the facility would have to be checked at least four or five times each day because of vehicle turnover. Enforcement personnel should be available to issue citations to vehicles where payment has not been made. Assuming a weekday only operation with payment required from 8:00 a.m. until 5:00 p.m. the cost for the checker would be approximately \$12,500 per year. Since the revenue collection and coin counting function would probably require no more than two hours per day based on four collections, I am assuming that current staff could handle this function.

Advantages: The slot box requires a very low investment and its operating costs are relatively low. Rates can be easily changed by changing the rate sign.

Disadvantages: This system is better suited to lots where parkers park all day, since this will minimize the number of times that the slot box has to be checked and collected. Where vehicles are parked for a relatively short time a relatively high percentage of parkers will not pay to park and instead take a chance at not getting a citation. Enforcing time limits is extremely difficult as a slot box is not designed for a high parking turnover operation. The opportunity for theft of revenues by employees is much higher in this type of control device than for other types of revenue control. The issuance of parking citations may cause some Library users to have negative feelings about the Library.

Multi-space Electronic Meter System

The multi-space electronic meter system combines the best features of a slot box and an electronic parking meter into a device that provides very good revenue control with low cost operation. There are two types of multi-space electronic parking meters. One kind involves the "pay and display" concept whereby the customer pays for a specific amount of parking and obtains a receipt that is displayed on the vehicle's dashboard. Enforcement personnel check to make sure the vehicle has not exceeded the amount of time that has been paid for. Citations are issued either to vehicles with an expired receipt or no receipt on display. The other type of operation involves the numbering of each space in the lot. The customer keys in the space number at the time that payment is made. A receipt is issued, if desired, but it is not necessary to display one on the dashboard. Enforcement personnel monitor the lot by requesting a list of either spaces that have been paid for or for spaces that have not been paid for depending on the occupancy level. Spaces that are occupied by vehicles that have not paid or that the time has expired are issued citations.

The multi-space parking meter system costs approximately \$15,000 to purchase and install and one device can control a lot of several hundred spaces. Annual operating costs are minimal as collecting the revenue through an exchange of collection boxes takes only a few minutes and needs to be done probably once a day as that collection boxes can hold several hundred dollars in coins. The currency container likewise can hold several hundred dollars in bills. The only other cost is that of

enforcement, which is done by Public Safety Department personnel. Although these devices are usually installed in pairs so that if one device malfunctions the other one is available, they are very reliable and the downtime rate is very low. Thus, one device should be adequate to control the parking in the Library Lot. These devices are very common in Europe and are used in both on-street and off-street locations throughout Europe.

Advantages: The multi-space electronic meter system is able to concentrate revenue collection in one location and is more secure than either parking meters or slot boxes, since alarms can be wired into this device to prevent tampering. In addition, the revenue collection portion of the system is very secure as multiple keys are required to open the collection box. The person who collects the revenue merely exchanges collection boxes and brings a summary of the revenue collected that is printed out when the collection boxes are exchanged. Another person must open the collection box for removal of the coins. Other advantages of this system is that a paper currency acceptor is available, change can be returned and a receipt can be issued. Changing rates and/or time limits can be easily completed by reprogramming the computer. Additional flexibility can be gained by designating certain parking spaces for different time limits than other spaces so that the lot can be divided into sections for time limit considerations. If monthly parking were to be sold, these devices can accept monthly cards or even debit cards for proof of payment.

Disadvantages: This system has many of the same disadvantages of parking meters and slot boxes, such as the need to have a strong level of enforcement in order to ensure that users will pay the parking fee. Thus, it is much better suited to an all day employee type of parking facility rather than a short-term high turnover parking lot. The issuance of parking citations to some Library users may create some negative feelings towards the Library.

Attendant with Ticket Dispenser and Gate Operation

This type of revenue control system involves the issuance of time and date stamped ticket to each parker upon entry to the lot. The parker must take a ticket from the ticket dispenser in order for the entry gate to open. When exiting the parker hands the ticket to the cashier who inputs the entry time and date into the fee computer. The fee computer will automatically compute the proper fee. After the customer has paid the fee the fee computer will cause the exit gate to open. Loops are installed in the pavement in the entry and exit lanes to detect the presence of a vehicle and to provide additional revenue control.

Equipment required includes two gates, a ticket dispenser, a fee computer and a booth. Total costs, including installation, are estimated to be \$27,400. Operating costs are estimated to be approximately \$16,000 per year.

A lower cost variation of the this method of revenue control involves the issuance of a time clock stamped ticket by the cashier when a parker enters the lot. When the parker exits the cashier must manually determine the rate, obtain payment and insert the ticket in the time clock to have the exiting time stamped on the ticket. The revenue collected must equal the value of the rates charged based on the entry and exit times stamped on each ticket. In addition, loops should be installed with a series of counters as a further count control on the tickets. Only the booth and gates would need to be purchased plus a time clock. It is estimated that the equipment, including installation will cost approximately \$15,000. Operating costs will be approximately \$16,000 per year of which the majority of this cost is for the cashier. This type of operation will require that another employee audit each ticket, the cash revenue and the vehicle count data every day to ensure that the cashier is not misappropriating revenues. It is estimated that these functions will require about one hour of time each day for the second employee. Most likely, an existing employee can perform these duties, since the duties do not require a continuous one hour commitment.

Advantages: This type of operation does not require any parking enforcement since all users will have to pay the cashier when exiting. As a result, the negative feelings created by the issuance of parking citations will not occur with this type of operation. Thus, potential user revenue collection will be higher than for the other systems of revenue control. The cashier can also provide a certain level of perceived security by observing activity in the lot. Rates can be changed easily in this type of operation and, if desired, a flat fee can be collected upon entry for vehicles entering late in the day when it is likely that the parker will exit after the cashier has gone off duty. If the Library wishes to validate the parking of certain parkers, this is the only system of revenue control that will allow for this option to be used. The first method of control using a ticket dispenser and a fee computer will provide the strongest level of revenue control.

Disadvantages: This type of operation is more labor intensive because of the need to have a cashier on duty whenever the lot is being operated. Thus, operating costs will be somewhat higher than other methods of revenue control. The installation of the booth, ticket dispenser and gates will require a wider entry and exiting area. This will probably result in the loss of one or two parking spaces. The initial capital outlay for this option is the highest.

The second variation of the cashier and gate system does not provide for as strong a control over the revenue. As a result, close monitoring of the revenue, ticket issuance and vehicle counting is critical for this method to be successful. Unless the Library's management is committed to monitoring the cashier's activities quite closely revenue loss can be significant.

Recommendation

It is my understanding that this surface lot will be used by visitors to the Library and not any employees. Each method of revenue control will work in this type of operation, but some will be more effective depending upon the objectives of the Library.

If the maximization of revenue is very important, then a cashiering system would be best. The methods of control that do not involve the use of a cashier will require strong enforcement in order to be successful. Since revenue generated by parking citations goes into the general fund, these methods of control will result in some users taking a chance by not paying the parking fee. Thus, revenue generated by the users of the lot will be less than for a system having a cashier and no enforcement requirement.

If low operating costs are important, then the multi-space electronic parking meter system using space numbers will provide good cash control and will require a low labor commitment on the part of Library personnel. However, a strong enforcement effort will be required for this system to work effectively.

If I can be of further assistance as you develop the Library Lot, please contact me.

JV070993

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

AUGUST 17, 1993

The Louisville Free Public Library Advisory Commission met on August 17, 1993, at 4:00 p.m., in the Board Room of the Main Library.

Present: Dr. Byers, Mr. Crider, Mr. Hanley, Mr. Jenkins, Ms. Lynch, Ms. Miller, Ms. Pennington, Ms. Porter, the Director and the Assistant Director.

Absent: Ms. Ward, excused.

Mr. Hanley presided.

Minutes: Dr. Byers requested that the minutes of the July 20, 1993 meeting be amended as follows: the last sentence of the Finance Committee Report should read: "The Director agreed to have a recommendation to be presented at the next Finance Committee meeting." Dr. Byers then moved that the amended minutes of the July 20, 1993 meeting be approved as distributed. Mr. Crider seconded the motion, which passed unanimously.

Mr. Hanley then introduced Ms. Carol Faust, the new representative from the League of Women Voters and Mr. Geoff Ellis, a representative from County Government, who was in attendance on behalf of Mr. Rick Johnstone.

Finance Committee: Dr. Byers reported that the Finance Committee had met and discussed several recommendations regarding Library expenditures and

investments. Dr. Byers recommended that the Finance Committee's recommendations be accepted. Ms. Henderson reviewed the recommendations: Expenditures 1) Provide \$5,000 to be expended toward a display created of the African-American materials that are currently housed at the Western Branch. 2) Provide up to \$10,000 to implement pilot projects that the Jefferson County Public School and Louisville Free Public Library Adult Education Task Force are currently working on. 3) Transfer \$65,000 of earned income from bequests designated for the purchase of books to the book budget account for immediate use; transfer accrued interest on an annual basis to the book budget. 4) Transfer \$80,000 from the Undesignated Account to implement the Collection Development strategy for books-on-tape and educational videos. Pending approval from the Library Foundation, approximately \$55,000 from the Foundation's 1993 annual campaign would be added to the \$80,000, for a total of \$135,000. Investments: 1) It is recommended that the Library's investments remain with the Louisville Community Foundation. Mr. Crider so moved, Ms. Miller seconded the motion, which passed unanimously. Staff of the Louisville Community Foundation will be asked to meet with the Finance Committee to discuss specific investments.

Planning Committee: No Report.

Library Broadcasting Committee: No Report.

Chairman's Report: Mr. Hanley is retiring from the Advisory Commission. Mr. Michael Harreld has been appointed as his replacement. Mr. Harreld is also a director on the Library Foundation Board and very active in current Library issues. Mr. Hanley stated that since the Library is moving in the most positive direction it has moved in the last eleven years, and the Advisory Commission

being comprised of very dedicated members, he chose this time to retire from the Commission. Mr. Hanley then thanked the Commission members for their assistance and dedication to the Library. Mr. Hanley will remain active in Library issues by retaining his seat as Vice-President of the Library Foundation Board.

Librarian's Report: Ms. Henderson reported on further progress of the five year plan projects. 1) The Western branch closed at the end of the business day on August 12th, and is scheduled to reopen for business in St. Augustine's Church on August 23rd. Since Adult Education classes are also held at this location, Western staff is planning for this opportunity to begin working with the Adult Education staff. The Main Library is temporarily housing the Western Archives. This will allow for cataloging of the collection to continue while Western branch undergoes its renovation. 2) The Shelby Park Branch closed its doors at the end of the business day on August 12th. The children's materials will be divided between the Fern Creek location and the new children's bookmobile. 3) Library staff met with the volunteers at the Fern Creek location. Plans are moving along smoothly with the grand opening of the location anticipated in mid November. 4) The Eline branch move has been delayed until January, due to delays that the St. Matthews City Hall project has experienced. 5) With the renovation of the interior and exterior of the Mid-City Mall, it was anticipated that the name of the mall might be changed; however, businesses at the mall have elected to retain the name of the mall. Library staff have met with neighborhood group representatives affected by the consolidation of the Highland/Shelby Park branches concerning the renaming of the branch and plans for the new location.

Maura Temes, the City representative, inquired as to the future use of the

building the Highland Branch Library now occupies. Ms. Henderson reported that Mr. Mark Thompson, President of the Cherokee Triangle Neighborhood Association has been working with Alderman Owen on possible alternative uses. No concrete offers have been made.

Ms. Henderson then asked the Advisory Commission members if there were any concerns regarding the new format of the Monthly Statistical Report. Mr. Jenkins was concerned about the number of attendance and meetings reported for the Shelby Park Branch. The Director will find the answer to Mr. Jenkins question.

New Business: None.

Old Business: None.

Adjournment: With there being no further business the meeting adjourned at 4:30 p.m. A reception was held for Mr. Hanley, recognizing his service to the Library as a member of the Library Advisory Commission.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

SEPTEMBER 21, 1993

The Louisville Free Public Library Advisory Commission met on September 21, 1993, at 4:00 p.m., in the Board Room of the Main Library.

Present: Dr. Byers, Mr. Crider, Mr. Harreld, Mr. Jenkins, Ms. Lynch, Ms. Miller, Ms. Pennington, Ms. Porter, Ms. Ward, the Director and the Assistant Director.

Mr. Harreld presided.

Minutes: Dr. Byers moved that the minutes of the August 17, 1993 meeting be approved as distributed. Ms. Miller seconded the motion, which passed unanimously.

Finance Committee: Dr. Byers reported that the Committee had met with Mr. Riggs from the Louisville Community Foundation. A meeting has been scheduled for the Committee to meet with representatives from the bank trust departments to discuss their proposals for the investment of Library gifts and bequests.

Planning Committee: Ms. Pennington reported that the Committee had met and endorsed the following recommendations concerning branch names (See Annex "A"). Committee recommendations #1 and #2 were approved as presented by the Committee. After considerable discussion, the Library Advisory Commission recommended naming the Highland and Shelby Park Branch consolidation at the Mid-City Mall

the "Highland-Shelby Park Branch Library." Dr. Byers moved that the branch name be "Highland-Shelby Park Branch Library". Ms. Pennington seconded the motion, which passed unanimously.

Ms. Ann Axton, with the Cherokee Triangle Association, came forward and thanked the Advisory Commission for heeding the neighborhood association's suggestions.

Library Broadcasting Committee: Mr. Jenkins reported that the Committee had met and discussed the On-Site Report prepared for the Corporation for Public Broadcasting by Carr Communications. Based on the Carr report, the Committee recommended that the Library Advisory Commission approve in concept the participation of WFPK-FM and WFPL-FM with WUOL-FM, in the Louisville Public Radio Consortium (See Annex "B"). Mr. Jenkins moved that the Advisory Commission endorse the new concept. Ms. Miller seconded the motion; the motion passed seven in favor and one opposed.

Chairman's Report: Mr. Harreld reported that since he was named as Chairman of the Advisory Commission, many individuals within the community have contacted him concerning the Library. Whether the individuals used the Library or not, they had strong opinions about the Library, its need for more books or more locations, and its future plans.

Mr. Harreld then reported that the Library Foundation had discussed the Book Endowment Campaign and the Technology Campaign. The Foundation was in consensus that the Book Endowment Campaign should be completed, with a reception held honoring individuals who participated, deferring the Technology Campaign

until after the first of the year. Mike Bowles, Executive Director of the Foundation, reported that the Foundation had purchased software and hardware to implement a comprehensive system of donor record keeping. Ms. Henderson, Director of the Library, reported that the technology demonstration work station is scheduled to be on display in the Capital Holding Tower in October.

Librarian's Report: Ms. Henderson reported that the second floor of the Main Library was scheduled to be recarpeted in October. The board room will be used to store equipment from the second floor. All outside group meetings have been rescheduled in alternate facilities. All Advisory Commission Committee meetings will convene in the Director's office. The Reference department will have additional points of service set up on the first floor with limited access to information housed on the second floor.

Ms. Henderson also reported that on Thursday, September 23rd, the Cane Run Elementary Intergenerational project will hold a press conference to present their book to the Library.

Ms. Henderson then distributed updated information on branch activities (See Annex "C").

Ms. Henderson then introduced Karen James, Manager of Children's Services. Ms. James reported the outcome of the Summer Reading Program, which is designed as a reading incentive that rewards children who participate for their reading accomplishments (See Annex "D"). This year was the sixth year that National City Bank, formerly First National Bank, sponsored this event. The percentage of children who participated and completed reading ten books was up from last

year. Statistics have shown that nationwide, in summer reading programs, participation tends to rise for the first several years, then falls drastically before leveling off. The Louisville area program has not experienced this decline, although the program has continued for many years. This year Mr. Jim Northworthy, Director of the Jefferson County Public School Libraries, assisted the program by targeting two neighborhoods without nearby branch libraries and opening school libraries in these neighborhoods one day a week. Ms. James then reported on the RIF program, which is supported by additional funding from the Norton Foundation. Again this year, eight housing authority sites in the city and one in the county were targeted. The funding from the Norton Foundation, which again provided for two teachers, has allowed them to develop a positive working relationship with the community at these sites.

New Business: Ms. Henderson passed out a copy of the Proclamation honoring Mr. Keith Hanley for his years of service with the Library (See Annex "E"). Ms. Pennington moved that the Advisory Commission adopt the proclamation. Ms. Miller seconded the motion, which passed unanimously.

Old Business: Dr. Byers inquired about the status of the current Highland Branch location. Ms. Henderson said that the Library will continue to maintain the outside grounds and provide for security while the building is vacant. Ms. Temes, representative for the city, will check to see if any decisions have been made for the future use of the building.

Adjournment: With there being no further business the meeting adjourned at 4:55 p.m.

RECOMMENDATIONS FROM PLANNING COMMITTEE

SEPTEMBER 21, 1993

1. As funds become available, provide standard signs for each library location. Identification should be based on the following standard: The Library - _____
Branch Library.
2. Change the Newman Branch Library name to the Shively-Newman Branch Library.
3. Name the consolidated Highland-Shelby Park location at Mid-City Mall either
 - a. C. R. Graham Branch Library
 - or
 - b. Mid-City Branch Library

LOUISVILLE FREE PUBLIC LIBRARY

M E M O R A N D U M

TO: Library Advisory Commission
FROM: Harriet Henderson
DATE: September 15, 1993
RE: Name - Highland - Shelby Park Consolidation

=====

The Planning Committee met September 14th to consider a name for the consolidated Highland and Shelby Park library, which will be located at Mid-City Mall.

Nine neighborhood associations either attended the meeting or contacted the Planning Committee concerning the name. There was no consensus among the neighborhood associations for a name for this branch.

The Planning Committee will present two suggestions for your consideration at the September 21st meeting of the Advisory Commission:

- a. Mid-City Branch Library
- b. C.R. Graham Branch Library

Summary information is contained below for your consideration prior to the Commission's meeting.

A. Mid-City Branch Library

There is consensus on the Planning Committee that, regardless of the formal name of the branch, it will be called "Mid-City" informally because of the branch location. Some neighborhood associations recommended the name Mid-City, while others strongly opposed it.

We have moved toward geographic names for all the branch libraries. The only common, recognizable geographic name for this branch is Mid-City, since it will serve thirteen neighborhoods (from Phoenix Hill, Schnitzelberg, and Shelby Park to Belknap).

B. C. R. Graham Branch Library

C. R. "Skip" Graham was suggested as a compromise, to avoid a geographic name.

Library Advisory Commission
September 15, 1993
Page 2

C. R. "Skip" Graham was Director of the Louisville Free Public Library from 1942 to 1977. During his tenure, the Library:

- extended services to the County, more than doubling the number of branches
- established WFPL and WFPK radio stations, the first stations operated by a library
- established audio visual collections such as 16mm films, film strips, tape recordings, and framed works of art
- developed extensive adult programs, including Neighborhood College classes which were offered in cooperation with the University of Louisville
- expanded the Main Library building
- developed cooperative programs with the various arts groups in the community
- established the Talking Book Library, with assistance of the state and federal government
- achieved national recognition for its innovations in library services and its concept of the library as a cultural supermarket.

