

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

JANUARY 14, 1986

The monthly meeting of the Board of Trustees was held on January 14, 1986.

Present: Ms. Guest, Kuhnle, Miller, Perry, Stapp; Messrs. DeWitt, Eifler, Hanley, Hampton, Schulman, Troutman, Voyles.

Ms. Debusman, Newman Branch; Ms. Lowe, Community Relations; Ms. Orr, Friends President; Ms. Somerville, Children's Services; Ms. Heath, Circulation; Ms. Huffman, Automation; Ms. Grawemeyer, Technical Services; Ms. Douthitt and Ms. Roby, Extension Services; Mr. Evans, Business Office; Mr. Pennington, Physical Facilities; Mr. Rees, Extension Services; Mr. Matlow, Staff Association; Mr. Weston, Library Broadcasting; Ms. Temes, City Representative; Mr. Ward, County Representative; Ms. Abel, representing the Board Attorney; Mr. Garr, Courier Journal and Times; Ms. Warton and Mr. Kirk, WAVE TV; Mr. Miller, WAVE Radio; the Director, Assistant Director and Administrative Assistant also attended.

Mr. Voyles presided.

Minutes: The minutes of the December 10, 1985 meeting were approved as mailed.

Planning and Interior Operations Committee: Ms. Kuhnle read a certification that bills in the amount of \$271,323.07 in the operating account and \$13,986.36 in the restricted

account were audited and found correct. She moved approval, Ms. Miller seconded the motion and it carried unanimously.

Finance Committee: Ms. Kuhnle moved the Finance Committee meet with City and County officials before recommending policy decisions to the Board. Fr. Eifler seconded the motion and after discussion it passed with one dissenting vote from Mr. Troutman.

Library Broadcasting: Mr. Hanley reported there would be no significant cost reduction in eliminating one radio station. Mr. Hanley also reported the committee was considering initiating a capital campaign to aid the stations.

Personnel Committee: Ms. Miller reported on the meeting with library staff and presented the following guidelines to the Board for approval:

Library Personnel Relations Committee Guidelines

Purpose

To open lines of communication between staff, administration and members of the Board of Trustees.

To foster mutual appreciation among staff, administration and trustees.

To share information about staff concerns and staff reactions to decisions made by the Board of Trustees and the Administration.

To better inform staff representatives concerning the background of administrative decisions that have been made and of policies that are in the process of being formulated.

Membership

The membership consists of the four members of the Board of Trustees Personnel Committee, three officers of the Staff Association, three officers of the Staff Advocacy Committee, and the Director and Assistant Director.

The chairperson of the Board of Trustees Personnel Committee serves as the director of the Library, the president of the Staff Association and the chairperson of the Staff Advocacy Committee compose the Executive Committee.

Meetings

The committee will meet at 12 noon on the first Wednesday of each quarter and at the discretion of the chairperson.

Procedure

Matters brought for discussion should be of broad concern to the staff, administration or Board of Trustees. Matters of individual concern are to be handled by stated library policies for they do not fall within the realm of this committee.

An agenda prepared by the Executive Committee shall be distributed at the meeting.

Following each meeting a brief resume summarizing the discussion will be drafted and this, attached to the agenda, will be circulated to the staff, the Administration and the Board of Trustees.

January 7, 1986

She moved approval, Ms. Perry seconded and the motion carried unanimously.

President's Report: Ms. Orr told the Board about a bill introduced by Representative Dottie Priddy which would allow the library tax district issue to be placed on a ballot.

Mr. DeWitt moved the board acknowledge the Friend's effort on behalf of the Library. Mr. Schulman seconded the motion and it carried unanimously.

Mr. Voyles read a letter from Ms. Ellerkamp, Director of the Taxpayers Action Group, requesting a meeting to discuss funding alternatives. Mr. Voyles also read his response, inviting TAG to submit its written proposals to the Board.

Director's Report: Mr. Ptacek reported on the January third meeting with the library staff to discuss the implications of the Library Tax District defeat. He said the intention of the staff was to move forward and provide good service to the community.