Mr. Graham was involved in professional activities at both the local and national levels and served as president of the Kentucky Library Association, Southeastern Library Association, and the American Library Association. He received numerous awards and commendations for his professional activities.

Mr. Graham was also active in local community activities such as the Louisville Labor Management Committee, Filson Club, and Rotary Club of Louisville. Mr. Graham died in 1989.

RECOMMENDATION:

The Library Broadcasting Committee recommends:

That the Library Advisory Commission approve in concept the participation of WFPK-FM and WFPL-FM in the Louisville Public Radio Consortium with WUOL-FM, operated by the University of Louisville.

BACKGROUND:

Three public radio stations currently serve the Louisville metropolitan area. The University of Louisville owns and operates WUOL, while the Louisville Free Public Library owns and operates WFPK and WFPL.

Discussions have taken place between the University, the Louisville Free Public Library, and the Kentucky Center for the Arts to determine if cooperative efforts could significantly improve public radio service to the Louisville region. A proposal has now been developed to combine the present operations of the three stations under one management structure, a tax exempt, nonprofit corporation governed by a community board of directors.

When final planning is completed and regulatory approvals arranged, assets of the three stations would be transferred to the new corporation. Transfer of any WFPK/WFPL assets would be subject to satisfactory resolution of any further requirements and final approval of the Library Advisory Commission. The proposed consortium would assign each station a distinct programming niche, combine operating and capital expenses, maximize public radio fundraising potential in the region, and enhance program opportunities for the University of Louisville, the Louisville Free Public Library, and the local arts community.

LOUISVILLE FREE PUBLIC LIBRARY
BRANCH ACTIVITIES
SEPTEMBER 1993

Mid City

- Lease signed.
- Layout completed and furniture, etc. ordered.
- Anne Axton heading group, from neighborhood associations, to plan opening festivities.
- Opening scheduled for mid November 1993.

Fern Creek

- Lease signed.
- Layout completed and furniture, etc. ordered.
- Volunteers completing the input of present collection into Library's database.
- Library working with Fern Creek volunteers to plan opening festivities.
- Opening scheduled for November 15, 1993.

Children's Services Bookmobile

- Tentative schedule of stops completed.
- Outfitting with shelves, etc. anticipated to be done in October.
- Service to begin November 1993.

Crescent Hill

- Operating in temporary facilities at Masonic Home.
- Furniture and equipment being ordered.
- Renovation of Frankfort Avenue site on schedule.
- Reopening of renovated facility planned for December 1993.

St. Matthews/Eline

- Plans completed.
- Opening date now anticipated for January 1994.

Western

- Opened in temporary facilities at St. Augustine's as of August 23, 1993.
- Plans completed.
- Contract awarded.
- Renovation of 10th and Chestnut site begun.
- Return and reopening of facilities planned for January 1994.

Shawnee

- Initial planning begun for making building handicapped accessible.

Southwest

- List being assembled of groups and individuals to be contacted, in the service area, concerning location of the new branch.

National City Bank Summer Reading 1993 Louisville Free Public Library

- ☐ 21,903 children joined Summer Reading 1993.
- ☐ 517 people attended the Summer Reading Kickoff June 9 despite rainy weather.
- ☐ Participation at Main Children's was up 20.67%, ten book readers up 53.76%.
- ☐ Participation at Okolona was up 8.68%, ten book readers up 26.8%.
- ☐ Participation at Western was up 15.96%, ten book readers up 32.17%.
- ☐ Participation at Shawnee was up 150%, ten book readers up 120%.

"This was the best Summer Reading ever. We are so grateful that LFPL shares their Summer Reading Program with us." Betty Whittle, *Fern Creek Community Library*

"We have a lot of day care centers that use our branch. We encouraged the directors to sign the children up for Summer Reading and to form reading groups at the center. They were very enthusiastic about this idea. For many of the children in our neighborhood, this is the only way they will be exposed to books in the summer."

Kim Brown, *Children's Library Assistant*

"The Summer Reading Program went very well this year. It was simpler to administer and the children really liked the wrist pouches as a reading incentive."

Harry Jacobson-Beyer, *Coordinator, Children's Services*

"I was passing out Summer Reading folders and at times I had a group of parents and children gathered around me discussing reading. I felt such a spark of excitement and hope. It's a small beginning, but a beginning to literacy."

Helen Bennett, *Portland Friends of the Library*

"I heard at ALA that nationally participation in Summer Reading is dropping - our program has maintained a steady participation level."

Cissy Mills, *LFPL Community Relations*

"My teacher asked if we read any books this summer. I said I read fifteen library books. She thinks I'm really smart."

Mary Lee, *Fourth Grade Student*

"Our goal is to create enthusiastic life-long readers and the Library's reading program is an important part of that process. It helps draw the children's attention to the pleasures of reading."

Sonia Cohen, *Reading Resource Teacher, Jefferson County Public Schools*

PROCLAMATION

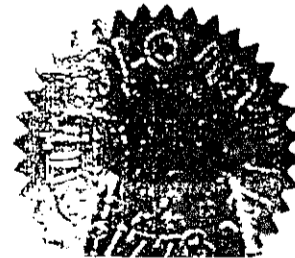
WHEREAS *Keith G. Hanley* has provided leadership to the community as a member of the Louisville Free Public Library Board of Trustees from 1982 - 1986, as President of the Board of Trustees 1986, as Chairman of the Library Advisory Commission 1987 - 1993, and as Vice President of the Louisville Free Public Library Foundation Board of Directors since 1988, continuing to serve in that capacity;

WHEREAS *Keith G. Hanley* has participated in positive changes to library services in our community, including the expansion of the Iroquois and Bon Air Branch Libraries; the renovation of the Portland, Shawnee and Crescent Hill Branch Libraries; the relocation and expansion of the Okolona and St. Matthews-Eline Branch Libraries; and the development of comprehensive plans for future library services;

WHEREAS *Keith G. Hanley*, in times of both consolidation and expansion, has always kept quality public library services needed by our community as his priority;

WHEREAS *Keith G. Hanley* has been a lifelong library user, enjoying reading from childhood and understanding the importance of information as an adult;

THEREFORE BE IT RESOLVED that the Library Advisory Commission, Louisville Free Public Library, recognize and honor *Keith G. Hanley* for his Contributions to public library services in Louisville and Jefferson County, Kentucky on this the *17th* day of *August, 1993*.



LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

OCTOBER 19, 1993

The Louisville Free Public Library Advisory Commission met on October 19, 1993, at 4:00 p.m., in Studio "A" of the Main Library.

Present: Dr. Byers, Mr. Crider, Mr. Harreld, Mr. Jenkins, Ms. Miller, Ms. Pennington, and the Director.

Absent: Ms. Lynch, Ms. Porter, Ms. Ward, excused.

Mr. Harreld presided.

Minutes: Mr. Jenkins moved that the minutes of the September 21, 1993 meeting be approved as distributed. Ms. Pennington seconded the motion, which passed unanimously.

Finance Committee: Dr. Byers reported that the Committee is scheduled to meet with members of the Library Foundation Finance Committee to discuss the proposal for the Louisville Community Foundation. The Committee will have a recommendation for the Advisory Commission at the November meeting.

Planning Committee: Ms. Pennington reported that the Committee had met with Charles Brown, Manager of Reference and Adult Services, to discuss the Library's Special Collection holdings. Representatives from the University of Louisville, Louisville Presbyterian Theological Seminary and Southern Baptist Theological

Seminary, have been invited to examine the Library collection and determine if any of the Library's holdings might benefit their own. The Advisory Commission members then discussed Library procedures for placing items that do not benefit the current Special Collection holdings in other areas of the community.

Library Broadcasting Committee: No report.

Chairman's Report: Mr. Harreld reported that the Library Foundation had met earlier in the day. The Foundation will officially close the New Book Endowment Campaign with a reception to honor those individuals who made major donations to the Campaign. Mike Bowles, Executive Director of the Foundation, stated that the New Book Endowment raised six million dollars in nine months, with 99.9% of that total being paid in full and on time. Public interest in the Foundation's purpose has not waned. There is still a commitment from the community to make the Library better.

Mr. Harreld then reported that the Foundation received their audit report from Cotton & Allen, P.S.C. regarding the Book Endowment Fund and the General Fund. The audit revealed that funds transferred from the Library were not included in the audit. Arrangements will be made for a separate audit, at the Library's expense, to be completed on funds that are transferred from the Library to the Foundation. The Advisory Commission will receive a copy of this audit as soon as it is available.

Mr. Harreld also reported that the Foundation's Planning Committee has begun deliberations on the approach of the Technology Campaign. The Committee will present a proposal to all interested parties after the first of the year.

Mr. Harreld further reported that Maura Temes, Administrative Assistant to the Mayor, has been communicating with the Cherokee Triangle Association, discussing the possible uses for the Highland Branch Library building once the relocation process of the branch has been completed.

Mr. Harreld reported that the Executive Committee had met and discussed the timetable for the Advisory Commission's Committee meetings. The Executive Committee recommended that the calendar of meetings be revised (See Appendix "A"). Mr. Crider moved that the preliminary outline of Committee meeting dates be accepted. Ms. Miller seconded the motion, which passed unanimously.

Librarian's Report: Ms. Henderson reported on the distribution and use of the Library Foundation's Annual Appeal funds (See Annex "B").

Mr. Garnar, Assistant Director, had prepared an update on branch activities related to the five year plan of development (See Annex "C"). Mr. Harreld inquired if the City or the County would be responsible for overseeing the Highland Branch building after it was vacated. Mr. Johnstone, Director of County Community Outreach, responded that the City would take the responsibility.

Ms. Henderson also asked for suggestions for appropriate donor recognition. The Library Foundation will close the New Book Endowment Campaign with a reception honoring the top 75 - 100 individuals who contributed to that campaign. However, neither the Library nor the Library Foundation has a system of recognition for the individuals who make donations to the Library for various purposes. The Advisory Commission asked that such recognition also serve as a marketing opportunity.

New Business: The Advisory Commission will convene for a special meeting on December 3, 1993, at 7:45 a.m. at the Jefferson Club. This special meeting will be with Dr. Daeschner, Superintendent of Jefferson County Public Schools, to discuss future coordination of the public schools with the public library system. By general consent, the December 21, 1993 regular meeting was cancelled.

Old Business: Ms. Henderson reported that the \$5,000 challenge for the Highlands-Shelby Park Branch by County Commissioner Steve Henry had been met.

Adjournment: With there being no further business the meeting adjourned at 5:03 p.m.

PRELIMINARY OUTLINE
COMMITTEE MEETING DATES

Committees of the Library Advisory Commission will meet on the proposed basis below. If items need action by committees at other times, meetings will be called as needed.

BROADCASTING:

- meet monthly during organizational phase of WFPK-WFPL-WUOL consortium
- set meeting time after discussion with committee members

CONTINUING EDUCATION:

- meet in January to plan informational reports for year

EXECUTIVE:

- meet monthly

FINANCE:

- meet quarterly, with additional meeting in March to discuss City-County budget proposal (quarterly schedule to coincide with investment reports received from Louisville Community Foundation)
- schedule: November, February, March, May, August

PLANNING:

- meet monthly except December
- topics for next meetings:
 - November - review site information received from community for Southwest Regional Library
 - December - no meeting
 - January - follow up on information from Dec. 3 meeting with JCPS

Louisville Free Public Library Foundation

M E M O R A N D U M

TO: Board of Directors
FROM: Mike Bowles, Executive Director
SUBJECT: Use of Annual Appeal proceeds
DATE: October 13, 1993

The attached September 29, 1993 memo from Library Director Harriet Henderson has my full support. I recommend that the Board authorize disbursement of proceeds for those special needs.

Specifically, the Board has already authorized a \$67,000 distribution to the Library. System-wide contributions would comprise \$33,863.50 for sponsorship of the Children's Summer Reading Program and additional Books-on-tape for the visually impaired. Both uses coincide with potential uses cited to donors in both the Annual Appeal letter and/or telemarketing script.

Gifts designated to specific library locations totalled \$33,136.50. Grassroots public input was given on the uses of these gifts by the various Friends of the Library chapters.

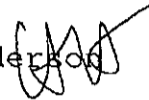
Please call me if you have any questions.

MB/jc
Enclosure

B2:1014.1

LOUISVILLE FREE PUBLIC LIBRARY

M E M O R A N D U M

TO: Mike Bowles
FROM: Harriet Henderson 
DATE: September 29, 1993
RE: Library Foundation Annual Appeal

=====

You requested information concerning the Library's use of funds from the Foundations's recent annual appeal.

Systemwide contributions:

1. Children's Summer Reading Program

Over 20,000 children participate in the Library's Summer Reading Program. Foundation sponsorship of this program will provide wide visibility for the Foundation's contribution.

2. Books-on-Tape

Over the next two years, the Library will expand the books-on-tape and educational video collections to reach all branch libraries. The Foundation's contribution for the very popular books-on-tape program will fund a portion of this \$175,00 project.

Designated contributions:

Contributors to the annual appeal were able to designate their contributions to a particular library location or service. The use of these designated contributions varies by location. Uses include purchase of new equipment, children's activities, and special needs of the new or renovated branch libraries.

Each Friends chapter and the systemwide Friends have been contacted about the funds raised through the Foundation's annual appeal. They are all pleased with the improvements made possible by the Foundation's efforts.

I trust the Foundation's Board will concur in the use of funds as outlined above.

cc: Library Advisory Commison

HH 4:22:asr

LIBRARY FOUNDATION ANNUAL APPEAL

DISTRIBUTION TO LIBRARY

8/20/93

System-wide designation or undesignated:	\$33,863.50
"Branch" designations: Total 1,300 @ \$33,136.50	
Bon Air:	167 @ \$2,954.50
Crescent Hill:	354 @ \$10,855.50
Main:	82 @ \$2,055.00
Eline:	258 @ \$7,227.50
Highland:	86 @ \$2,635.00
Iroquois:	57 @ \$1,009.00
Jeffersontown:	68 @ \$1,475.00
Valley Sta.:	21 @ \$390.00
Middletown:	116 @ \$2,450.00
Newman:	16 @ \$300.00
Okolona:	19 @ \$305.00
Portland:	10 @ \$190.00
Shawnee:	18 @ \$395.00
Shelby Park:	8 @ \$190.00
Western:	13 @ \$545.00
Fern Creek:	1 @ \$25.00
Fairdale:	2 @ \$45.00
Bookmobile:	1 @ \$25.00
"Children's":	2 @ \$35.00
Talking Books	1 @ \$30.00
GRAND TOTAL:	\$67,000.00

LOUISVILLE FREE PUBLIC LIBRARY
BRANCH ACTIVITIES
OCTOBER 1993

Highlands-Shelby Park

- Renovation by Mid-City anticipated to begin week of October 17.
- Group from neighborhood associations continues to plan opening festivities.
- Opening anticipated in January 1994.

Fern Creek

- Volunteers completing the input of present collection into Library's database.
- Library continues with Fern Creek volunteers to plan opening festivities.
- Opening anticipated in November 1993.

Children's Services Bookmobile

- Schedule of stops completed.
- Outfitting with shelves, etc. anticipated to be done in November.
- Service to begin December 1993.

Crescent Hill

- Operating in temporary facilities at Masonic Home.
- Renovation of Frankfort Avenue site on schedule.
- Reopening of renovated facility planned for early January 1994.

St. Matthews/Eline

- Plans completed.
- Opening date now anticipated for January 1994.

Western

- Opened in temporary facilities at St. Augustine's as of August 23, 1993.
- Renovation of 10th and Chestnut site begun.
- Return and reopening of facilities planned for January 1994.

Shawnee

- Initial planning begun for making building handicapped accessible.
- Block grant funds will be requested in December.
- Construction would begin in January 1994.

Southwest

- Groups and individuals in the service area contacted concerning location of the new branch. Input due by October 29.

WHG 5:56:mlh

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

NOVEMBER 16, 1993

The Louisville Free Public Library Advisory Commission met on November 16, 1993, at 4:00 p.m., in the Board Room of the Main Library.

Present: Dr. Byers, Mr. Crider, Mr. Harreld, Ms. Lynch, Ms. Miller, Ms. Pennington, Ms. Ward, the Director and the Assistant Director.

Absent: Mr. Jenkins and Ms. Porter.

Mr. Harreld presided.

Minutes: The minutes from the October 19, 1993 meeting were approved as distributed.

Finance Committee: Dr. Byers reported that the Committee had met and discussed the future investments of Library funds. The Committee recommended the Library Advisory Commission endorse the continuation of the original agreement between the Library Advisory Commission and the Library Foundation. (See Annex "A".) Mr. Crider moved that the agreement be endorsed. Ms. Lynch seconded the motion, which passed unanimously. The name of the "Advisory Commission" has replaced reference to the "Library Board" in the original resolution. (See Annex "B").

Planning Committee: Ms. Pennington reported that the Committee had received

various suggestions from individuals and organizations pertaining to possible locations of the Southwest Branch Library. The Committee had begun to review the information received and would have an updated report for the next regularly scheduled meeting.

Ms. Pennington further reported that the Fern Creek Branch Grand Opening was scheduled for November 29, 1993.

Library Broadcasting Committee: The Committee had not met. However, Ms. Henderson reported that the incorporation papers for Kentucky Public Radio would be filed sometime this week. The board members of Kentucky Public Radio were scheduled to have their initial meeting on Wednesday, November 17, 1993. A public announcement of the board members would be made after the selection process was complete. The board members will attend a retreat in January, focusing on the formation of committees and begin setting organizational goals.

Ms. Henderson then reported that the pledge drive for WFPK and WFPL was completed. An estimation of the final figures showed WFPK pledges increased approximately 20%, and WFPL increased approximately 10%.

Chairman's Report: Mr. Harreld reported that the Library Foundation held a reception in honor of the top 100 donors to the New Book Endowment Campaign. Mrs. Barry Bingham, Sr., Co-Chair of the Campaign, and Mason Rudd, Chairman of the Library Foundation, graciously acknowledged and thanked everyone for their support.

Mr. Harreld then reported that he had periodically met with Maura Temes,

Assistant to the Mayor, and Rick Johnstone, Director of Community Outreach, to ensure that City and County government were consulted about key Library actions or decisions. Both government agencies have reported that they are very pleased with the direction of Library services.

As the Library has begun the process of re-evaluating its special collection holdings, Ms. Henderson has contacted the Filson Club and the Speed Museum to see if any items may further benefit the current holdings of these institutions.

Mike Bowles, Executive Director of the Library Foundation, distributed a sample of this year's Christmas Holiday Gift promotional mailing. Mr. Bowles then updated the Advisory Commission members on the progress of the Donor Software system "Fund-Master". The system will handle projected needs for fundraising and is more detailed than the system currently used. The Library Foundation, Library Broadcasting, the Library's Business Office, and the Friends of the Library, will each be able to have their own separate database, but each will be able to interact with the other. Security of each database will be at the discretion of the Director.