New Business: Mr. Troutman moved the Board make Christmas Eve and New Year's Eve Library holidays. Ms. Stapp seconded the motion and after discussion, it was defeated with only Mr. Troutman assenting.

Mr. Troutman moved the Southwest Branch be closed and the staff and book collection moved to Valley Station Branch which would open on February 9, 1986. The motion failed for lack of a second.

The next meeting of the Board will be February 11, 1986 at 4:00 at the Shelby Branch.

There being no further business, the meeting adjourned at 4:55 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

SPECIAL CALLED

BOARD OF TRUSTEES MEETING

JANUARY 24, 1986

A special called meeting of the Board of Trustees was held at noon on January 24, 1986.

Present: Ms. Guest, Kuhnle, Miller, Perry, Stapp; Messrs. Eifler, Hanley, Hampton, Schulman, Troutman, Voyles.

Absent: Ms. Perry; Messrs. Hanley and DeWitt.

Ms. Orr, Friends President, the Board Attorney, Director, Assistant Director and Administrative Assistant also attended.

Mr. Voyles presided.

Mr. Voyles noted the State open meeting law did not apply because the Library had not received any written notification requests from the media.

Mr. Voyles explained that the meeting was called to draft a response to the City/County Compact Proposal as it relates to the Louisville Free Public Library.

After considerable discussion, the following resolution was drafted:

The Louisville Free Public Library Board of Trustees regrets that the Administrations of the City and County were not able to consult the Library Board and or Administration about the Compact Proposal as it relates to the Louisville Free Public Library.

The proposed legislation fails to recognize the unique nature of libraries as a source of public information insulated from censorship and politics.

The Board supports your efforts to achieve greater efficiency in City and County Government through the Compact Proposal. However, the Board stresses that the continuation of an independent, citizen, governing board is essential to the integrity of the library operation. A departure from this would be a serious step backward.

Father Eifler moved approval of the resolution; Ms. Kuhnle seconded and it carried unanimously.

There being no further business, the meeting adjourned at 1:25 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

FEBRUARY 11, 1986

The monthly meeting of the Board of Trustees was held on February 11, 1986.

Present: Ms. Kuhnle, Miller, Perry, Stapp; Messrs. DeWitt, Hanley, Hampton, Schulman, Troutman, Voyles.

Absent: Fr. Eifler and Ms. Guest.

Ms. Debusman, Newman Branch; Ms. Lowe, Community Relations; Ms. Orr, Friends President; Ms. Somerville, Children's Services; Ms. Huffman, Automation; Ms. Roby, Extension Services; Ms. Christine, Shelby Branch; Mr. Pennington, Physical Facilities; Mr. Rees, Extension Services; Mr. Weston, Library Broadcasting; Mr. Burton, representing the Board Attorney; Mr. Bleiburg, Courier Journal and Times; Mr. Beverly, County Representative; Brian Taylor, Volunteer Assistant; the Director, Assistant Director and Administrative Assistant also attended.

Mr. Voyles presided.

Minutes: The minutes of the January 14, 1986 meeting were approved as mailed. The minutes of the special called meeting were approved with one correction.

Planning and Interior Operations Committee: Ms. Kuhnle read a certification that bills in the amount of \$212,977.39 in the operating account and \$18,717.97 in the restricted account were audited and found correct. She moved approval, Mr. DeWitt seconded the motion and it carried unanimously.

Finance Committee: Ms. Kuhnle explained the mid-year budget revision. She moved approval, Mr. Hanley seconded, and after discussion the motion carried unanimously.

Ms. Kuhnle and Mr. Ptacek briefly reviewed the internal audit report. Ms. Miller commended Mr. Evans for his excellent response to the recommendations contained in the auditor's report.

Library Broadcasting: Mr. Weston reported that Morning Edition would be broadcast from the Library, and invited the Board to a reception for Mr. Edwards. Mr. DeWitt moved the Director prepare a formal acknowledgement to those who sponsored Mr. Edwards' visit to Louisville. Mrs. Miller seconded the motion and it carried unanimously.