Librarian's Report: Ms. Henderson asked the Advisory Commission members to note that the latest update for library branches had been included with their packet information.

Ms. Henderson reported that several months ago the Library set aside funds for an exhibit based on the Western Branch Library's archival collection. Ms. Stephanie Darst has been selected to prepare the exhibit, and it will be ready sometime in February.

Ms. Henderson announced that the Library would be closed for business on Friday, December 10th, for the annual Staff Development Day. A copy of the agenda was distributed and members of the Advisory Commission were invited to attend. Dr. Glen Holt, Executive Director of the St. Louis Public Library, was scheduled to be the guest speaker for this year's event. Dr. Holt would be speaking about libraries and the future of technology.

New Business: Mr. Harreld announced that the Executive Committee had reviewed and amended the meeting days and time of Committees. With no objection, the new schedule was accepted. (See Annex "C".)

Old Business: Maura Temes, Executive Assistant to the Mayor, reported that Joe Wathen of the City Real Estate Department, was working with a neighborhood group to define future uses for the Highland Branch Library.

Adjournment: With there being no further business the meeting adjourned at 4:35 p.m.

LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
DECEMBER 3, 1993
SPECIAL MEETING

The Louisville Free Public Library Advisory Commission met with School Superintendent Steve Daeschner and Jefferson County Public School staff on December 3, 1993, at 7:45 a.m., at the Jefferson Club. This meeting replaced the regular December meeting of the Library Advisory Commisison.

Attending: Dr. Byers, Mr. Harreld, Mr. Jenkins, Ms. Lynch, Ms. Miller, Ms. Pennington, Ms. Porter, the Director, the Assistant Director, Karen James, Ms. Temes, and Mr. Johnstone.

Attending for JCPS: Dr. Daeschner, Patti Hearn, Jeannie Heatherly, and Jim Norsworthy.

No official business was conducted. Commission members and staff of both the public library system and the school system presented information on current cooperative projects, and discussed future needs. Areas discussed were services to pre-school children, services to adult education students, and library technology.

Follow-up will include discussions with the school system to insure technology decisions are compatible, possible use of schools/school property for future branch library sites, continued cooperation to encourage adult education students to use public library services, and planning for pre-school services.

The meeting was adjourned at 9:15 a.m.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

FEBRUARY 15, 1994

The Louisville Free Public Library Advisory Commission met on February 15, 1994, at 4:30 p.m., in the Board Room of the Main Library.

Present: Dr. Byers, Mr. Harreld, Ms. Lynch, Ms. Miller, Ms. Pennington, the Director and the Assistant Director.

Absent: The absences of Mr. Crider and Ms. Ward were excused. Each had notified the Library they were unable to attend.

Mr. Harreld presided.

Minutes: The minutes of the November 16, 1993, and December 3, 1993, meetings were approved as distributed.

Planning Committee: Ms. Pennington reported the Committee had met on February 8, 1994. Filming for the children's video project was complete and editing of the final product was nearing completion. The Book About children's bookmobile had arrived and would be outfitted. Operation is anticipated to begin March 1, 1994. Ms. Henderson has also met with Jefferson County Public

School staff concerning automation projects. Ms. Pennington also reported on the status of branch renovations and moves.

Finance Committee: Dr. Byers reported the Committee recommended acceptance of the audit of investments at the Louisville Community Foundation and restricted funds. The Committee's recommendation was approved.

The Committee also recommended the Talking Book Library, Ginger Lewis, Pomeroy, and Monday Afternoon Club restricted funds be invested in a short term certificate of deposit, or some other investment, which would generate more income. The Committee's recommendation was approved.

Dr. Byers also reported the Committee had reviewed various contributions and recommended the Commission accept and distribute them to their proper purpose:

\$10,752	Additional funds from Weisert bequest, undesignated
\$ 5,000	Nettleroth Grant, for children's materials at Western Branch
\$ 1,110	Anonymous contribution to WFPL
\$ 2,666	Proceeds from auction of surplus property, undesignated
\$ 2,045	Additional funds from Angermeier bequest
\$ 2,500	Cherokee Triangle, for Highlands-Shelby Park Branch

The Committee's recommendation for acceptance of these funds was approved by the Commission.

Dr. Byers further reported that the Finance Committee concurred with the recommendations of the Executive Committee that \$50,000 in unrestricted funds be used to purchase furniture and equipment at various locations. The recommendation was approved by the Commission.

The Finance Committee also concurred with the Executive Committee's recommendation that \$2,500 in unrestricted funds be moved to the Library Foundation to fund an employee suggestion program which is being developed. The recommendation was approved by the Commission.

Library Broadcasting Committee: The Director reported that Kentucky Public Radio was incorporated and was arranging for 501.(C.)(3.) status. Armand Ostroff is chairman of the Board of Directors. Committees have been set up.

Ms. Henderson also reported that the Mardi Gras fund raiser for WFPL would take place on February 18, 1994, and ticket sales were doing well for the March 26, 1994, Michael Feldman program.

Chairman's Report: Mr. Harreld reported the Library Foundation had held its quarterly meeting and had approved initiation of the Technology Project fund drive.

He also reported meeting with City and County staff concerning location and plans for the new Southwest Branch.

Librarian's Report: Ms. Henderson called on Nan Curnutt, Portland Branch Librarian, and Allie McClure, Teacher-Coordinator of the Portland Reading Program, to report on the tutoring project at Portland Branch. The project is funded through the Lincoln Foundation, with City funds sponsored by Alderman Paul Bather. It uses high school students to tutor second and third grade students for an hour each day after school. 30 students are enrolled in the program, which has proven very successful.

Ms. Henderson also reported the Preschool Reading Program would begin in March. It is a self contained project promoting parents reading to their children. It is being promoted through daycare providers.

Ms. Henderson invited Commission members to view the Book About bookmobile after the meeting.

New Business: Mr. Harreld requested the Commission review the draft of a letter of thanks to Jim Jenkins for his service on the Library Advisory Commission. Dr. Byers moved that the letter be approved and sent. Ms. Pennington seconded the motion, which passed unanimously.

Adjournment: With there being no further business the meeting adjourned at 5:10 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

MARCH 15, 1994

The Louisville Free Public Library Advisory Commission met on March 15, 1994, at 4:30 p.m., in the Board Room of the Main Library.

Present: Mr. Harreld, Ms. Miller, Ms. Porter, Ms. Ward, the Director and the Assistant Director.

Absent: Dr. Byers, Mr. Crider, Ms. Lynch, Ms. Pennington were absent and excused.

Mr. Harreld announced that a quorum of Commission members was not present. No action could be taken.

Minutes: Approval of the minutes of the February 15, 1994, meeting was deferred to the next meeting.

Planning Committee: Ms. Miller reported the Committee had met and previewed the children's video. Ms. Henderson reported that work was proceeding on drawing up bid specifications for the Southwest Branch site.

Finance Committee: Ms. Henderson reported the 1995 budget request had been submitted to the City and the County. It is

based on the five year plan, with additional capital requests for upgrading energy efficiency at the Main Library and special projects at Portland and Western. An additional request to maintain Portland Branch Library at its present service level has been submitted at the neighborhood's request, but is not recommended.

Library Broadcasting Committee: No report.

Chairman's Report: Mr. Harreld reported that Ms. Pennington and Ms. Porter had been reappointed to the Commission by the City of Louisville. Mr. Jenkin's position is still to be filled by Jefferson County.

Librarian's Report: Ms. Henderson reported that House Bill 45 had passed the House and should pass the Senate in a few days. Representative Leonard Gray was responsible for filing the bill which permits donations to the Library at the time of vehicle registration.

Ms. Henderson also reported plans for the Main Library parking lot were being reviewed. At the request of the Historic Landmarks Commission, columns from the razed structure are being incorporated into the landscaping.

Ms. Henderson reviewed circulation statistics.

New Business: Ms. Henderson requested that the children's room at St. Matthews/Eline Branch be named the Rob Means Children's Room, with a \$40,000 naming gift in memory of Rob Means, and that the children's room at Crescent Hill Branch be named the Dwight Cobb Children's Room, in recognition of the extensive volunteer effort provided by Mr. Cobb in the Crescent Hill renovation project. With the absence of objections from the commission members present, Mr. Harreld directed Ms. Henderson to move forward on the request and acquire appropriate plaques.

Mr. Bowles of the Library Foundation cited the newspaper article concerning the Technology Project and indicated there would be another luncheon program on April 11, 1994, to acquaint community leaders with the project. He also announced that Mr. Irv Bailey will co-chair the Technology Project campaign with Mary Bingham, to begin in late spring.

Ms. Ward requested information concerning disposal of withdrawn library books and unneeded gift books. The Assistant Director responded and will meet with her to discuss various options.

Adjournment: There being no further reports, the meeting adjourned at 4:52 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

APRIL 19, 1994

The Louisville Free Public Library Advisory Commission met on April 19, 1994, at 4:30 p.m., in the Board Room of the Main Library.

Present: Dr. Byers, Mr. Crider, Mr. Harreld, Ms. Lynch, Ms. Miller, Ms. Pennington and the Director.

Absent: The absence of Ms. Ward was excused. Ms. Porter was unexpectedly delayed and was excused later.

Mr. Harreld presided.

Minutes: The minutes of the February 15, 1994 and March 15, 1994 meeting were approved as distributed.

Planning Committee: Ms. Pennington and Ms. Henderson reported on the bids received for the Southwest Regional Library location. The low bidder is the Levy's Building at 6840 Dixie Highway. The County will proceed to negotiate a lease with Levy's. The Commission commented that the front and exterior of the building needed improvements to make the entrance and outside attractive.

Finance Committee: Dr. Byers moved that the Commission accept contributions as follows: 1) \$12,000 from Liberty National Bank, designated for books at St. Matthews-Eline branch; 2) \$10,000 from the Sheriff Greene campaign, undesignated; and 3) \$10,000 from Kosmos Cement Co., designated for environmental books/resources at the Southwest Regional Library. The motion was approved.

Library Broadcasting Committee: Ms. Henderson reported that Kentucky Public Radio's application for 501 (c) (3) status will be filed this week. The Board of Kentucky Public Radio is selecting a President, so the corporation can move forward with planning and fundraising. A chairman for the capital campaign must be selected; several persons have been approached but have not been able to accept the responsibility of the campaign. The next Board meeting is April 21st.

Librarian's Report: 1) Ms. Henderson reviewed the quarterly statistical report, which indicates increased use at the new and renovated locations. The high use at St. Matthews-Eline has created problems with the data transmission line that St. Matthews-Eline shares with another branch library; a new, separate line will be installed for St. Matthews-Eline in late April. 2) Library and County staff are already looking at locations for the new Fairdale and East branches, which will open in FY96. There was discussion of the high use at Middletown, which suggests Middletown be considered for improvements earlier

than scheduled in the five-year plan of development. Staff will evaluate the five-year plan's schedule, considering the impact of possible locations for the East branch and other scheduled improvements on Middletown's use. There was discussion of the concern for equity among neighborhood libraries as outside contributions are made to specific neighborhood libraries.

Chairman's Report: Mr. Harreld and Ms. Henderson attended the Urban Libraries Council forum on public library fundraising issues in Washington, D.C. on April 16-17. After reading the study on fundraising prepared by the Urban Libraries Council and discussing issues at the forum with other urban library representatives, both Mr. Harreld and Ms. Henderson believe the Louisville public library system is solidly positioned in both organization for fundraising (Foundation, Friends, city-county government support) and in community participation in library issues. Louisville's corporate community provides monetary contributions to Library projects, corporate leaders participate on the Library Foundation board, and community leaders are widely aware of public library issues and support cooperative community projects.

New Business: None.

Old Business: None.

Adjournment: With there being no further business the meeting adjourned at 4:50 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

MAY 17, 1994

The Louisville Free Public Library Advisory Commission met on May 17, 1994, at 4:30 p.m., in the Board Room of the Main Library.

Present: Dr. Byers, Mr. Harreld, Ms. Lynch, Ms. Pennington, Ms. Porter, Ms. Ward, the Director and the Assistant Director.

Absent: The absences of Ms. Miller and Mr. Crider were excused.

Mr. Harreld presided.

Minutes: The minutes of the April 19, 1994, meeting were approved as distributed.

Planning Committee: Ms. Pennington reported the Committee had reviewed the Smalley David Maguire & Associates public relations campaign proposal for FY 1995 and recommended acceptance of it by the Commission. Funding for the plan would come from the Angermeier bequest, already designated for public relations purposes. Dr. Byers moved approval of the plan. Ms. Lynch seconded the motion, which passed.

Ms. Henderson reported County negotiations with Levy's, for space for the new Southwest Regional Library, should be completed in the near future and opening of the facility is on target for October 1994. Ms. Henderson noted Commissioner Owens had some reservation that the site was located too far north in the area to be served. Commission members were of the opinion that the potential third tenant at the Levy's site should be a business complementary to a library, and they suggested library review/approval of any third tenant.

Finance Committee: Dr. Byers reported the Committee had reviewed the current operating budget. A recommendation to enable the use of Operating Fund #1 principal, if necessary, to meet FY 1994 library revenue budget requirements was approved. The need to do this is contingent on year end totals from other library revenues. The Director will report on the action taken, at the end of the fiscal year. Dr. Byers moved approval of the recommendation. Ms. Pennington seconded the motion, which passed.

Dr. Byers moved Commission approval of a Committee recommendation that \$1,500 be used to cover one half of the additional expenses for the Portland tutoring program. The funds would come from unspent balances in other Library projects that have been funded with contributions. The Lincoln Foundation would cover the remaining half. Ms. Pennington seconded the motion, which passed.

Commission members agreed on the success of the Portland tutoring project and expressed their pleasure at its continuance during the summer, with funding to be solicited by Spalding University and the Lincoln Foundation from Board of Alderman members, and during the school term, with funds to be included in the Mayor's budget for the Lincoln Foundation to underwrite the project.

Library Broadcasting Committee: Ms. Henderson reported Armand Ostroff had met with County Judge/Executive Armstrong concerning renovation of Louisville Gardens space for Kentucky Public Radio. Judge Armstrong will assist in securing a chairman for the capital fund drive. Ms. Henderson also noted that work was proceeding on investigating relocation of the transmitters for WFPL, WFPK and WUOL.

Chairman's Report: Mr. Harreld noted receiving many positive comments concerning the Library and the new branches in particular. The Library is now more visible in the community, and the importance of the Library's technology campaign to the community is recognized. Ms. Henderson indicated that at branches such as Highlands-Shelby Park, St. Matthews/Eline and Middletown, increased interest and circulation is outstripping available staff and materials. Mr. Harreld requested Ms. Pennington and the Finance Committee look into the situation and seek solutions so that the Library's present success does not create frustration in the community.

Mr. Johnstone announced he would be meeting with Fairdale volunteers concerning the new branch which is scheduled to open in 1996.

Librarian's Report: Ms. Henderson reported on plans for the Summer Reading program, the successful completion of the preschool reading program, and the press conference for the "Just Ask" video which is scheduled for May 23, 1994, at 10:00 a.m.

Ms. Henderson also noted that ENTECH, formerly the DCCC (Disabled Citizens Computer Center), was moving to larger quarters at the west end of the South Building, second floor. The special collections which had been stored there were moved to other areas.

The Friends of the Crescent Hill Branch have received a citation from the Kentucky Heritage Council for their grass-roots support of the branch and its renovation. Both Crescent Hill and Western Branch renovations are to be submitted for consideration for other preservation awards.

The LINKS will be holding its national meeting in Louisville and has pledged books to Western Branch Library. Ms. Porter announced that the Los Angeles chapter was sending 30 books. A special bookplate will be designed and placed in each book.

New Business: None.

Old Business: None.

Adjournment: There being no further business, the meeting adjourned at 5:25 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

JUNE 21, 1994

The Louisville Free Public Library Advisory Commission met on June 21, 1994, in the Board Room of the Main Library.

Present: Dr. Byers, Mr. Crider, Mr. Harreld, Ms. Lynch, Ms. Porter, Ms. Ward, the Director and the Assistant Director.

Absent: The absences of Ms. Miller and Ms. Pennington were excused.

Mr. Harreld presided.

Planning Committee: Ms. Henderson reported the committee had met on June 14, 1994, and recommended Commission approval of spending restricted funds on the following projects:

Designated Funds:

Books: \$223,000.00

For priority locations: Highlands-Shelby Park, St. Matthews/Eline, and children's books at Western and Portland. Any remaining funds, after priority needs are met, may be spent on other locations.

Undesignated Funds:

Technology: \$80,000.00

Contribution to the Library Foundation's technology campaign, a portion of which is designated for installation of separate digital data lines for Crescent Hill, Jeffersontown, and Middletown.

Public Relations: \$9,000.00

To develop new contribution program when license tags are renewed through the County Clerk's Office.

Merchandising: \$20,000.00

To complete purchase of display cubes and end panels for branches not already renovated.

Training: \$75,000.00

To focus on team management and reference services

Preschool Services: \$35,000.00

To plan for a comprehensive pre-school program which articulates with programs and services of other community agencies.

Computers: \$12,000.00

To support neighborhood program at Western.

The recommendation passed unanimously.

Ms. Henderson also reported the committee would evaluate branch use and re-evaluate the Five Year Plan over the next few months.

Finance Committee: Dr. Byers introduced a committee recommendation for the commission to accept a \$2,500.00 bequest from Anne Grinstead Emerson and to place it with the Library Foundation for investment with the Louisville Community Foundation. As designated in Mrs. Emerson's will, the interest earned from the bequest is to be used for the purchase of art and history books. The recommendation was approved by the commission.

Library Broadcasting Committee: Ms. Henderson reported the KPR Board had met and work was proceeding. A tower site is still being sought for the three antennas.

Chairman's Report: No report.

Librarian's Report: Ms. Henderson reported that a problem had developed in the Southwest lease of the Levy's space. Opening of the new facility will be delayed several months.

Ms. Henderson also reported WFPL had won 5 of 9 first place radio awards at the Louisville Metro Journalism Awards. The Summer Reading Program has begun. In conjunction with it, the Children's Services Bookmobile is visiting 20 park sites during the summer. The Parks Department is providing an extra person to help on the bookmobile.

New Business: Dr. Byers suggested the July 19, 1994, Commission be held at the Highlands-Shelby Park Branch. All members concurred.

Old Business: Ms. Porter reported that LINKS will be presenting over 150 books to Western Branch as part of its national meeting in Louisville June 25-July 2, 1994.

Ms. Henderson reported a recommendation on the final disposition of the special collections should be brought to the Commission by the end of the calendar year.

Adjournment: There being no further business, the meeting adjourned at 5:15.