Personnel Committee: Ms. Miller read the following commendation to Ms. Christine, Shelby Park Branch head:

Barbara Christine
Shelby Park Library
February 1986

Barbara Christine is a dedicated, caring, hard-working librarian. She has worked in a variety of positions at the Louisville Free Public Library for more than twenty eight years. Since 1973, she has been head librarian at the Shelby Park Branch.

During her years at Shelby Park, Ms. Christine has demonstrated a commitment to the Shelby Park community and to the role of the branch in that community that has often gone beyond the bounds of duty and expectation. For example, she regularly volunteers her own time to deliver library materials to homebound residents of the area who are not able to visit the library. She is also keenly aware of the importance that a branch library can have in the lives of disadvantaged children and has worked hard to make the branch a place of exploration and enrichment for children in the neighborhood.

During the recent renovation of the Shelby Park branch she showed again her commitment and caring keeping the branch running under very adverse conditions, coping admirably with dust, wet paint, and workmen under foot. She worked harder and longer than any of the people doing the renovation work and never lost her patience. When the work was completed it was a pleasure to see the work that had been done but even more a pleasure to note Ms. Christine's excitement and pride.

Ms. Christine's current project is to get Shelby Park's collection converted for computer circulation as quickly as possible. She is showing a real flair for working with the computer. She is anxious for Shelby Park branch to enjoy the advantages of the automated system. As she pushes to get Shelby Park on-line once again the key fact about Ms. Christine as a librarian is demonstrated - she cares.

President's Report: Mr. Voyles asked Mr. Ptacek to update the board on the current status of legislation pertaining to the Library. Mr. Ptacek reported House Bill 269 was being rewritten.

Director's Report: Mr. Ptacek asked Mr. Pennington to lead a tour of the building and identify the improvements made during the renovation.

The next meeting of the Board will be March 11, 1986, at 4:00 p.m. at the Main Library.

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

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

March 11, 1986

The monthly meeting of the Board of Trustees was held on March 11, 1986 in the Board Room.

Present: Ms. Guest, Kuhnle, Miller, Perry; Messrs. DeWitt, Eifler, Hanley, Hampton, Troutman, Voyles.

Absent: Ms. Stapp and Mr. Schulman.

Ms. Debusman, Newman Branch; Ms. Lowe, Community Relations; Ms. Orr and Ms. Wathen, Friends of the Library; Ms. Somerville, Children's Services; Ms. Huffman, and Valko, Automation; Ms. Roby, Extension Services; Ms. Heath, Circulation; Ms. Tames, City Representative; Mr. Pennington, Physical Facilities; Mr. Evans, Business Office; Messrs. Brown, Hellner and Matlow, Reference Department; Mr. Weston, Library Broadcasting; Messrs. Rawlings and Sanders, Board Attorneys; Mr. Voos, representing Ms. Waldrop's office; the Director, Assistant Director and Administrative Assistant also attended.

Mr. Voyles presided.

Minutes: The minutes of the February 11, 1986 meeting were approved with one correction. There was one dissenting vote from Mr. Troutman.

Planning and Interior Operations Committee: Ms. Kuhnle read a certification that bills in the amount of \$193,918.42 in the operating account and \$26,105.95 in the restricted account were audited and found correct. She moved approval, Ms. Perry seconded the motion and it carried unanimously.

Ms. Kuhnle reported it was the recommendation of the Committee to close Film Services and reassign the staff to fill other vacancies caused by the hiring freeze. She moved approval of the recommendation, Ms. Perry seconded and after discussion, the motion carried unanimously.

Ms. Kuhnle reported the Committee also recommended the Library not open the Fairdale and Valley Station branches at this time and that they be offered to the County for use on a temporary basis to keep the buildings in good repair until such time as the Library can obtain adequate funding to open and operate these branches. Fr. Eifler seconded the motion and after discussion it passed with one dissenting vote from Mr. Troutman.