SMM
8010

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
JULY 19, 1994**

The Louisville Free Public Library Advisory Commission met on July 19, 1994, at 4:30 p.m. at Highlands-Shelby Park Branch Library.

Present:

Michael Harreld, Ray Crider, Carmen Miller, Diane Pennington, Diane Porter, Lucretia Ward, the Director and the Assistant Director.

Absent:

Dr. Harold Byers and Ms. Caroline Lynch, excused.

Mr. Harreld presided.

Minutes:

Mr. Harreld moved that the minutes of the June 21, 1994 meeting be approved as distributed. Ms. Pennington seconded the motion, which passed unanimously.

Planning Committee:

No report.

Finance Committee:

Ms. Henderson distributed a report on restricted funds as of June 30, 1994. Restricted funds will be spent in future months on projects approved by the Commission at its June 21, 1994 meeting.

The preliminary draft of the June 1994 financial statement was also distributed. Some expenditures are yet to be listed due to the year end close out. The final statement should be completed in September.

Broadcasting Committee:

No report. Ms. Henderson noted that the Board is still looking for someone to chair fundraising for KPR.

Chairman's Report:

Mr. Harreld reported that Ms. Betty Whittle's name had been submitted to Fiscal Court to fill the unexpired term of Jim Jenkins. Ms. Whittle is an active supporter of library services in Fern Creek.

Mr. Harreld also reported that negotiations for the Southwest lease with Levy's had fallen through. The County and Library are reviewing alternatives. A decision will be made quickly as to accepting another bid, or reopening the bidding process.

Librarian's Report:

Ms. Henderson requested Ms. Mills, Community Relations, report on a patron survey. Ms. Mills reported that the majority of respondents (1233) were positive in their remarks about the Library. The survey was developed by the American Library Association and done nationwide during American Library Week in April.

Ms. Mills also reported on details of the "Renew your Tag, Renew your Library" contribution campaign, made possible by a newly passed State law. The campaign began July 15, 1994, and enables the County Clerk to present a person, making an application for vehicle registration, with the opportunity to make a voluntary contribution to the library.

Ms. Henderson reported that Children's services staff were developing several programs in cooperation with the Speed Museum. They include a preschool reading program, an outreach program, and the 1995 Summer Reading Program.

Ms. Henderson also noted that the main library parking lot had been paved and meters and landscaping would be installed shortly. The Secret Shopper program would be implemented this fiscal year and Middletown Branch statistics would be reviewed in two months in light of the significant increase in usage.

Ms. Henderson introduced Ms. Mona Leitner, Branch Manager, who spoke on services and activities at Highlands-Shelby Park Branch.

Ms. Henderson noted that Red Giraffe has reported circulation of the "Just Ask" video cassette was good.

New Business:

Mr. Mike Bowles, Library Foundation, reported that initial solicitations for the Library 2000 Technology Project campaign had gotten off to a good start.

Ms. Porter thanked Ms. Henderson, Mrs. Mills, and Library staff for their support and help in connection with the LINKS children's book donation. Ms. Henderson noted the number, variety, and quality of the books.

Old Business:

None.

Adjournment:

There being no further business, the meeting adjourned at 5:23 p.m.

SMM
8063

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

AUGUST 1994

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
SEPTEMBER 20, 1994**

The Louisville Free Public Library Advisory Commission met on September 20, 1994, at 4:30 p.m. in the Board Room of the Main Library.

Present:

Dr. Byers, Ms. Lynch, Ms. Whittle, Ms. Miller, Ms. Pennington, the Director, and the Assistant Director.

Absent:

Mr. Harreld, Ms. Porter, Ms. Ward, and Mr. Crider, excused.

Dr. Byers presided.

Minutes:

Dr. Byers asked if the minutes of the July 19, 1994 meeting could be approved as distributed. Ms. Lynch seconded the motion, which passed unanimously.

Planning Committee:

Ms. Pennington discussed the possible sites for the Southwest Regional Library (Dixie Valley, Pro Bowl, Dixie Flea Market). Ms. Pennington further related that County staff will be meeting with all bidders this week to clarify bids. It was suggested that commission members call County Judge/Executive Armstrong and Commissioner Owens regarding their recommendation for the new site.

Finance Committee:

Ms. Lynch reported that Liberty National Bank made an error in the distribution of the Angermeier estate, and that they were requesting the Library return \$6,500.00 in overpayment to them. Ms. Miller moved the money be returned to Liberty National Bank. Ms. Pennington seconded the motion, which passed unanimously.

Ms. Lynch also moved that the board accept the final distribution from the Henry R. Heyburn estate, in the amount of \$990.05. Ms. Pennington seconded the motion, which passed unanimously.

Broadcasting Committee:

Ms. Henderson reported that a contract to manage WUOL was being negotiated.

Chairman's Report:

No Report.

Librarian's Report:

Ms. Henderson asked Ms. James, Manager of Children's Services, to report on the Summer Reading Program.

Ms. James reported that 24,754 children participated in the Summer Reading Program, up 14.36% over last year, and that there was a 16.88% increase in completion rate. Crescent Hill had a 183% increase in participants. Fern Creek had 800 children participate in the program, with over 425 completing. Highlands-Shelby Park reported a 20% increase in participants, and a 25% increase in completion, over the combined figures of the old Highland and Shelby Park Branches. Ms. James also reported that the Book About had 354 participants in the Summer Reading Program, with approximately a 33% completion rate. The Book About, in conjunction with the Parks Department, visited 19 sites a week for 8 weeks and conducted Storytime programs. Ms. James reported that the special program funded by the Norton Foundation (RIF) visited 9 sites, had 5 giveaways, reached 1500 children, and had 39 Storytime programs with over 1000 participants.

Ms. Henderson reported that a Preschool Services Consultant will be hired to advise the Library on what type of networking can be done to catch preschoolers early in the learning process, and to offer advice on collaboration with other pre-school support agencies and training of staff members.

Ms. Henderson announced that the opening of the Joseph Cotter exhibit will take place on October 19, 1994, at 10:00 a.m., at the Western Branch Library, and will include storytelling by Barbara Miller.

Ms. Henderson also announced that the kickoff date for the Friends "Passport" Program will be October 17, 1994, and will include incentives for everyone who visits multiple branches.

As of October, 1994, all Planning Committee Meetings and Executive Committee Meetings will be on the 2nd Thursday of the month.

New Business:

Richard Bush thanked the Library for displaying and promoting "National Down Syndrome Month" with pictures by John Nation.

Old Business:

None

Adjournment:

There being no further business, the meeting adjourned at 5:05 p.m.

SMM
8199

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
OCTOBER 18, 1994**

The Louisville Free Public Library Advisory Commission met on October 18, 1994, at 4:30 p.m. in the Board Room of the Main Library.

Present:

Dr. Byers, Ms. Lynch, Ms. Whittle, Ms. Pennington, Mr. Crider, the Director and the Assistant Director.

Absent:

Mr. Harreld, Ms. Ward, Ms. Miller, Ms. Porter, excused.

Dr. Byers presided.

Minutes:

The approval of the minutes of the September 20, 1994 meeting was postponed to the next meeting.

Planning Committee:

Ms. Pennington outlined a recommended plan of action to dispose of special collections, which included the preservation of valuable materials, the offering of the collections at no cost to appropriate libraries/facilities, and/or the sale of items not needed or wanted by research facilities in Kentucky.

Ms. Pennington motioned to approve the plan as written. Ms. Lynch seconded the motion, which passed unanimously.

Ms. Pennington also noted that the Southwest Regional Library will open in the Dixie Valley Center by Derby Day.

Finance Committee:

Dr. Byers requested that all members of the Advisory Commission review the suggested changes to the fines structure for discussion and possible approval at the November meeting.

Broadcasting:

No Report.

Chairman's Report:

No Report.

Librarians Report:

Ms. Henderson reported that a replica of a fire truck was donated to the Fern Creek Branch Library by the Fern Creek Fire Department. Donations of \$500.00, from Irv Maze, and \$100.00 from the Fern Creek Fire Department Women's Auxiliary were presented to the Fern Creek

Library. Fern Creek currently is displaying thirty (30) pictures of historic homes in the Fern Creek area.

Ms. Henderson outlined the details of the Passport program and the prizes that could be won by visiting some or all of the branches systemwide.

Ms. Henderson reported that Diane Lloyd and a group of supporters are trying to save the old Jeffersontown Branch Library, and that the Jeffersontown City Council will be accepting bids on the new library shortly.

Ms. Henderson asked Mr. Johnstone to outline the "Cornerstone 2020" project.

Mr. Johnstone stated that the "Cornerstone 2020" project is a comprehensive geographical plan geared toward the future development of the community and the environment. There will be a press conference on October 26, 1994, at the Main Library, at 2:00 p.m. to promote the "Cornerstone 2020" project and will coincide with winter children's programs regarding planning their neighborhoods.

Ms. Henderson noted that the Executive and Planning Committees will not meet in November. No Advisory Commission meeting, or Committee meetings are scheduled for December.

Ms. Henderson also informed the commission members that former Chairman of the Library Advisory Commission, Keith Hanley, had brain surgery and is currently in St. Matthews Manor, 227 Browns Lane. It was agreed upon that the Commission would send flowers to Mr. Hanley, paid for from donations.

New Business:

Ms. Henderson noted that work would begin on choosing sites for the future Fairdale and Eastern Jefferson County Libraries.

It was also noted that *The Friends of the Bon Air Regional Library* would be presenting Alderman Barbara Gregg with a plaque this evening to thank her for her work with the library.

Old Business:

None.

Adjournment:

There being no further business, the meeting adjourned at 4:52 p.m.

SMM
8264

FEES STRUCTURE

A committee of Library Staff have been studying our current fee schedule. We are requesting the Advisory Commission approve the following recommendations to become effective January 1, 1995.

Video's	no change	
Reference	no change	
Materials on cassette	25¢ per day	\$5.00 max.
7 day best sellers	25¢ per day	\$5.00 max.
Other materials	10¢ per day	\$5.00 max.
Fax to Business and individuals who did not come into a site	increase by \$1.00 per 10 pages	no maximum no maximum
Bad checks other than Donations	\$25.00	

This has the potential of generating up to \$30,000.00 this fiscal year and increase overall annual revenue \$60,000 to \$80,000.

SPECIAL COLLECTIONS
RECOMMENDATION FROM PLANNING COMMITTEE

After two years of study and several evaluations by outside librarians and authorities, the Planning Committee makes the following policy statement and recommendations concerning the Library's various special collections.

Policy: The Library's main roles in the community are to serve pre-school children as a door to learning, provide general information services to the community, and to nurture and support lifelong learning. These roles have been reviewed and adopted by the Library Advisory Commission after various community forums and discussions with the City and County, and are a fundamental principle of the Library's five-year plan of development. The priorities for the staff and budget of the Library should be to further these three roles.

The historical and special collections that were part of the early collections of the Library no longer fit the overall purpose of the Library.

Action: The Planning Committee recommends that the special collections of the Library be dispersed with the following priorities. 1) Preservation of valuable materials, in the most appropriate location, ultimately benefits persons with research needs and is in the best interest of the materials. 2) Providing access to the special collection materials that are related to Kentucky subjects within appropriate collections in Kentucky is preferable. 3) Sale of special collection materials that do not have a logical or available home in Kentucky research libraries will enable the Library to focus funds on its three primary roles.

Library staff is instructed to take the following steps with special collections:

1. Rare/valuable items - the few items that fall into this category should be appraised and sold.
2. Kentucky items and other historical items - offer these materials to the most logical research library within Kentucky; sell items that these research libraries do not want.
3. Magazines - sell in the most efficient manner.
4. Stacks - offer to the most logical research library within Kentucky; sell items that these research libraries do not want.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
NOVEMBER 15, 1994**

The Louisville Free Public Library Advisory Commission met on November 15, 1994, at 4:30 p.m. in the Board Room of the Main Library.

Present:

Mr. Harreld, Ms. Lynch, Ms. Whittle, Ms. Pennington, Mr. Crider, Ms. Miller, the Director, and the Assistant Director.

Absent:

Dr. Byers, Ms. Ward, excused

Mr. Harreld presided.

Minutes:

Mr. Crider motioned to approve the minutes of the September and October 1994 Advisory Commission meetings. Ms. Lynch seconded the motion, which passed unanimously.

Planning Committee:

No Report.

Finance Committee:

Ms. Lynch motioned to accept the contributions noted below, with recommendations for expenditures as designated. Mr. Crider seconded the motion, which passed unanimously.

<i>Weber Estate</i>	\$43,425.00	
a.	backup system for mainframe	\$ 4,500.00
b.	trial of Vendacard system	\$ 1,500.00
c.	undesignated remainder to be invested	\$37,426.00

<i>Bluegrass Inventors Club</i>	\$2,068.69	
Gift is for materials at Main Library		

<i>Arab American Association of Louisville</i>	\$4,000.00	
Gift is for children's books and computers..		

Ms. Lynch recommended that staff recommendation for a new fines and fees structure be approved as written. Mr. Crider seconded the motion, which passed unanimously.

Broadcasting:

Ms. Henderson reported that the Committee is currently working on a contract with U of L for operation of WUOL-FM radio station. The radio stations will consolidate their development staffs; it has also been suggested to add a member representing WUOL to the board of the Broadcasting Advocates.

Chairman's Report:

No Report.

Librarians Report:

Ms. Henderson asked Mr. Garnar to report on the disposition of the Special Collections.

Mr. Garnar reported that the 19th Century periodicals which are no longer published or are no longer subscribed to by the Library should be disposed of by the end of the year.

Mr. Garnar also stated that U of L , U of K, The Filson Club, and local seminaries would be invited to review the Special Collections for materials which may fit their own collections. Currently, Special Collections are stored at Iroquois Branch.

Ms. Henderson announced that there would be no Advisory Commission or Committee meetings during December.

Ms. Henderson also announced that the Library will be closed on December 9, 1994, for Staff Development Day. This year Staff Development Day will focus on team problem solving and team building.

New Business:

None

Old Business:

None.

Adjournment:

The Advisory Commission went into Executive Committee to discuss the Director's annual evaluation. The Commission reconvened and adjourned at approximately 5:45 p.m.

8346

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

DECEMBER 1994

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
JANUARY 27, 1995**

The Louisville Free Public Library Advisory Commission met on January 17, 1995, at 4:30 p.m. in the Board Room of the Main Library.

Present:

Ms. Pennington, Ms. Whittle, Ms. Miller, Ms. Lynch, the Director, and the Assistant Director.

Absent:

Mr. Harreld, Mr. Crider, Ms. Porter and Ms. Ward, excused.

The meeting was convened at 4:34 p.m. Ms. Pennington presided.

Minutes:

The minutes of the November 15, 1994 meeting were adopted by consensus.

Planning Committee:

No Report.

Finance Committee:

No Meeting. No Report.

Broadcasting:

Ms. Henderson announced that Mr. Gerry Weston would be reporting at the February meeting on the proposed contract to operate WUOL-FM.

Chairman's Report:

Ms. Pennington reported that Caroline Lynch and Carmen Miller have both been re-appointed to the Advisory Commission. Ms. Pennington and Ms. Henderson thanked both for the work they've done as Commission members and for their willingness to continue on the Commission.

Ms. Pennington reported that the Advisory Commission gave \$100.00 to the Library Foundation's Keith Hanley Memorial Book Fund. The book fund, approximately \$5,000.00, will be used for the purchase of books in the subjects of gardening and the humanities.

Librarians Report:

Ms. Henderson introduced Crystal Barbee, a Bon Air Regional Library employee, as the winner of the Florinne Kammerer Award. Ms. Barbee and Mr. David Atzinger, the winner of the Barbara Pickett-Frey Award, were both recognized as valuable employees.

Ms. Henderson announced that Ernest Gaines, the guest author at the 1995 Kentucky Author Dinner, will be giving a program the morning of February 4th at the Western Branch Library.

Ms. Henderson then asked Karen James, Manager of Children's Services, to summarize the work being done on the Preschool Services.

Ms. James noted that Dr. Denzil Edge, a Professor of Education at University of Louisville, had been engaged as preschool project consultant. Ms. James stated that focus groups and weekly meetings would be used to assess the current/future library needs of area pre-school children and their families. The end result of the meetings will be a vision statement for Children's Services that will reinforce reading and give local agencies a better understanding of what the library is doing for pre-school children.

Ms. James also noted that changes are anticipated based on the study.

New Business:

Ms. Lynch motioned to approve a resolution for resigning Advisory Commission member, Dr. G. Harold Byers. The motion, seconded by Ms. Whittle, passed unanimously. Dr. Byers will be invited to the February meeting.

Old Business:

None.

Adjournment:

There being no further business, the meeting adjourned at 5:16 p.m.

8480

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
FEBRUARY 21, 1995**

The Louisville Free Public Library Advisory Commission met on February 21, 1995, at 4:30 p.m. in the Board Room of the Main Library.

Present:

Mr. Harreld, Ms. Wallace, Mr. Crider, Ms. Lynch, Ms. Pennington, Ms. Miller, Ms. Porter, the Director, and the Assistant Director.

Absent:

Ms. Whittle and Ms. Ward, excused.

Mr. Harreld presided.

Minutes:

A motion to approve the minutes of the January 27, 1995 meeting was entered by Mr. Crider. Ms. Pennington seconded the motion, which passed unanimously.

Mr. Harreld welcomed Ruth Wallace, a new member of the Louisville Advisory Commission.

Planning Committee:

Ms. Pennington distributed a policy draft on fundraising to be discussed and voted on in the future.

Ms. Pennington reported the plans for the East Branch, to be located at Westport Middle School, are awaiting final approval by the County and school board.

Ms. Miller announced that the grand opening of the Southwest Regional will be May 15, 1995, at 11:00 a.m.

Ms. Henderson announced that the Jeffersontown groundbreaking will be March 8, 1995, at 10:00 a.m.

Finance Committee:

Ms. Lynch reported that the FY1996 budget presentation discussions are underway.

Ms. Henderson announced that a capital item on the budget would be a heat/air/lighting/roof project for the main library costing \$1,000,000.00 dollars over a three year period.

Broadcasting:

Ms. Henderson introduced Gerry Weston, Manager of WFPL/WFPK, to report on the progress of Kentucky Public Radio.

Mr. Weston reported that the management contract for the operation of WUOL in combination with WFPL/WFPK had been approved and was being implemented. Mr. Weston emphasized that this major project had national implications and in no other market have two competing radio stations combined.

Mr. Weston thanked Mr. Richard Bush, City Law Department, for negotiating the management contract for the radio stations.

Mr. Weston stated that the management contract would bring new and stronger programming to the area market; would tap into the resources of the University of Louisville School of Music; possibly use students from the Communications Department as interns for class credit; and combine fundraising/development teams. Mr. Weston also noted that a CPB consultant is currently working with the development staffs of WFPL/WFPK/WUOL.

Chairman's Report:

Mr. Harreld announced the appointment of Caroline Lynch as chairman of the Finance Committee.

Mr. Harreld noted that the Library 2000 Technology Campaign has raised 50% of the money needed for the project.

Librarians Report:

Ms. Henderson distributed 1995 Preschool Reading Program folders. The program is being sponsored by the Friends of the Library.

Ms. Henderson announced a Friends Planning Retreat on March 18, 1995, to discuss strategy and projects, current and future, for the Library. The consultant for the retreat will be Cindy Adelberg.

Mr. Garnar reported that the main frame will be updated in March and that telecommunications update will be done in early April.

New Business:

None

Old Business:

None

Adjournment:

There being no further business, the meeting adjourned at 5:27 p.m.

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

MARCH 1995

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
APRIL 18, 1995**

The Louisville Free Public Library Advisory Commission met on Tuesday, April 18, 1995, at 4:30 p.m. in the Board Room of the Main Library.

Present:

Mr. Harreld, Ms. Wallace, Ms. Whittle, Ms. Lynch, Ms. Pennington, the Director and the Assistant Director.

Absent:

Ms. Porter and Ms. Miller, excused. Ms. Ward, unexcused. Mr. Crider, resigned.

The meeting was convened at 4:31 p.m. Mr. Harreld presided.

Minutes:

A motion was entered to approve the minutes of the February 21, 1995 meeting. Ms. Pennington moved and Ms. Wallace seconded. The motion were passed unanimously.

Planning Committee:

No Report.

Finance Committee:

It was noted by Ms. Henderson that the budget requests for FY96 were currently being reviewed by City and County governments.

Broadcasting:

Ms. Henderson reported that PRP/KPR will decide this week whether to initiate a Capital Campaign to raise money for relocating WFPL/WFPK/WUOL. It was noted that KPR was currently studying 3 locations for studios. A cost estimate on the Capital Campaign is attached to these minutes and is marked as "Attachment A". The Commission discussed using library space for the radio stations, and discussed rent that might be charged. The Commission agreed that there was no immediate reason to refuse occupancy to the stations, that rent should be discussed further, and that renovation of space should only proceed if all necessary funds are in hand.

Chairman's Report:

Mr. Harreld presented a certificate of appreciation to Dr. Harold Byers, a former member of the Advisory Commission. Dr. Byers was thanked for his many years of service to the Library.

Mr. Harreld also reported that Mr. Ray Crider resigned from the Commission, effective this month.

Librarians Report:

Ms. Henderson reported on the progress of the two new branches opening this year. Southwest will open on June 26 at 11:00 a.m. and the East Branch will open at Westport Middle School in September 1995.

Ms. Henderson passed out Summer Reading Program materials. This year the program is entitled "Passport to Adventure. The Library Foundation is once again the sponsor of the summer program.

Ms. Henderson also noted that Lou Ann Atlas will chair the Kentucky Author Dinner next year.

New Business:

Mr. Harreld encouraged all commission members to review the monthly report statistics for patterns which may influence library growth in the future. The Planning Committee will begin a review of the five-year plan for library development.

Mike Bowles announced that the Library 2000 Technology Campaign has raised \$2.9 million dollars to date.

Old Business:

None.

Adjournment:

There being no further business, the meeting adjourned at 5:36 p.m.

PUBLIC RADIO PARTNERSHIP

Capital Campaign Costs

	Louisville Gardens	Tenth and Main	Library
General Renovation	652,680	728,844	643,860
Professional Fees	52,214	58,308	57,947
Broadcast Equipment	598,025	598,025	598,025
Transmission Equipment	291,300	291,300	291,300
Office Computer Network	130,170	130,170	130,170
Office Equipment	176,000	176,000	176,000
Telephone/Intercom	20,000	20,000	20,000
Uninterruptable Power Supply	5,500	5,500	5,500
Miscellaneous Expenses	26,700	26,700	26,700
TOTAL	<u>1,952,589</u>	<u>2,034,847</u>	<u>1,949,502</u>

Attachment "A"

PUBLIC RADIO PARTNERSHIP

<u>Revenue</u>	FY '96	FY '97	FY '98
Source			
Donations	433,400	446,402	459,794
Sales	6,000	6,000	6,000
Underwriting	414,504	483,404	563,984
Sub-carrier Rental	27,000	39,000	51,000
Studio Rental		26,000	39,000
CPB	291,200	262,400	204,800
University of Louisville	196,000	196,000	196,000
City/County	180,000	180,000	180,000
TOTAL	<u>1,548,104</u>	<u>1,639,206</u>	<u>1,700,578</u>

Revenue Notes:

1. Sub-carrier Rental: Adding additional rental in '97 and '98
2. Studio Rental: \$50/hr x 10 hrs wk '97/15 hrs wk '98
3. CPB: Based on 95 dollars/9% reduction in '96/18% in '97/36% in '98
4. Donations/Underwriting: See attached sheet

PUBLIC RADIO PARTNERSHIP

Library

<u>Expenditures</u>	FY '96	FY '97	FY '98
<u>Personnel</u>	<u>1,055,000</u>	<u>1,086,650</u>	<u>1,119,250</u>
<u>Contractual Services</u>			
Advertising	5,000	5,250	5,513
Programming/Dues	233,504	259,179	272,138
Equipment Repair	3,000	3,150	3,308
Photographs	400	420	441
Postage	25,000	26,250	27,563
Equipment Rental/ Satellite Fees	20,000	21,000	22,050
Training/Travel	7,000	7,350	7,718
Public Relations/ Premiums	16,000	16,800	17,640
Telephones	17,000	17,850	18,743
Professional Services	30,000	31,500	33,075
Miscellaneous	8,000	8,400	8,820
Tower Rental	12,000	12,000	24,000
Utilities	25,000	26,250	27,563
 TOTAL	 <u>401,904</u>	 <u>435,399</u>	 <u>468,572</u>
<u>Supplies</u>			
Compact Discs	6,000	6,000	6,000
Food	700	735	772
Training	1,000	1,000	1,000
Office Supplies	12,000	12,600	13,230
Printing	25,000	26,250	27,563
Technical Supplies	18,000	18,900	19,845
Software	6,000	6,300	6,615
 TOTAL	 <u>68,700</u>	 <u>71,785</u>	 <u>75,025</u>
 <u>GRAND TOTAL</u>	 <u>1,525,604</u>	 <u>1,593,834</u>	 <u>1,662,847</u>

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
May 16, 1995**

The Louisville Free Public Library Advisory Commission met on Tuesday, May 16, 1995, at 4:30 p.m. in the Board Room of the Main Library.

Present:

Mr. Harreld, Ms. Whittle, Ms. Lynch, Ms. Pennington, Ms. Miller, the Director and the Assistant Director.

Absent:

Ms. Ward and Ms. Wallace, excused. Ms. Porter, unexcused.

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

Minutes:

A motion was entered to approve the minutes of the April 18, 1995 meeting. Ms. Pennington moved and Ms. Miller seconded. The motion were passed unanimously.

Planning Committee:

Ms. Pennington announced that there would be no June meeting of the Planning Committee. Ms. Pennington also announced that the Planning Committee will be updating the 5 year plan, focusing on the 3 roles of the library and public relations opportunities related to these roles. The current 5 year plan will not be changed.

Finance Committee:

Ms. Lynch motioned to accept a gift of \$4,000.00 that was made to the Talking Book Library in memory of Florian Bodemuller. The motion was seconded and passed unanimously.

Broadcasting:

No Report

Chairman's Report:

Mr. Harreld announced that the Library Foundation has received approximately \$50,000.00 in contributions in memory of Mrs. Mary Bingham.

Librarians Report:

Ms. Henderson made the following announcements:

- Thanked the Library Foundation for sponsoring the Summer Reading Program.
- Announced that 350 "Just Connect" disks were sold during the initial 3 weeks of sale (April).
- A RFP has been issued regarding space for the Fairdale Library. A recommendation to Fiscal Court should be made by the end of June.
- New map locators have been installed in the North and South lobbies of the main library.
- At the June Advisory Commission meeting, Dr. Denny Edge will give a presentation on Preschool Services study he has been conducting for the library.

- Glen Holt, St. Louis Public Library, will be the speaker at a trustees workshop on September 13, 1995, sponsored by KDLA. It was recommended that the Advisory Commission hold its September meeting at that time.

New Business:

None.

Old Business:

Details of the draft Fundraising Policy previously distributed to the Advisory Commission were outlined by Ms. Henderson (see attachment "A"). The draft policy has been discussed with representatives of the Friends and Foundation; branch managers; managers of public service departments; City Law Department. A motion was made to approve the policy. Motion made by Ms. Pennington, seconded by Ms. Lynch. The motion passed unanimously.

Adjournment:

There being no further business, the meeting adjourned at 5:22 p.m.

**FUNDRAISING IN SUPPORT OF
THE LOUISVILLE FREE PUBLIC LIBRARY SYSTEM**

The Library System is grateful to its many community volunteers who participate in various organizations and activities supporting public library services. Such activities include various membership drives, used book sales, fundraising efforts, special events and programs sponsored by library-affiliated and non-affiliated groups.

The Louisville Free Public Library System is a joint city-county agency serving all of Jefferson County. The Library Advisory Commission is established by the Louisville and Jefferson County Compact to provide citizen oversight for library services, and to review and approve library policies. Such policies specifically include the selection of library materials, and the determination of expenditures from gifts/grants to the Library.

The Library Advisory Commission has an obligation to the community to insure that 1) any fundraising conducted in the name of or for the benefit of the Library System is conducted in a legitimate manner and for a legitimate need; 2) such fundraising recognizes the interests of all persons and organizations supporting the Library System; 3) proper accounting of all such fundraising and the resulting benefit is provided.

Policy Statement:

1. Fundraising activities, projects or events which are undertaken on behalf of the Library System or for the benefit of any Library entity or program must be approved in advance by the Library Advisory Commission or Library Director.
 - a. Examples of activities requiring advance approval are membership mailings which are more than renewals of existing memberships; community events which have separate invitations or publicity from listings in the library calendar of events; booksales at branch library locations; requests to businesses for contributions for a Friends Chapter project.
 - b. Activities, projects or events of Chapters of the Friends of the Library may be approved by the branch library manager, with notification to the Library Director required prior to beginning the project or publicity.
2. Contributions, grants and gifts for designated purposes must be approved in advance by the Library Advisory Commission or Library Director.
 - a. The Manager of Collection Development, Manager of Children's Services, manager of Information Services/Main and Branch Library Managers may accept contributions of \$1000 or less that are designated for specific subject areas. Staff are available to answer questions concerning the purchase of library materials and the library's collection development policies.

- b. Contributions designated to support on-going library programs that 1) do not involve named sponsorship of such programs and 2) are less than \$1000 may be accepted by the manager responsible for operation of such programs.
Examples of "on-going library programs" are children's programs to promote reading; the Talking Book Library; business information services.
3. Contributions, grants and gifts (including equipment or other non-monetary contributions) to the Library System with a value of \$1,000 or more shall be accepted by the Library Advisory Commission.
 - a. Computer equipment that is contributed must be compatible with existing equipment or future plans. See separate policy for PC's available for word processing and other non-library use.
4. The name of the Louisville Free Public Library or its branches, subdivisions or departments shall not be used without prior approval of the Library Advisory Commission or the Library Director. The name of the Friends of the Library, the Library Foundation, or any of their related entities shall not be used without the prior approval of their respective Boards.

Adopted May 16, 1995

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
June 20, 1995**

The Louisville Free Public Library Advisory Commission met on Tuesday, June 20, 1995, at 4:30 p.m. in the Board Room of the Main Library.

Present:

Mr. Harreld, Ms. Whittle, Ms. Miller, Ms. Pennington, Ms. Wallace, Ms. Lynch, the Director and the Assistant Director.

Absent:

Ms. Porter and Ms. Ward, excused.

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

Minutes:

A motion was entered to approve the minutes of the May 16, 1995 meeting. Ms. Pennington moved and Ms Lynch seconded. The motion was passed unanimously.

New Business:

Ms. Henderson introduced Karen James, Manager of Children's Services, and Dr. Denny Edge, Preschool Services Consultant, who gave a brief review of the Preschool Services Study processes and conclusions.

A copy of the results of the study are included as attachment "A".

Planning Committee:

Ms. Pennington stated that the committee has received the PR proposal for FY96 and will review it at their July meeting.

Finance Committee:

Ms. Lynch passed out the operating budget for FY96.

Ms. Henderson announced that the position of Manager of Community Relations will be eliminated and a delay of in-house promotions will help the library meet the vacancy credit requirement for FY96.

Ms. Lynch entered a motion to accept the following contributions: *(1). Contribution of \$2,500.00 from Cherokee Triangle Association for the Highlands-Shelby park Branch Library. (2). Accept \$1,700.00 from the Friends Chapter/St. Matthew's-Eline Branch for an awning/sign at their library entrance.*

The motion was seconded by Ms. Pennington and was passed unanimously.

Ms. Lynch entered a motion to approve the following fundraising events. (1). Book sale/auction for St. Matthew's-Eline sponsored by the St. Matthew's Business Association (August 25-26). (2). Book sale at Jeffersontown Gaslight Festival, sponsored by Friends Chapter/Jeffersontown Branch (September 16-17).

Broadcasting:

Ms. Henderson announced that The Resource Group has been selected to help plan the KPR Capital Campaign.

Chairman's Report:

Mr. Harreld announced the resignation of Mrs. Lucretia Ward from the Advisory Commission.

Librarians Report:

Ms. Henderson made the following announcements:

- The Southwest Regional Grand Opening will be June 26, 1995, at 11:00 a.m.
- Commissioner Irv Maze has made \$250,000.00 available to expand Okolona Branch by 2500 square feet.
- Proposals have been received for Fairdale site and selection process is continuing.
- The Advisory Commission discussed the name of the new branch to be located at Westport Middle School. The school system has requested "Westport Middle School Community Library" be the name to reflect the partnership role of the school. The Commission felt it should be clear this is a public library as well as a school library. The Director was asked to work on the name with school staff.
- Information Services Proposals have been received and are being reviewed.

Old Business:

A discussion was held on the issue of naming rooms/hallways/etc. in the Library for persons who donate time/money to the Library. Mr. Harreld requested a recommendation.

Adjournment:

There being no further business, the meeting adjourned at 5:57 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
July 18, 1995**

The Louisville Free Public Library Advisory Commission met on Tuesday, July 18, 1995, at 4:30 p.m. in the Board Room of the Main Library.

Present:

Mr. Harreld, Ms. Miller, Ms. Pennington, Ms. Wallace, Ms. Lynch, Ms. Porter, the Director and the Assistant Director.

Absent:

Ms. Whittle, excused.

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

Minutes:

A motion was entered to approve the minutes of the June 20, 1995 meeting. Ms. Pennington moved and Ms. Miller seconded. The motion was passed unanimously.

Planning Committee:

Ms. Pennington entered a motion to adopt the "Naming Opportunities Policy" (attachment "A"). The motion was seconded by Ms. Lynch. The motion was passed unanimously.

Ms. Pennington recommended that the resolution (attachment "B") to name the South Lobby of the Main Library "The Mary and Barry Bingham, Sr., Lobby" be approved. The recommendation was approved unanimously.

Ms. Pennington requested approval for the FY1996 Library Marketing Plan Summary (attachment "C"). Ms. Lynch seconded the request. The recommendation was approved unanimously.

Finance Committee:

Ms. Lynch announced that the Library Advisory Commission had \$4,759.00 returned to them from the Library parking lot project.

Broadcasting:

No Report.

Chairman's Report:

Mr. Harreld announced that the Library 2000 Technology Campaign had received \$100,000 from Dinwiddy Lampton.

Librarians Report:

Ms. Henderson introduced the Assistant Director, William H. Garnar, who gave the following update on the disposition of the Special Collections.

Mr. Garnar announced that the Audubon materials have been transferred to the Audubon Museum in Henderson, KY.

Mr. Garnar also announced that the Library has been offered \$10,000.00 from both the University of Louisville and the University of Kentucky for specific portions of the collections.

Mr. Garnar announced that the Filson Club, Bellarmine College, and local seminaries will be contacted, as the next step in the process, regarding the remainder of the Special Collections materials.

Ms. Henderson noted that lease approval for the East (Westport Middle School) Branch will be on the County agenda for next week and an October, 1995 opening is tentatively planned.

New Business:

None.

Old Business:

None.

Adjournment:

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

SMM
8957

H

Draft 7/18/95
The Library Advisory Commission
Naming Opportunities Policy

Naming opportunities at The Library are extraordinary, reflecting both extraordinary on-going volunteer and financial support of The Library.

There has been no historical criteria for what constitutes extraordinary support. This document attempts to set some basic guidelines for The Library Advisory Commission to consider in evaluating whether a naming opportunity is appropriate.

GUIDELINES

A. Volunteer Leadership

A naming opportunity requires a minimum of seven years of volunteer service to the Library, in some leadership category.

B. Financial Support

Support for a major naming opportunity at the Library must be gifts of at least \$500,000 to the Library or Library Foundation and should originate from an individual or a family's personal resources. A major naming opportunity would be a room, lobby, or other large area.

C. Limitations

All branch libraries and the Main Library as entire buildings will not be considered for naming opportunities, as they are public institutions whose names help identify various library service areas in Louisville and Jefferson County.

D. Merit Review

The combination of volunteer leadership and financial support creates the appropriate case for a naming opportunity. However, the Library Advisory Commission reserves the right of evaluating each case on its own merits.

E. Other Recognition

The Library Advisory Commission also has a desire to recognize donors and leaders of private fundraising campaigns benefiting The Library.

Wherever appropriate, permanent and rotating donor recognition lists and plaques can be used to show gratitude to supporters. These recognitions also inform the local citizenry of notable support that strengthens the public-private partnerships that enhance The Library.

B

Draft 7/18/95

THE LIBRARY ADVISORY COMMISSION

RESOLUTION

Whereas, Mary and Barry Bingham, Sr. have been active advocates for library services in Louisville, Jefferson County, and the state of Kentucky for fifty years; and

Mary Bingham has served as the Chairman or President of The Library Foundation for over nine years; and

Mary and Barry have contributed a very significant amount of their personal funds to various Library fund drives, including the New Book Endowment Drive, The Citizens for Literacy referendum, and the Library 2000 campaign; and

Mary has been Co-chair of both the New Book Endowment drive and the Library 2000 campaign; and

Mary and Barry promoted The Library through their newspapers, The Courier-Journal and Louisville Times, for over half a century;

Be it resolved, that the Library Advisory Commission does hereby name the South Lobby of the Main Library the Mary and Barry Bingham, Sr. Lobby in recognition for their extraordinary support of the Louisville Free Public Library.

t:0622.1

**FY1996 Library Marketing Plan
Summary**

1. Develop interactive kiosk for shopping mall.
Estimate: \$27,000
2. Develop outdoor advertising campaign.
Estimate: \$20,000
3. Develop annual pre-school event calendar; supplement with quarterly or monthly flyers/bookmarks.
Estimate: \$8,000
4. Develop PSA to support "Renew Your Tag" campaign.
Estimate: \$1,000
5. Redesign Bookpaths, Calendars and other materials as needed; cut Bookpaths production to semi-annual.
Estimate: in-house

Draft 7/18/95
**The Library Advisory Commission
Naming Opportunities Policy**

Naming opportunities at The Library are extraordinary, reflecting both extraordinary on-going volunteer and financial support of The Library.