Finance Committee: Fr. Eifler reported the Committee had selected the Arthur Young Company to conduct the Library's annual audit. He moved approval of the Committee's decision; Ms. Kuhnle seconded the motion and it carried unanimously.

Fr. Eifler reported the Committee's decision to revive the Louisville Free Public Library Foundation as a charitable and educational foundation to preserve the capital assets of the Library and Library Broadcasting and to obtain significant donations from private sources. The Committee will discuss this proposal with City and County officials.

Mr. Ptacek explained the 1986-87 request budget to the board. After discussion Fr. Eifler moved the budget be submitted to the City and County. Mr. Hanley seconded and the motion carried with one dissenting vote from Mr. Troutman.

Library Broadcasting: Mr. Hanley commended Ms. Lowe for the fine work she did arranging the successful reception for Mr. Bob Edwards.

Personnel Committee: Ms. Miller read the following commendation to Mr. Hellner, Reference Librarian.

I take great pleasure in announcing that Mr. Timothy Hellner, Librarian II supervisor of the Main Library's Fine Arts Division, has been selected as the Louisville Free Public Library's Employee of the Month.

Mr. Hellner has been associated with libraries for the last twenty years: First with Bellarmine's and then with the University of Louisville's library prior to arriving at the Louisville Free Public Library in 1971. Since then, Mr. Hellner has distinguished himself and brought praise to the library not only for the professionalism and resourcefulness with which he discharges his duties, but also for his application of native intelligence, highly developed communicative and interpersonal skills, and selfless, energetic dedication to public service.

Mr. Hellner's dedication to public service may be exemplified by his involvement with a homebound patron who died several years ago. Mr. Hellner not only took reference calls and selected reading material for him, but also personally delivered books to this lonely, demanding patron.

More recently, Mr. Hellner has been the laboring oar in the library's establishment of an Electronic Bulletin Board system at the Main Library; and has assisted the branches with placement and utilization of microcomputers. Almost singlehandedly Mr. Hellner overcame tremendous hardware and software problems to activate the Library's Freeboard, as the Electronic Bulletin Board is called, and to make it an overwhelming success. (By the way, a newspaper article concerning Mr. Hellner and the Freeboard appeared in last Saturday's Scene; and Mr. Hellner is also writing an article for a national newsletter about micros in our library system).

For his many accomplishments, I commend Mr. Hellner, Fine Arts Librarian who has truly developed the fine art of public service.

President's Report: Mr. Voyles recognized Ms. Ceel Wathen incoming president of the Friends of the Library. Ms. Miller moved the board formally thank Ms. Monica Orr, outgoing Friends President, for her many contributions to the Louisville Free Public Library. Mr. Hanley seconded the motion and it carried unanimously.

Mr. Voyles discussed the City-County Compact and the implications of House Bill 269. Mr. Ptacek also noted the letter from insurance consultant, Eric Tachau, recommending support of Senate Bill 249 which would allow non-profit agencies to join together to provide self insurance.

The board members were invited to the Friends annual meeting on March 23.

Director's Report: Mary Somerville reported on the progress of various grants for which the library has applied.

The next meeting of the Board will be on April 8 at 4:00 p.m. in the Board Room.

There being no further business, the meeting adjourned at 5:12 p.m.

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

April 8, 1986

The monthly meeting of the Board of Trustees was held on April 8, 1986 in the Board Room.

Present: Ms. Guest, Kuhnle, Miller, Stapp; Messrs. DeWitt, Eifler, Hanley, Hampton, Schulman, Troutman.

Ms. Debusman, Newman Branch; Ms. Wathen, Friends of the Library; Ms. Somerville, Children's Services; Ms. Huffman, Automation; Ms. Roby Extension Services; Ms. Heath, Circulation; Ms. Temes, City Representative; Ms. Zabel, Okolona Branch; Mr. Pennington, Physical Facilities; Mr. Evans, Business Office; Mr. Voyles; Mr. Blieberg, Courier Journal; Mr. Matlow, Reference Department; Mr. Weston, Library Broadcasting; Mr. Rees, Extension Services; Ms. Bowmer, Straus and Yancey, League of Women Voters, Mr. Voos, representing Ms. Waldrop's office; the Director, Assistant Director and Administrative Assistant also attended.

Ms. Kuhnle presided.

Minutes: The minutes of the March 11, 1986 meeting were approved as mailed.

Planning and Interior Operations Committee: Mr. Schulman read a certification that bills in the amount of \$279,787.54 in the operating account and \$9,598.15 in the restricted account were audited and found correct. He moved approval, Mr. Hanley seconded the motion and it carried unanimously.

Personnel Committee: Ms. Miller read the following commendation to Ms. Linda Zabel, Okolona Branch Head:

Linda Zabel is a relative newcomer to the Louisville Free Public Library system, beginning as a children's librarian at the Jeffersontown branch in May 1984. While there, she was instrumental in implementing the renovation of the children's area. Her knowledge of microcomputers proved to be valuable in teaching children and staff how to use the micros when they were first introduced in the branches.

In August of 1985, Ms. Zabel became the first person to participate in an experiment in which the children's librarian is also the branch head. She became head of the Okolona branch, but continued storytelling and other children related duties. Ms. Zabel's ability to set priorities and the enthusiasm with which she tackles any assigned task will give us a good opportunity to assess this experiment.

She has exhibited outstanding supervisory skills. The transition from a hand-charge agency to a completely automated agency went smoothly under her guidance. She manages various committee assignments and still finds the time to participate in community activities, even as branch circulation continues to rise at record-breaking speed. We are fortunate to have such a capable and pleasant employee on the staff.

Ms. Miller reported a subcommittee of the Staff Advocacy Committee had reviewed the City Personnel Manual. Copies are in the Administrative Office, Reference Department, Library Broadcasting, and Regional Libraries.

The committee also discussed the mayor's letter to Mr. Voyles, delineating the City's involvement in managing the Library. Ms. Miller said it was the decision of the committee to circulate an abstract of the letter among the staff. Mr. Schulman moved the Director contact the mayor for permission to publish the entire letter. Mr. Troutman seconded the motion and it passed with one dissenting vote from Ms. Miller.

Building and Maintenance Committee: Mr. DeWitt reported on the progress of the 4 branch renovation projects. He moved the

Library obtain quotations from three contractors to complete work on the Western Branch. Mr. Troutman seconded the motion and it passed unanimously.

President's Report: Ms. Kuhnle thanked Mr. Voyles for his excellent guidance as president of the Board of Trustees and for his eight years of service on the board.

Ms. Kuhnle appointed a nominating committee consisting of Mr. DeWitt and Fr. Eifler from the Executive Committee, and Mrs. Miller and Mr. Schulman as members at large. Ms. Miller will chair the committee which will present its slate for president and vice-president at the May meeting.

Finance Committee: Fr. Eifler reported on the progress of the trustees insurance coverage.

Fr. Eifler also reported on the meeting with Ms. Evelyn Waldrop regarding the Louisville Public Library Foundation.

Library Broadcasting: Mr. Hanley reported on the quarterly Broadcasting Committee meeting. He said preventative maintenance will be a priority. The WFPK Fund Drive broke a record when it topped \$20,000.

Director's Report: Mr. Ptacek asked Mr. Rees to explain the plan to improve reference services at the branch libraries. Mr. Rees reviewed the current situation and outlined the methods by which services would be improved.

The next meeting of the board will be held on May 13, 1986 at the Western Branch.

There being no further business the meeting adjourned at 4:48 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

May 13, 1986

The monthly meeting of the Board of Trustees was held on May 13, 1986 at the Western Branch Library.

Present: Ms. Goldberg, Guest, Kuhnle, Miller, Perry, Stapp; Messrs. DeWitt, Hanley, Hampton, Schulman, Troutman.

Absent: Fr. Eifler.