There has been no historical criteria for what constitutes extraordinary support. This document attempts to set some basic guidelines for The Library Advisory Commission to consider in evaluating whether a naming opportunity is appropriate.

GUIDELINES

A. Volunteer Leadership

A naming opportunity requires a minimum of seven years of volunteer service to the Library, in some leadership category.

B. Financial Support

Support for a major naming opportunity at the Library must be gifts of at least \$500,000 to the Library or Library Foundation and should originate from an individual or a family's personal resources. A major naming opportunity would be a room, lobby, or other large area.

C. Limitations

All branch libraries and the Main Library as entire buildings will not be considered for naming opportunities, as they are public institutions whose names help identify various library service areas in Louisville and Jefferson County.

D. Merit Review

The combination of volunteer leadership and financial support creates the appropriate case for a naming opportunity. However, the Library Advisory Commission reserves the right of evaluating each case on its own merits.

E. Other Recognition

The Library Advisory Commission also has a desire to recognize donors and leaders of private fundraising campaigns benefiting The Library.

Wherever appropriate, permanent and rotating donor recognition lists and plaques can be used to show gratitude to supporters. These recognitions also inform the local citizenry of notable support that strengthens the public-private partnerships that enhance The Library.

Draft 7/18/95

THE LIBRARY ADVISORY COMMISSION

RESOLUTION

Whereas, Mary and Barry Bingham, Sr. have been active advocates for library services in Louisville, Jefferson County, and the state of Kentucky for fifty years; and

Mary Bingham has served as the Chairman or President of The Library Foundation for over nine years; and

Mary and Barry have contributed a very significant amount of their personal funds to various Library fund drives, including the New Book Endowment Drive, The Citizens for Literacy referendum, and the Library 2000 campaign; and

Mary has been Co-chair of both the New Book Endowment drive and the Library 2000 campaign; and

Mary and Barry promoted The Library through their newspapers, The Courier-Journal and Louisville Times, for over half a century;

Be it resolved, that the Library Advisory Commission does hereby name the South Lobby of the Main Library the Mary and Barry Bingham, Sr. Lobby in recognition for their extraordinary support of the Louisville Free Public Library.

t:0622.1

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

AUGUST 1995

Library Advisory Commission
September 13, 1995

In lieu of an Advisory Commission meeting this month, a workshop for Library board members was conducted by KDLA on September 13, 1995, at the Breckinbridge Inn, 2800 Breckinbridge Lane, from 7:30 to 9:00 p.m.

Commission members in attendance were: Diane Porter
Diane Pennington
Betty Whittle
Carmen Miller

Commission Members not in attendance: Michael Harreld
Ruth Wallace
Raymond Burse

Others in attendance: Harriet Henderson, Director
William H. Garnar, Assistant Director
Rick Johnstone, County Liaison

Dr. Glen E. Holt, Director of the St. Louis Public Library, spoke on technology and its impact on libraries in the future.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
OCTOBER 17, 1995**

The Louisville Free Public Library Advisory Commission met on Tuesday, October 17, 1995, at 4:30 p.m. in the Board room of the Main Library.

Present:

Mr. Harreld, Ms. Miller, Ms. Pennington, Ms. Wallace, Ms. Whittle, Ms. Porter, Ms. Horton, Mr. Burse, and the Director.

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

Minutes:

A motion was introduced to accept the minutes of July 18, 1995, and September 13, 1995 as presented. The motion passed unanimously.

Mr. Harreld introduced and welcomed the two new members of the Advisory Commission at this time; Ms. Rae Horton and Mr. Raymond Burse.

Planning Committee:

Ms. Pennington noted that the technical work is progressing on the kiosk, which will be in Oxmoor Mall early next year.

Ms. Pennington also noted that the Louisville Free Public Library received positive state-wide press for their donation of Audubon materials to the Audubon Museum in Henderson, KY on September 29, 1995.

Finance Committee:

No Report.

Library Broadcasting Committee:

Ms. Henderson noted that The Resource Group will report to the Kentucky Public Radio board concerning their capital campaign feasibility study on 10-19-95.

Librarian's Report:

Ms. Henderson asked Rick Johnstone to summarize the events of a recent Community Club Meeting regarding the Fairdale Library.

Mr. Johnstone said that he presented a slide show of architectural renderings of some public property buildings at the Community Club Meeting. After the slide show and some discussion, the Fairdale Community Club members voted 88 to 33 for the library to be placed in the Playtorium.

Mr. Johnstone noted the target date for opening is August 1996.

Ms. Henderson noted that the shelving will be delivered for the Westport Branch Library this week with a tentative opening date of 11/01/95.

Ms. Henderson also updated the Advisory Commission on the renovation/expansion of the Okolona Branch, noting that an initial planning meeting has been held.

New Business:

a. adopt resolution of thanks to Caroline Lynch.

The Advisory Commission voted unanimously to adopt the above resolution.

A motion to accept all the gifts/projects named under item "b" was entered by Diane Pennington. Ms. Carmen Miller seconded the motion, which passed unanimously.

b. Acceptance and Approval of gifts/projects of Friends groups.

1. \$750 from the Okolona Branch Boosters, to purchase paperback rack.
2. \$10,000 from Friends of the Crescent Hill Branch, to purchase books/materials for the branch.
3. \$6,000 from Friends of the Crescent Hill Branch, to install doors at Frankfort Avenue entrance designed by Dwight Cobb.
4. \$3,000 from Friends of the Crescent Hill Branch, to purchase computer for children's use.
5. \$153.66 additional money from Weisert Estate (from tax refund).
6. Restoration of the war memorial and sundial at Crescent Hill Branch, to be provided by the Crescent Hill Women's Club.
7. \$3,700 from St. Matthews-Eline Friends for the purchase of books-on-cassette and juvenile books.
8. \$300 from St. Matthews-Eline Friends for the purchase of programming materials and supplies for program fliers.
9. Unspecified amount from St. Matthews-Eline Friends for the purchase and installation of a CD-ROM tower and related equipment for public use PC's.

A motion to accept the gifts, bequests, and payments for special collections listed in item "c" was entered into by Carmen Miller. The motion was seconded by Ray Burse, and passed unanimously.

c. Motions to accept gifts and bequests, and payments for special collections.

1. To accept a total of \$25,000 from the University of Louisville, University of Kentucky and the Filson Club in payment for items distributed from the Library's special collections; these funds to be placed in the Library's "Undesignated Fund."
2. To acknowledge formal acceptance by J.B. Speed Art Museum of the transfer from the Library's special collections to the Museum of the Timothy O'Sullivan portfolio, U.S. Geographical Surveys West of the 100th Meridian.
3. To accept \$5,000 from the estate of Edna Hikes Terrell for support of the main library; these funds to be placed in the Library's restricted fund account and expended for the designated purpose.
4. To accept \$5,000 from Jefferson County Fiscal Court for Library 2000 project (appropriation was to Library) in memory of Mary Bingham.

A motion to distribute prior gifts/restricted funds as detailed in item "d" was entered by Ruth Wallace. The motion was seconded by Diane Porter, and passed unanimously.

d. Motions to distribute prior gifts/restricted funds:

1. To distribute \$62,000 from "Library Designated Fund/Elswick-Jeffersontown Branch" to the Library for purchase of books for the new Jeffersontown Branch, and to authorize distribution of the remainder of the fund (approximately \$10,000) to the Library as needed to support services and programs at Jeffersontown. This will close this fund.
2. To authorize distribution of up to \$200,000 from the "Library Operating Fund" and/or the "Library Undesignated Fund" to cover up-front costs of purchase and installation of a debit card system for the Library's information workstations; these funds are to be reimbursed from the Library 2000 campaign as pledges are paid and Library 2000 receipts are transferred to the Library.

Chairman's Report:

Mr. Harreld presented a framed resolution of thanks to Caroline Lynch for serving on the Library Advisory Commission. Ms. Lynch accepted the resolution and thanked the Commission, the Library, and the Director for allowing her to be a part of the growth of the Library.

Mr. Harreld also noted that the Commission will be appointing new committees once the final appointment is made to fill the one remaining vacancy on the Commission

Old Business:

Mr. Harreld noted that the Library 2000 campaign has raised \$3.8 million dollars to date and that a telemarketing campaign is currently underway and should conclude by the end of the year. Mr. Harreld encouraged all Commission members to keep Library 2000 in the public eye.

Adjournment:

The Library Advisory Commission went into Executive Session at 5:18 p.m. to discuss the Director's annual evaluation. The Commission reconvened in open session and adjourned.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
NOVEMBER 21, 1995**

The Louisville Free Public Library Advisory Commission met on Tuesday, November 21, 1995, at 4:30 p.m. in the Board room of the Main Library.

Present:

Mr. Harreld, Ms. Whittle, Mr. Burse, Ms. Horton, Ms. Pennington, Ms. Wallace, Ms. Miller, the Director and the Assistant Director

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

Ms. Porter was excused.

Minutes:

A motion was introduced by Mr. Burse to accept the minutes of October 17, 1995 as presented. Ms. Whittle seconded the motion, which passed unanimously.

Planning Committee:

Ms. Pennington reviewed plans for disposition of remaining special collections and older materials. Mr. Garnar stated that dealers will be contacted in January and February of 1996 regarding the remainder of the special collections' materials.

Finance Committee:

No Report.

Library Broadcasting Committee:

Ms. Henderson revealed the new formats for WFPL and WFPK. See attachment "A". Ms. Henderson also noted that the pledge drive raised \$96,000 and 120 new members.

Chairman's Report:

Mr. Harreld announced that there would be no December Advisory Commission or committee meetings.

Mr. Mike Bowles, Executive Director of the Library Foundation, noted that \$4 million has been raised toward the technology campaign and the next step will be a general public appeal.

Ms. Henderson reviewed expenditures from Library 2000.

Librarian's Report:

Ms. Henderson introduced Ms. Karen James, Manager of Children's Services to bring commission members up to date on Pre-school Services.

Ms. James noted that the pre-school services will focus on families, and that a calendar noting children's programs at library branches during 1996 will be distributed.

Ms. James also passed around a draft of the preschool reading program folder for 1996. The program is entitled "Peep into a Good Book".

Ms. James noted that Lana Hostetler will present a program at Staff Development Day, and that the Library will participate in the KDLA conference in 1996 - with a focus on young children.

Ms. Henderson then introduced Ms. Latoscia Mason, Community Program Specialist for the Library, to talk about a new program. Mrs. Mason noted that the new program, called "Talk About" will focus on authors and scholars leading book discussions in the libraries. The program will include posters and brochures, as well as PSA's. The first five Talkabout programs will run at two week intervals between January 30, 1996 and March 26, 1996. (see attachment "B")

Ms. Henderson noted that work is proceeding on the kiosk project and that the copy is currently being decided upon.

Ms. Henderson announced that Providence Associates, the Denton, Texas consulting firm, has begun their Information Services study.

New Business:

A motion to accept the contributions listed in attachment "C" was entered into by Ms. Pennington. The motion was seconded by Ms. Whittle, and passed unanimously.

A motion to approve the mailing as described in attachment "C" was entered into by Ms. Whittle. The motion was seconded by Ms. Horton, and passed unanimously.

Old Business:

Mr. Harreld call an executive committee meeting at 5:20 p.m. to discuss the director's evaluation.

Adjournment:

The Library Advisory Commission reconvened at approximately 5:55 p.m. and adjourned.

WFPL

Updated

"A"

	Sundays	Weekdays	Saturdays		
5 a	BBC	Monitor Radio Early Edition	BBC	5 a	
6 a		Morning Edition		NPR's Weekly Edition	6 a
7 a	51%		7 a		
7:30	C & K		7:30		
8 a	Weekend Edition		Weekend Edition		8 a
9 a					9 a
10 a	CBC Sunday Morning	Fresh Air	Car Talk	10 a	
11 a		Monitor Radio	Whad'Ya Know	11 a	
12 p	The Parent's Journal	The WFPL Noon Report		12 p	
12:30		Public Affairs Shows		12:30	
1 p	Voices in the Family	Forums	Weekend Radio	1 p	
2 p	Sunday Rounds	Talk of the Nation	Only a Game	2 p	
3 p	New Dimensions		Artscene	3 p	
4 p	Living on Earth		All Things Considered	Movie Magazine	4 p
4:30	Down to Earth	Off the Cuff		4:30	
5 p	ATC	ATC		5 p	
6 p	Studs Terkel	Marketplace		A Prairie Home Companion	6 p
6:30		Selected Shorts	As It Happens		6:30
7 p	New Letters		The World		Riders Radio
8 p		Corn Island		Rabbit Ears Radio	8 p
8:30	The Radio Reader		The Radio Reader	3, 4, 1, 2	8:30
9 p		Fresh Air	NPR Playhouse	9 p	
9:30				9:30	
10 p				10 p	
10:30				10:30	
11 p	BBC	BBC	BBC	11 p	
11:30				11:30	
12-5 a				12-5 a	

WFPK

	Sundays	Weekdays	Saturdays		
6 a	One Night Stand	A-3 with Laura Shine	Acoustic Cafe	6 a	
7 a	Big Band Jump			7 a	
8 a	Jazz Brunch with Dick Sisto		World Cafe	A-3 with Cary Willis	8 a
9 a					9 a
10 a					10 a
11 a					11 a
12 p	Making the Music	Jazz with Phil Bailey		Afropop	12 p
1 p	Piano Jazz		E-town	1 p	
2 p	Jazz Smithsonian		Thistle/Shamrock	2 p	
3 p	Jazz at Lincoln	A-3 with Leslie Stewart	Womanwaves	3 p	
4 p	Jazz at Kennedy		Folk Sampler	4 p	
5 p	Jazzset		Folk Masters	5 p	
6 p	New Age with Scott Dowd	New Age with Scott Dowd	Mountain Stage	6 p	
7 p				7 p	
8 p	Sunday Bluegrass with Berk Bryant	Jazz with Rick Forest	Lonesome Pine	8 p	
9 p			Saturday Night Blues Party with Scott Mullins'	9 p	
10 p				10 p	
11 p	Grateful Dead		11 p		
12 a	Experimental	Overnight Jazz	Blues Before Sunrise	12 a	
1 a	Echoes			1 a	
2 - 6 a				2 - 6 a	

PROPOSED WUOL GRID

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12:00	BEETHOVEN NETWORK						
6:00	MORNING DRIVE						
8:00	WITH HEART AND VOICE						LOCAL CLASSICAL
9:00	RECITAL HALL PREVIEW						
9:30	LOCAL	MORNING					
12:00	CLASSICAL	KARL HAAS					OPERA (SEASONAL)
1:00		AFTERNOON					
1:30		AFTERNOON DRIVE					
3:00		AFTERNOON DRIVE					BROADWAY MUSIC
5:00		EVENING					
6:00							PIPEDREAMS
6:30	ARTSCENE						
7:30		KARL HAAS					
8:00	ST, PAUL SUNDAY						CLEF NOTES
9:00	SYNDICATED CONCERT	NIGHT			SYNDICATED CONCERT	SYNDICATED CONCERT	
11:00	BEETHOVEN NETWORK						
12:00							

"B"

Fiction by Kentuckians
Talk About Series

January 30, 1996	7:00 p.m.	Bon Air	Fidelity by Wendell Berry---led by Dianne Aprile
February 13, 1996	7:00 p.m.	Iroquois	River of Earth by James Still---led by Mary E. O'Dell
February 27, 1996	7:00 p.m.	Fern Creek	In Country by Bobbi Ann Mason---led by Beth Cahney
March 12, 1996	7:00 p.m.	Jeffersontown	Kinfolks--led by Bob Gutman
March 26, 1996	7:00 p.m.	Bon Air	All the King's Men by Robert Penn Warren---led by Cindy Read

"C"

November 21, 1995

Accept Contributions:

1. \$5,000 grant from Nettelroth Foundation to purchase children's books for Southwest Regional Library.
2. \$650 from Kroger's four south-southwest stores for the Southwest Regional Library.
3. \$1,000 from the Friends Chapter/Bon Air Regional Library to purchase CD-ROM towers for the public computers at the branch. An additional \$3,000 from Alderman Barbara Gregg will complete this project.
4. \$628 from the Western Branch Library Support Association to purchase videos on African-American history/biography for Western Branch Library.
5. From the systemwide Friends of the Library:
 - a. \$27,000 (\$1,500 per location/bookmobile) for general support of each library/bookmobile.
 - b. \$10,000 sponsorship for Pre-School Reading Program.
 - c. \$5,000 sponsorship of new "Books for Babies" project.
6. \$3,481 from Kroger for the Summer Reading Program
7. \$10,000 from Friends of Crescent Hill Library for materials.

Approve Mailing:

1. Friends of Crescent Hill Library membership mailing during holiday season. Approve with stipulation that mailing be coordinated with Foundation holiday books mailing and other Friends chapters.

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

DECEMBER 1995

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
JANUARY 16, 1996**

The Louisville Free Public Library Advisory Commission met on Tuesday, January 16, 1996, at 4:30 p.m. in the Board room of the Main Library.

Present:

Mr. Harreld, Mr. Burse, Ms. Horton, Ms. Porter, Ms. Pennington, Ms. Miller, and the Director.

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

Minutes:

A motion was introduced by Ms. Pennington to accept the minutes of November 21, 1995 as presented. Mr. Burse seconded the motion, which passed unanimously.

Ms. Henderson introduced Meri Tevlin, the winner of the Barbara Pickett Frey Award recognizing quality service in the Main Library. Ms. Tevlin thanked the Library for the honor and said that she really liked working with the Library system. Jeff Lanz, winner of the Kammerer Award in the branch libraries, was unable to attend the meeting.

Mr. Harreld announced the departure of Commission member Ruth Wallace. She resigned to move to Pittsburgh as regional controller for Corning, Inc., It was moved, seconded and approved that the Advisory Commission draft a resolution of appreciation for Ms. Wallace's contributions to the Library system.

Planning Committee:

Did not meet.

Finance Committee:

A interim committee consisting of Mr. Harreld, Ms. Pennington and Mr. Burse was formed to work with staff on the FY97 budget request.

Library Broadcasting Committee:

Ms. Henderson noted that there has been a terrific listener response to the format change for the three radio stations that took place on January 8, 1996.

Ms. Henderson also noted that the fund-raiser for the Capital Campaign has begun and \$275,000 has been pledged.

Chairman's Report:

Mr. Harreld passed out a draft strategic planning outline (attachment "a"). Commission members discussed the outline, adding technology and internal staff organizational issues for inclusion in the planning process.