Ms. Debusman, Newman Branch; Ms. Wathen, Friends of the Library; Ms. Somerville, Children's Services; Ms. Lowe, Community Relations; Ms. Roby, Extension Services; Ms. Samuels, Western Branch; Mr. Pennington, Physical Facilities; Mr. Blieberg, Courier Journal; Mr. Brown, Reference Department; Mr. Weston, Library Broadcasting; Mr. Rees, Extension Services; Ms. Yancey, League of Women Voters, Mr. Voos, representing Ms. Waldrop's office; the Board attorney, Director, Assistant Director and Administrative Assistant also attended.

Ms. Kuhnle presided.

Minutes: The minutes of the April 8, 1986 meeting were approved as mailed.

Mr. Hanley moved Mr. Evan Perkins be retained as legal counsel for the Library. Mr. Schulman seconded the motion and it passed unanimously.

Ms. Kuhnle introduced Ms. Eleanor Goldberg, County appointee, to the Board.

Planning and Interior Operations Committee: Mr. Schulman read a certification that bills in the amount of \$206,742.01 in the operating account and \$65,880.22 in the restricted account were audited and found correct. He moved approval; Ms. Perry seconded the motion and it carried unanimously.

Finance Committee: Mr. Hanley reported thirty-four library paintings had been delivered to Christie's Auction House in New York. The paintings will be sold at appropriate auctions throughout the year and the Board will be kept informed as the paintings are appraised and selected for the various sales.

Library Broadcasting: Mr. Hanley reported the proceeds from the stations' combined drives exceeded \$85,000, setting a new record.

Mr. Hanley also reported the Committee would review Snelling, Kolb & Kuhnle's report and will present recommendations at the June board meeting.

Personnel Committee: Ms. Miller read the following history of the Western region:

The branches which comprise the West Region are as unique as the region they represent. Newly renovated Shelby Park has become the focal point of activity in its historical neighborhood. Parkland has developed into a regular gathering place for various community groups. Both of these branches have successful literacy programs which have grown dramatically over the last year and exemplify the library's role as an educational

institution. Shawnee has opened its doors to a variety of classes and programs which give the library visibility and attract new patrons. Portland serves a city within a city and is noted for its service to children. Western, of course, is renowned for its Black Heritage Collection which is used by scholars from all over the nation.

Each branch in the West Region has a distinct reputation, yet the cooperative spirit of the group has accomplished many goals in the recent past. The popular Saturday Night series of programs was the beginning of this effort to raise the community's awareness of branch facilities and services. Community support was expressed strongly during the petition drive and public hearings for the taxing district proposal. The branches share staff and materials as well as programming ideas. Western's Homecoming this Saturday will be the most recent of the groups coordinated efforts.

Building & Maintenance Committee: Board members and library staff toured the Western Branch to view the renovation work.

President's Report: Ms. Miller presented the following slate to the Board: Mr. Hanley, president; Mr. DeWitt, vice-president. The Board will vote at the June meeting.

Director's Report: Mr. Ptacek reported the Library was able to obtain insurance coverage for the trustees.

Mr. Charles Brown was asked to explain Collection Development. Mr. Brown reviewed the goals of the Collection Development Committee and explained the concept of a core bibliography.

The next meeting of the Board will be June 10 at 4:00 p.m. in the Board Room of the Main Library.

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

June 10, 1986

The monthly meeting of the Board of Trustees was held on June 10, 1986 at the Main Library.

Present: Ms. Kuhnle, Miller, Perry, Stapp; Messrs. DeWitt, Eifler, Hanley, Hampton, Schulman, Troutman.

Absent: Ms. Goldberg and Guest.

Ms. Somerville, Children's Services; Ms. Heath, Circulation; Ms. Roby, Extension Services; Ms. Huffman, Automation; Mr. Evans, Business Office; Mr. Blieberg, Courier Journal; Mr. King, Reference Department; Mr. Weston, Library Broadcasting; Mr. Rees, Extension Services; Ms. Yancey, League of Women Voters; Ms. Riehm and Temes, City of Louisville; the Board attorney, Director, Assistant Director and Administrative Assistant also attended.