Mr. Harreld asked Ms. Henderson to expand the outline following the discussion. A calendar for the planning process will be determined after appointments to the Commission are filled. Commission members should let Ms. Henderson know of scheduling preferences.

Mr. Harreld asked Mr. Mike Bowles, Executive Director of the Library Foundation to report on the progress of Library 2000. Mr. Bowles reported that approximately \$4.25 million has been raised/pledged to date and that a \$50,000 county challenge grant to the City is pending.

Librarian's Report:

Ms. Henderson reviewed progress of Providence Associates - the consulting group based in Dallas that is doing the information services study. She said that they are currently wrapping up Phase I of the study, which is evaluation & assessment (consisting of branch visits, study of reference collections, staffing patterns, and one oral and one written test). The next step is to look at the policy (consisting of tiered structure, operations for Regional, Area and Branch libraries). The third step is training for supervisors and information services staff. The last step is a post test for supervisors and information services staff.

Ms. Henderson announced that the Jeffersontown opening will be on January 29, 1996 at 10:30 a.m. and the Kentucky Author Dinner will be on February 3, at 7:00 p.m.

New Business:

A motion to accept the contributions listed below was made by Ms. Miller, seconded by Ms. Porter and passed unanimously.

1. \$500.00 - District 2, Fraternal Order of Eagles. For purchase of large-print books for the library system.
2. \$9,460.00 - Hawley-Cooke Booksellers. Undesignated. Funds from percentage of sale promotion November 10-12 for Independent Booksellers Week, with customers able to designate one of four local organizations to receive a contribution.

A motion was entered to spend \$5,000.00 to fund the summer RIF program, using unrestricted contributions, was made by Ms. Pennington and seconded by Ms. Porter. The motion passed unanimously.

Old Business:

None.

Adjournment:

There being no further business, the meeting adjourned at 5:22 p.m.

STRATEGIC PLANNING OUTLINE 1996

A. The Library's Role in the Community

A review of prior work/decisions as a springboard for the rest of the process.

Includes:

- a. 3 primary roles of pre-school services, lifelong learning, information services (includes brief discussion of what we are not - ex. research library)
- b. tiered service structure/geographic plan
- c. technology
- d. existing partnerships
- e. key public relations projects
- f. Library in local government structure

B. Library Collections and Policies

Overview of our current materials selection policies, examples of materials that are the cause of objections in our library system and others, philosophical basis for materials selection policies, discussion of children's access to electronic resources. Opportunity to revise or reaffirm materials selection policies based on discussion.

C. Access and Fees

Discussion of the issue of "equal access" to information and services, with resources distributed based on need (low-income neighborhoods) vs. demand (high-use locations). General review of fees charged and costs of services provided. Opportunity to lay philosophical basis for access to technology with/without fees charged, allocation of staff and resources.

D. Evaluation and Measurement

Discussion of what the Library should be measuring in order to effectively interpret the services provided to the community; what types of evaluation are necessary to establish the quality and effectiveness of services provided.

E. Promoting the Library's Role and Vision

Identify key mechanisms and necessary organizational structure and resources to effectively promote Library programs and services, reward government support of the Library, and effectively recognize corporate and individual support for the Library. Set the broad parameters for the Library's public relations work over the next 2 years.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
February 20, 1996**

The Louisville Free Public Library Advisory Commission met on Tuesday, February 20, 1996, at 4:30 p.m. in the Board room of the Main Library.

Present:

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

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

Mr. Harreld welcomed new Library Advisory Commission member, Cecelia Wooden.

Ms. Porter, Mr. Burse and Ms. Miller were excused.

Minutes:

The minutes of January 16, 1996 were approved as distributed.

Planning Committee:

No Report.

Finance Committee:

No Report.

Library Broadcasting Committee:

Ms. Henderson announced that the next Public Radio Partnership membership drive will run from mid-March to mid-April.

Ms. Henderson also announced that the Broadcasting Advocates have chosen to suspend activities and will remain dormant for approximately 1.5-2.0 years. The officers of the Board will maintain the organization until it can function effectively with the merger of the radio stations.

Chairman's Report:

Mr. Harreld announced new Committee Appointments as follows:

Planning Committee: Diane Pennington (Chair), Diane Porter, Betty Whittle, Cecelia Wooden

Finance Committee: Ray Burse (Chair), Rae Horton, Carmen Miller

Executive Committee: Michael Harreld (Chair), Ray Burse, Diane Pennington

Strategic Planning:

Ms. Henderson then presented an overview of the library's roles, current projects, and future goals to prepare the Commission for the next planning session. Karen James, Manager of Children's Services will present a strategic planning discussion on the library's collections and related policies at the March 19th meeting.

New Business:

A motion to accept the contributions listed below was entered into by Ms. Horton. The motion was seconded by Ms. Wooden, and passed unanimously.

1. \$5000 - Mildred V. Horn Foundation, for purchase of books on tape.
2. \$200 - Alpha Kappa Alpha Sorority, for books at Western Branch Library

A motion to approve the project listed below was entered into by Ms. Pennington. The motion was seconded by Ms. Whittle, and passed unanimously.

1. Okolona Boosters Booksale, April 12-13, 1996

Old Business:

None.

Adjournment:

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

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

MARCH 1996

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
APRIL 16, 1996**

The Louisville Free Public Library Advisory Commission met on Tuesday, April 16, 1996, at 4:30 p.m. in the Board Room of the Main Library.

Present:

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

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

Ms. Porter was excused.

Minutes:

The minutes of February 20, 1996 were approved as written.

Chairman's Report:

Mr. Harreld announced the end of a successful Library 2000 campaign and thanked Commission members for their assistance.

New Business:

A motion to accept the contributions listed below was entered into by Ms. Pennington. The motion was seconded by Ms. Wooden, and passed unanimously.

1. \$1,000 from Target Stores for children's programs and children's materials at the Jeffersontown Branch.
2. \$1,600 from the Arab American Association of Louisville for children's services.

A motion to approve the items listed below was entered into by Ms. Horton. The motion was seconded by Ms. Miller, and passed unanimously.

1. Expenditure of \$3,000 from undesignated contributions to produce artwork for billboards, space to be donated by Outdoor Systems.
2. Booksale by Fern Creek Friends Chapter, May 10-11

Strategic Planning:

Ms. Henderson reviewed the Library's current selection policy, including the criteria for selecting children's books and handling complaints regarding specific books.

Ms. Henderson then introduced Ms. Karen James, Manager of Children's Services who led a discussion regarding access to materials by children, controversy regarding certain subjects or types of materials, and Internet access for children and adults.

Mr. Harreld requested Commission members to review the selection policy and philosophy regarding access restrictions. Staff will draft statements based on today's discussion.

The conclusion of the collection policies planning session will be held next month at the May 21, 1996 meeting.

Adjournment:

There being no further business, the meeting adjourned at 5:54 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
May 21, 1996**

The Louisville Free Public Library Advisory Commission met on Tuesday, May 21, 1996, at 4:30 p.m. in the Board Room of the Main Library.

Present:

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

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

Ms. Wooden and Ms. Porter were excused.

Minutes:

The minutes of April 16, 1996 were approved as written.

Chairman's Report:

No report.

New Business:

A motion to accept the contributions listed below was entered into by Ms. Horton. The motion was seconded by Ms. Whittle, and passed unanimously.

1. \$1,500 from Bon Air Friends for purchase of books and books-on-tape at Bon Air.
2. \$4,000 from Middletown Friends for purchase of children's computer at Middletown.

A motion to approve the items listed below was entered into by Ms. Horton. The motion was seconded by Ms. Pennington, and passed unanimously.

1. Expenditure of \$8,750 from the Bald Designated Account for materials, equipment and wiring for the Talking Book Library.
2. Expenditure of \$2,250 from undesignated donations to purchase outdoor sign for Shively-Newman Branch (\$1,300 in additional cost from Friends, wiring to be done by City of Shively).
3. Booksale by Middletown Friends at the Middletown Festival September 14.

A motion to transfer the items listed on attachment "A" to the J.B. Speed Art Museum was entered by Ms. Horton. Ms. Whittle seconded the motion, which passed unanimously.

Strategic Planning:

Ms. Henderson reviewed the drafts of the following collection policies: General Issue Statement/Collections; Internet Policy; Community Interest Panel and Parent/Guardian

Information. Copies attached. The Commission will adopt final versions of these policies at the completion of the planning discussions.

Ms. Henderson then led a discussion on core services within the library. A copy is attached.

The Commission asked that the future discussion of core services include information on services which may use a disproportionate amount of resources, services which may not fit within the Library's mission, and examples of services from other libraries which fit our focus areas.

Ms. Henderson then passed out "**Fees for Public Libraries: An Issue Statement**" which was discussed by the board. (Copy Attached).

Ms. Henderson reviewed the progress of the LINCard system and offered a demonstration to board members.

Adjournment:

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

Attachment "A"

The following items given on "permanent loan" to the J.B. Speed Art Museum:

- Hebe - attributed to Antonio Canova
- value estimated at \$70,000
- no record of how acquired

- Morning Glory - Joel Tanner Hart
- value estimated at \$30,000
- no record of how acquired

The following items given without restriction to the J.B. Speed Art Museum:

- Venus de Médici - Joel Tanner Hart
- damaged condition
- no record of how acquired

- Bust of Joel Tanner Hart - G.H. Saul
- damaged condition
- no record of how acquired

- Youth of Lincoln - Ames Van Wart
- excellent condition
- gift of Henry Watterson

GENERAL ISSUE STATEMENT: COLLECTIONS

The Library provides access to a wide variety of resources to meet the interests and information needs of the community. We respect the right of parents to monitor their child's access to materials. We affirm the right of all persons, without restriction, to use all resources.

Action Items:

1. Develop Internet access policy (attached).
2. Develop "R" video access policy. (attached with "parents" issues)
3. Develop methods to involve parents in their child's use of the Library. (attached)
4. Develop ways to solicit general community opinion on the Library's collections and resources (attached).

INTERNET POLICY

Draft 5/96

Recognizing the Internet as a valid information source which meets the objectives of the Library selection policy, the Library will make access to the Internet available at each library location.

Since the information on the Internet is unregulated, the Library will employ screening software in an attempt to eliminate access to types of material which do not fall within our selection objectives and to which the Library does not provide access in other formats. Examples are pornographic home pages, sex chat lines, home pages focusing on bomb making or other illegal activities. Screening software will not block access to every site a person may find objectionable. As with Library material in any format, the resources a person uses is the choice of that individual. The responsibility for what a minor uses rests with the parent or guardian.

The Library will provide information describing the nature and use of the Internet. Tips for parents using Internet with their children will be included.

Access to the Internet will be through a PC workstation. (Number of access points per agency to be determined.) Use will be limited to the searching and printing of information. E-mail will not be available to patrons using a Library Internet access point; participation in chat rooms is not a valid use of the Library Internet access point. Patrons will be denied Internet privileges for invalid or inappropriate use.

COMMUNITY INTEREST PANEL

DRAFT (5/96)

The Library Advisory Commission is responsible for the policies guiding the selection of materials for inclusion in the public library's collections. Library staff may request the assistance of others in the community in order to provide additional perspectives to the Commission and library staff on interests and information needs in the community.

"Community Interest Panel" will be established for this purpose as needed.. The Panels will meet approximately every six months. Panel members will be selected based on the topics to be discussed and their expertise in these topics or related issues, with consideration for hearing opinions representative of the community's diverse population. Panel members may be invited to attend one or more meetings, but will not have a particular term of service on the panel.

Issues for Panel discussion may include:

- suggestions for information sources to be included in the library's collections
- suggestions for partnerships with related agencies in order to improve information sources available to the community
- evaluation of subject areas for accuracy and inclusiveness of points of view
- identification of emerging community issues that provide an opportunity for developing new library programs or collections

INFORMATION FOR PARENTS AND/OR GUARDIANS
DRAFT 5/96

Library policy recognizes the right of parents and guardians to monitor their children's access to materials. Below are suggestions of ways the Library might assist parents and guardians in this.

1. A postcard to be sent to the parent/guardian of each child who receives a library card with a positive, welcoming message informing them of the child's new library card, a statement of Library policy on access to materials and the parent/guardian's responsibilities.
2. An Internet flyer describing Library policy, the purpose of any screening software we employ, and a section especially for parents describing the Internet, its uses and ways they can assist their children in using the Internet.
3. Family tours of the Library describing its resources and services.
4. A printed family guide to the Library with information on resources, definitions of such things as the juvenile fiction categories and tips on helping children use the Library.
5. Make sure the "R" rated videos contained in the co-op collections are clearly marked so parents can make the decision on their children's access to these videos. Make parents aware of the existence of this category of materials in the guide to the Library.

CORE SERVICES:

Circulation:

- regular adult and children's books
- books on cassette
- videos - entertainment and how-to
- interlibrary loan (postage and other charges passed on to users)

Information Services:

- answer questions by phone and in person for residents of service area
- government documents/patents (not APS)
- answer questions via FAX/MAIL/BBS/Internet for residents of service area (charges may apply for copying/FAX/MAIL)

Programs:

- library tours
- story hours and similar programs for children provided by staff
- programs for adults provided by staff
- summer reading program
- preschool reading program
- programs to groups/agencies to promote library use

General Services:

- library card
- renewal line

CHARGES APPLY CURRENTLY:

Circulation:

- interlibrary loan postage, charges from other libraries passed on to users

Information Services:

- provide copies
- fax information
- Just Connect

General Services:

- LINCard
- photocopies
- FAX services
- LINCard copy machines
- computers for adults/word processing

SERVICES PROVIDED/NOT CORE SERVICES/CHARGES DO NOT APPLY CURRENTLY:

Circulation:

- 7-day bestsellers
- reserve books

-teachers collections

Information Services:

- corporate card
- research beyond answering simple questions and instructing user in databases
- city directory by telephone/mail
- public access to Internet for information purposes
- answer questions via FAX/MAIL/BBS/Internet for non-residents

Programs:

- programs provided by contract performers/speakers
- non-library programs for groups/agencies that are outside the bounds of information about library services to promote library use (ex. group requests a program on a particular topic not on library services; booktalks for luncheon programs)

General Services:

- computers for children/educational games
- meeting rooms and related equipment
- volunteers (providing required placement for court referral or similar purpose)

SPECIAL POPULATIONS: THESE WERE NOT IDENTIFIED AS SERVICES THAT CHARGES SHOULD APPLY TO. THEY MAY NOT BE PRIORITIES FOR SERVICES IN A CHANGING ENVIRONMENT.

- Talking Book Library
- homebound delivery
- bookmobile to senior centers
- bookmobile for children
- books for babies project (Friends fund 1996)
- RIF / summer reading at housing projects
- Books Plus

FEES FOR PUBLIC LIBRARIES: AN ISSUE STATEMENT

Prepared by the Fee-Based Services Committee
Public Policy for Public Libraries Section
Public Library Association

Public Libraries have long faced the challenge of meeting their mission within the restraints of limited revenue. Each public library must make its own decision about fees. Some libraries are finding it necessary to respond to governing authorities' demand for revenue generation. Fees have been considered for enhancing locally determined basic levels of service and augmenting limited resources. Should fees be charged, the following will assist in making decisions:

VALUES

- Public libraries are a public good and must be supported by public funds.
- Public libraries provide locally identified basic services that are free and available to all users.
- Libraries which cooperate and share resources are better able to meet the needs of others.

PRINCIPLES

- As part of the process of setting fees, public libraries should determine the actual cost of providing services.
- Public libraries should provide a mechanism to allow for exceptions in applying fees.
- Fees only provide a small percentage of the total public library budget.
- Fees shall not be established solely on the basis of format.
- Fees should be retained by the library.

GUIDELINES

- Beyond locally identified basic services, fees may be considered for:
 - Services that provide greater convenience to the customer;
 - An enhanced level of service;
 - Services that otherwise might not be available;
 - Consumable supplies;
 - Service to non-residents;
 - Controlling the use of limited resources.

June 1995

Public Policy for Public Libraries Section, Fee-Based Services Committee: Dallas Shaffer, Chair, Jane Eickhoff, Linda Elliot, Fran Freimarck, Sharon Hammer, Anne J. Hoffmann, Richard Parker, Norman Plair.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
June 18, 1996**

The Louisville Free Public Library Advisory Commission met on Tuesday, May 21, 1996, at 4:30 p.m. in the Board Room of the Main Library.

Present:

Mr. Burse, Ms. Horton, Ms. Whittle, Ms. Wooden, the Director and the Assistant Director.

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

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

Minutes:

A motion, subject to approval at the next meeting, to accept the minutes of May 21, 1996 was entered by Ms. Wooden, seconded by Ms. Horton, and passed unanimously.

Committee Reports:

Planning Committee:

No report.

Broadcasting Committee:

Ms. Henderson announced that the Public Radio Partnership, through the Louisville Development Authority is negotiating the lease of a building on Fourth Street, which is owned by Urban Renewal.

Finance Committee:

Mr. Burse reviewed information on investments and operating budget. The committee will have an audit of the Restricted Fund conducted.

Public Relations:

Cecelia Wooden reported the following results from meeting with Smalley David & Maguire and staff regarding the public relations image of the library.

1. The Library needs to re-position itself and keep The Library in the minds of patrons/public.
2. The Library should keep familiar activities, such as storytimes, book discussions, etc.
3. The Library should have a public relations person on staff to coordinate PR activities.
4. Mr. Chris Maguire, as President of the Ad Club, would take a leadership role in making the Library a major project of the group.

Old Business:

None.

New Business:

1. Approve - \$3,000 from unrestricted contributions for data collection for strategic planning process to Bill Dakan.
Approve - \$4,150 previously allocated to Western Branch to upgrade computers at Western.
2. Accept - \$100.00 from Bon Air Friends for plants at Bon Air Regional.
Accept - \$500.00 from Fraternal Order of Eagles for materials for older persons at Iroquois Branch.
Accept - Refrigerator from Southwest Friends for meeting room at Southwest Regional.

A motion, subject to approval at the next meeting, to accept/approve these funding items was entered by Ms. Whittle, seconded by Ms. Horton, and approved unanimously, subject to affirmation.

Mike Bowles, Executive Director of the Library Foundation requested approval of donor recognition kiosks in the north lobby/main library to recognize donors.

Mr. Bowles entertained questions regarding the kiosks. A motion, subject to approval at the next meeting, was made by Ms. Wooden to approve the kiosks. The motion was seconded by Ms. Horton, and approved.

Strategic Planning Discussion:

Ms. Henderson updated the Commission on the status of the collection policies, noting that the parental notice has been drafted.

Ms. Henderson led a discussion of a non-resident fee for library cards. It was noted that the Library charges \$25.00 for a library card when the patron does not live, work, own property, or go to school in Jefferson County. Ms. Henderson said that the Library sells less than 25 non-resident cards per year. Ms. Henderson also noted that Jefferson County is the only county in the state of Kentucky with a non-resident fee for library cards.

The Commission agreed in general that the non-resident fee is still a reasonable and appropriate policy.

The data collection being conducted by Bill Dakan will provide information for the Commission's planning purposes about the use of each library location.

Next Meeting:

The next meeting of the Library Advisory Commission will be September 17, 1996, at 4:30 p.m. in the Board Room of the Main Library.



Adjournment:

There being no further business, the meeting adjourned at 5:17 p.m.

9180E

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

JULY 1996

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

AUGUST 1996

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
September 17, 1996**

The Louisville Free Public Library Advisory Commission met on Tuesday, September 17, 1996, at 4:30 p.m. in the Board Room of the Main Library.

Present:

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

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

Ms. Pennington was excused. Ms. Horton was absent.

Minutes:

The minutes of May 21, 1996 and June 28, 1996 were approved as written following a motion by Ms. Miller and a second by Ms. Whittle.

Chairman's Report:

Mr. Harreld met with the Library Foundation Planning Committee to discuss the future direction of the Foundation's fundraising efforts for the Library. The Executive Committee of the Advisory Commission will meet with representatives of the Foundation on September 19..

New Business:

A motion to accept/approve the contributions/expenditures listed below was entered into by Mr. Burse. The motion was seconded by Ms. Miller, and passed unanimously.

Accept:

1. \$3,000 from anonymous donor for Internet workstation at Shawnee (will be used as a test site for public Internet access)
2. \$30,750 from KFC, through the Library Foundation, to produce a video about the African-American librarian training program and other historical features of the Western Branch Library.
3. \$1,000 from the Fraternal Order of the Eagles Auxiliary for books-on-tape at Main and large-print books at Jeffersontown.
4. \$12,795 from the City of St. Matthews-Eline.
5. \$2,500 from the Cherokee Triangle Association for Highlands-Shelby Park (undesignated)
6. \$100 from mark K. and Donald P. Sandusky for descriptive videos for the Talking Book Library.
7. \$1,000 from Dorothy Joseph for books-on-tape at Crescent Hill.
8. \$4,109 from Hawley-Cooke Booksellers as proceeds from the Independent Booksellers Week promotion (undesignated)

9. A sundial from the Crescent Hill Friends and Muldoon Monument to replace one stolen from Crescent Hill.

Approve:

1. Jeffersontown Friends booksale September 20-22.
2. Iroquois Friends booksale, November 9.
3. Fern Creek booksale, November 14-16.
4. Undesignated funds/restricted account
 - a. \$10,000 -- children's calendar for 1997
 - b. \$10,000 -- BooksPlus
5. Designated funds/Community Foundation account
 - a. \$20,000 from Uri account and \$40,000 from Dorward/Emerson account for books at Okolona and with new telereference center.
6. Previously approved funds.
 - a. Remainder of Providence Associates funding (from undesignated funds) to purchase books/materials for new telereference center -- approximately \$20,000.

Mr. Harreld recommended that the commission rollover a CD to the new Community Development Bank. The motion was approved unanimously.

Strategic Planning:

Ms. Henderson distributed a draft of current collection polices and asked that the Commission review them before the October meeting.

System totals for Material Circulation, Door Count, and Information Requests were distributed for review. Ms. Henderson noted that staff are reviewing ways to use statistics that are currently available and are reviewing other statistics that should be collected.

The Library "Mission Statement" and "Strategic Issues" were distributed as an initial outline for the strategic plan. These, along with the collection policies, will need to be discussed at the October meeting. Further information to include is the study done this summer by Bill Dakan, which should be available prior to the October meeting.

Adjournment:

There being no further business, the meeting adjourned at 5:25 p.m.

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
OCTOBER 15, 1996**

The Louisville Free Public Library Advisory Commission met on Tuesday, October 15, 1996, at 4:30 p.m. in the Board Room of the Main Library.

Present:

Mr. Harreld, Ms. Whittle, Mr. Burse, Ms. Pennington, Ms. Horton, Mr. Johnstone, with Ms. Belt for Maura Temes, the Director and the Assistant Director.

The meeting was convened at 4:25 p.m. Mr. Harreld presided.

Excused: Ms. Wooden, Ms. Porter, Ms. Miller.

Minutes:

The minutes of September 17, 1996 were approved as distributed.

Chairman's Report:

Mr. Harreld, representing the Executive Committee, met with representatives of the Library Foundation on September 19. The Foundation will be conducting a fall appeal to raise money for the Summer Reading Program and children's books.

Director's Report:

Ms. Henderson briefly reviewed four issues. 1) The main library's lighting project will begin in November. Areas of the first floor and mezzanine will be unavailable to the public, as the construction will require scaffolding and electrical work. 2) The expansion of Okolona is underway. The branch will close to the public in early November, with an opening date for the expanded building in early January. 3) The grant the City just received for the redevelopment of the Park-DuValle housing area includes the Library with a technology access center, modeled on the homework centers the Parks Department is developing in collaboration with the Library. Computer access to the library's collections and Internet would be provided. 4) Ms. Henderson will bring to the Commission in November a policy on certification of Louisville staff to meet state certification requirements for librarians.

New Business:

A motion to accept the contributions listed below was entered and approved.

1. \$500 from the St. Matthews Kiwanis Club for children's books at St. Matthews.
2. \$1,000 from the estate of Frank Fleischaker, undesignated.

Strategic Planning Discussion:

Bill Dakan and Margaret McGinnis reviewed the results of the surveys they collected this summer at all library locations. The surveys analyzed geographic access to all library sites, the total area served by each library, demographic information for the communities served by each library, and the major reasons for library use. The Commission discussed these results with Dr. Dakan and Ms. McGinnis. The Commission will use this information to further refine the strategic plan. It was suggested that the surveys could be used to develop marketing plans for different branches, and that the regional libraries should be marketed more effectively to increase their service area. Further information will be provided by staff and by Dr. Dakan to better indicate the total library card holders and library users for each library, and to better match the collections in each library against the demographics. The large number of recreational readers indicated on the surveys are still an important part of the Library's service plans.

Unfinished Business:

The Commission reviewed the collection policies discussed in prior meetings and distributed in advance. The following change was made to clarify the Internet Policy section: "Personal e-mail accounts will not be provided through the Library to patrons using the Library's Internet access point." The policies were adopted as distributed with this change.

The Planning Committee will meet in November to review the strategic plan. This will be presented to the Commission in November for final approval.

The meeting was adjourned at 5:30.

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

NOVEMBER 1996

**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
DECEMBER 17, 1996**

The Louisville Free Public Library Advisory Commission met on Tuesday, December 17, 1996, at 4:30 p.m. in the Children's Storyroom, located at the Main Library.

Present:

Mr. Burse, Ms. Wooden, Ms. Horton, Ms. Whittle, Ms. Porter, the Director and the Assistant Director.

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

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

Minutes:

The minutes of October 15, 1996 were approved as written.

Chairman's Report:

Mr. Burse announced that the terms of Commission members Diane Pennington (City), Diane Porter (City), and Betty Whittle (County) will be expiring 12/31/96 and that re-appointments/new appointments are forthcoming.

Ms. Henderson announced that the Okolona Branch will re-open on February 20, 1996.

New Business:

A motion to accept the items listed below was entered into by Ms. Horton. The motion was seconded by Ms. Whittle, and passed unanimously.

- Electronic word processor for public use at Western Branch
- Computer for children's use at Portland Branch
- Nettleroth Foundation grant of \$5,000 for books for children's bookmobile.

A motion to approve the following projects was entered into by Ms. Wooden. The motion was seconded by Ms. Horton, and passed unanimously.

- Eagle Scout project at Jeffersontown
- Fern Creek Friends Chapter booksales in May and November, 1997
- Okolona Boosters booksale - April 10-12, 1997
- Bon Air Friends Chapter booksale - April 12, 1997

A motion to approve the following items was entered into by Ms. Horton. The motion was seconded by Ms. Wooden, and passed unanimously.

- Expenditure of \$2200 in unrestricted funds for patron database analysis.
- Certification Policy (copy attached).

Strategic Planning:

Ms. Henderson lead a brief discussion of the Strategic Plan (copy attached). The importance of an effective public relations campaign was stressed. The final copy will include an introduction and graphs/pictures.

It was suggested that the Strategic Plan be presented to City and County leaders at a joint meeting; time, date and location to be determined at a later date.

A motion to adopt the Strategic Plan was entered into by Ms. Whittle. The motion was seconded by Ms. Porter, and passed unanimously.

Adjournment:

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

9180H

Certification Policy

The Advisory Commission of the Louisville Free Public Library affirms the current certification policy.

1. Positions to be certified at the Professional I or II level are:

Director
Assistant Director
Managers:

Branch Services
Children's Services
Collection Development
Main Information Services
Technical Services

Coordinators: Branch Services
Children's Services

Branch Librarians
Information Services Librarians

2. In general, positions to be certified are those which are responsible for planning and supervising information services, children's services and public services.
3. A strong training and continuing education program will be provided for all staff.

Adopted 12/17/96

Mission: To provide timely access to ideas and information

Primary service roles:

- **services for pre-schoolers and their parents and/or caregivers, providing a foundation for educational success**
- **general information center, with special emphasis on information for small businesses at the main library's Business Center**
- **lifelong learning center, providing activities and services that encourage and support both career and leisure interests and supplement educational programs**

Strategic position:

- **to be the public's access point to information and information technology**
- **to be the pre-school child's and parent's and/or caregiver's access point to early reading skill materials and learning support**

STRATEGIC ISSUES

A. Technology

The Library will be the public's access point to information and information technology.

1. Challenges

- a. "Technology" continually changes, requiring upgrades to the Library's equipment, new capacity for telecommunications and networking structures, and staff training.**
- b. The cost of technology creates affordability and access issues for our community.**
- c. Links must be provided to other libraries, especially U of L and UK, and to other local institutions with collections and databases, in order to maximize access to materials. This requires consistent networking and participation in statewide planning for technology on the part of administrative and technical staff.**
- d. The Library's image must be promoted effectively and widely to inform the community of resources available.**

2. Needed for success

- a. Champions in key places**
- b. Consistent quality of service, both in databases available and staff to provide service**
- c. Trained technical staff to plan for the future, maintain resources, and react to changes**
- d. Trained information services staff to meet a variety of customer's information needs and to plan for the future**
- e. Effective promotion of services to the public to tell the Library's story, to acquire appropriate partners for services, and to secure this niche in the community**

B. Pre-School Services

The Library will be the access point to programs and services that develop early reading skills for preschool children, their parents and/or caregivers.

1. Challenges

- a. There are many program providers for preschool children, requiring significant time to contact all stakeholders and be effective.**
- b. Transportation to the Library is a cost factor in reaching preschool care providers. There's great demand for the Library to take materials and staff to other locations; the cost to do so is prohibitive and one priority must be to get people to the Library itself. Transportation to the Library can be a problem in various neighborhoods, however.**
- c. Building a preschool mission creates a demand for elementary age library programs and services. We must be prepared to meet this demand in the future.**

2. Needed for success

- a. **Champions in key places to help establish this role with other pre-school service providers.**
- b. **Quality services and materials provided by trained staff.**
- c. **Effective promotion of this mission within the community.**

OPERATING ISSUES

To achieve these strategic positions in the community, several operating issues have been identified. While some actions can be taken to specifically address the technology and pre-school services issues, other actions encompass broader operating issues such as public relations and measurement of services.

A. Technology

The Library has outlined a plan to upgrade information technology services provided to the public. The Library Foundation has recently completed the \$4.4 million Library 2000 fundraising campaign to support the Library's plan. The Library will take the following actions to become the public's access point to information and information technology:

1. Establish an extensive training program for all information services staff to insure that staff are equipped to meet our customer's information needs, and measure staff's performance through annual evaluations. A thorough evaluation of the Library's information services conducted in 1996 provides the necessary framework for training and evaluation.
2. Implement the information technology plans funded through the Library Foundation, working with an advisory committee of the Foundation. This plan includes public Internet access points, and continuous expansion of electronic resources for the public.
3. Re-allocate staff positions to increase staff in the Library's Computer Services department, and provide continuous training for technical staff to maintain resources, plan for the future, and anticipate and react to changing technology.
4. Meet future replacement costs by effective use of the Library 2000 replacement fund and requests for City-County funds.
5. Revise existing training for the public about the Library's electronic resources, and add new training opportunities for the public in using these resources to increase the information skills of our citizens.
6. Implement on-going informational sessions for community leaders to create champions in key positions and in key organizations, and to provide continuous feedback on services and information technology needed in the community.
7. Identify partners and implement new Library "access points" through technology. Possible sites are Parks and Recreation homework sites, literacy centers, schools or neighborhood centers.
8. Continue to participate in statewide and local technology planning to maximize resources available through the Library.
9. Support the Library's technology niche through a coordinated public relations campaign.

B. Pre-School Services

The Library conducted an extensive evaluation of its services to young children in 1995. The study's resulting plan identified a series of needs, goals and objectives to meet the mission of providing "young children (infant through 8 years of age) and their families with multiple experiences which encourage the joy of reading and the love of learning." This plan includes

training, promotion, inclusion of families in activities for children, and new outreach services. The complete planning document is available through the Administrative Office or from the Manager of Children's Services.

Some elements of the plan already implemented include:

- * Pre-School Reading Program, conducted in the winter as a take-home program to encourage reading to pre-school children**
- * Read Baby Read, a promotional program at University Hospital for all newborn babies to encourage reading to newborns**
- * New outreach positions in Children's Services to increase the Library's contacts in the community and with caregivers**
- * BookAbout, a bookmobile serving children in low-income neighborhoods**

Additional elements to be sustained or implemented to secure the Library's position as a major provider of services to preschoolers and their parents or caregivers:

- 1. Continue training of all staff in providing effective services to children and families.**
- 2. Analyze the use of the Library's collections to determine effectiveness of selection and trends in circulation of children's materials.**
- 3. Continue to expand the Library's community contacts through the Children's Outreach positions established in FY97, and monitor the effectiveness of these contacts through surveys and statistical analysis.**
- 4. Support the Library's pre-school services niche through a coordinated public relations campaign.**
- 5. Seek cost-effective ways to address the transportation needs and issues affecting access to children's services at the Library.**
- 6. Assess technology needs for children, and develop a plan for each library location to provide needed access to technology.**

C. Measurement and Evaluation of Services

Little data is available about users of the Library and why they use library services. While we know that circulation in the system has grown 19.2% from FY92 to FY96, door count has grown 26.3% and information requests answered has grown 23.4% in the same time period, we do not know basic information about why people use the library or how many people in the community know about library services. We do not have available any analysis of the effective use of our book collection or our technology resources.

To address these issues, the Library will:

- 1. Establish a staff team to develop systemwide profiles of statistics to be collected that will provide meaningful measures of Library services and the use of the Library in the community, and to implement the collection of this data on a regular basis. Analysis of this data will be coordinated through the Administrative Office.**

2. **Conduct regular surveys of Library users and non-users to determine satisfaction with services, why one-time users do not return to use the library, identify new services and improvements needed, and measure the effective trade areas and market penetration of the Library in the community.**
3. **Inform staff of the results of these surveys and analysis to improve organization-wide understanding of the Library's position and effectiveness in the community, and to encourage staff participation in decision-making and operation of services at all levels.**

D. Future Growth of Services

The Library's Five Year Plan of Development, approved by the City and County in 1992, established a geographic plan for library buildings. This geographic plan provided more equal access to the Library throughout the community by adding new locations and consolidating older locations. A recent analysis of distance persons travel to the nearest library location indicates significant improvements have been made in increasing accessibility of the Library. This same study looked at number of households served by each library location, with the number of books in each collection and the number of books per child. While more information is needed before definitive proposals are appropriate, a few existing locations may need expansion in the future.

1. **Preliminary circulation, registration and household data indicate future expansion of existing locations may be desirable at the following:**
 - Fern Creek
 - Middletown
 - St. Matthews-Eline
 - Shively
2. **Expansion beyond existing locations should be limited to access to Library resources via technology links, not adding new buildings without significant future shifts in population trends. Examples of sites for such "access points" are schools, literacy centers, and job training centers.**

One such site planned for implementation is at the redevelopment of the Park-DuValle and Cotter-Lang area, being managed by the Housing Authority of Louisville.

3. **Continually monitor changing community demographics to determine need for changing services and locations, and to insure that the Library is responsive to the diverse needs of the community.**

E. Promotion of Services

While the Library has made significant improvements in the last four years, we can only say that we have laid the groundwork for an effective, extensive public relations campaign. Such a campaign is necessary for several reasons: to secure our niche positions in the

community, to recognize the improvements made to library services through the City's and County's efforts, and to continue to increase the number of Library users in Louisville and Jefferson County.

1. An initial assessment of existing Community Relations staff and advertising efforts indicates that staff should be restructured to provide a higher level of ability with media relations and development of advertising and promotion materials.
2. Funds should be sought and invested in a one-year concentrated promotion effort to promote the Library's roles in technology and pre-school services, and to increase awareness and use of the Library.
3. Sufficient funds must be provided in following years to sustain the Library's visibility.
4. Promotion of the Library and its services by Library staff can be one of the most effective tools. Priority will be placed on
 - developing customer service skills and institutionalizing customer service as one of the Library's values.
 - developing staff ability to promote services and specific programs to our customers.
 - developing staff ability to respond positively to change and promote change within their area of responsibility and within the library system.
5. Specific attention should be directed to promoting the regional libraries to increase their geographic draw of library users. Develop information for the public and staff to explain the "tiered" levels of services, including an explanation of the services for each age level within the tiers.

F. Collections and Policies

1. A review of collection policies has been conducted.
2. An Internet access policy has been developed, with the use of filtering software to deter access to sites that are outside the Library's collection development parameters.
3. Parental responsibility for children's access has been affirmed, and materials and programs will be developed to inform parents of the Library's access policies.
4. Community Interest Panels will be used as needed by library staff to assist in developing collections.
5. Improved statistical packages will be developed to provide clear information on the use of the Library's collections. The impact on collection budgets and Technical Services staff will be evaluated.

G. Other Issues

Three other issues deserve mention in this plan, but do not necessarily fit as direct elements of the strategic plan. These are mentioned here to make sure attention is paid to these over the three-year term of this strategic plan.

1. **Develop a specific "lifelong learning" element of Library services that addresses how the Library and its information services are part of the community's lifelong learning network of services.**
 - a. **Seek appropriate partnerships with agencies and organizations that provide services in career/job information; seek opportunities for providing training and information sources to these agencies.**
 - b. **Seek ways to identify leisure interests that are appropriate elements of the lifelong learning element of the Library; seek opportunities to promote this role of the Library.**
2. **Complete the work of the current Older Persons Study Team, which is currently assessing existing and needed services for older persons provided by the Library. Transportation issues may be an element of the Study Team's findings.**
3. **Outside funds should be sought to continue processing and preserving materials in the African-American Archives at Western Branch Library.**

Adopted: 12/17/96

C:\winword\letters\stratgic.pln