Ms. Kuhnle presided.

Minutes: The minutes of the May 13, 1986 meeting were approved as mailed.

Planning and Interior Operations Committee: Mr. Schulman read a certification that bills in the amount of \$15,270 in the operating account and \$22,687.65 in the restricted account were audited and found correct.

Finance Committee: Fr. Eifler reviewed the Library audit which was conducted by the Arthur Young Company.

Mr. Evans clarified some of the library's accounting methods.

Election of Officers: Ms. Miller moved Mr. Hanley serve as president for the 86/87 year, Ms. Stapp seconded the motion and it passed unanimously. Mr. Hanley presided over the rest of the meeting. He commended Ms. Kuhnle for the excellent work as acting president and appointed the board members to the following committees:

Executive Committee: Eifler, Hanley, Kuhnle, DeWitt

Budget & Finance Committee: Eifler, Hanley, Miller

Building & Maintenance Committee: DeWitt, Guest, Hampton, Troutman

Library Broadcasting Committee: Hanley, Schulman, Troutman, Guest

Personnel Committee: Miller, Stapp, DeWitt, Perry

Planning & Interior Operations Committee: Perry, Schulman, Stapp

President's Report: Ms. Reihm explained the implications of the City/County compact ordinance as it related to the library.

Director's Report: Mr. Ptacek reported the Job Club program was in operation at the Western Branch Library. The summer reading program has begun and this year is expected to be the most successful, due in part to the grants Ms. Somerville was able to obtain.

The next meeting of the Board will be July 8 at 4:00 p.m. in the Main Library.

There being no further business, the meeting adjourned at 4:58 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

July 8, 1986

The monthly meeting of the Board of Trustees was held on July 8, 1986 at the Main Library.

Present: Ms. Kuhnle, Miller, Stapp; Messrs. DeWitt, Eifler, Hanley, Hampton, Schulman, Troutman.

Absent: Ms. Goldberg, Guest and Perry.

Ms. Somerville, Children's Services; Ms. Heath, Circulation; Ms. Lowe, Community Relations; Ms. Huffman, Automation; Ms. Feldman, Locke and Tucker, Reference Departments; Mr. Matlow, Reference Department; Mr. Weston, Library Broadcasting; Mr. Rees, Extension Services; Ms. Yancey, League of Women Voters; Ms. Temes, City of Louisville; the Board attorney, Director, Assistant Director and Administrative Assistant also attended.

Mr. Hanley presided.

Minutes: The minutes of the June 10, 1986 meeting were approved with one correction.

Planning and Interior Operations Committee: Ms. Stapp read a certification that bills in the amount of \$162,419.09 in the operating account and \$16,881.40 in the restricted account were audited and found correct.

Personnel Committee: Ms. Miller told the Board of the H. W. Wilson award which will fund an interpersonal relations project, aimed at improving interaction between patrons and staff. The project will begin with a communications workshop in September.

Ms. Miller then recognized Ms. Mary Somerville, Coordinator of Children's Services, as employee of the month, and read the following commendation:

Mary Somerville

July 7, 1986

Mary Somerville began work at the Louisville Free Public Library on September 5, 1978, as Coordinator of Children's Services. Over the past 8 years she has continued to build on the strong foundation of children's services which had been established by her predecessor. Today, children's services at the main library and in the branches is one of the strongest components of the Library. This can be documented by the variety and number of children's programs which take place each year and in the ever increasing success of the summer reading programs, which have won both local and national commendations.

Ms. Somerville's endeavors have not been limited to Children's Services. She has been called upon to serve and has very willingly served on numerous Library committees addressing librarywide subjects. In 1984 she took on the task of overseeing the implementation of automation for the Library, in addition to her other duties.

Having successfully introduced automation to the Library, Ms. Somerville turned over those reins and began to work on writing grants for the Library. Due to her efforts, the Library has received 12 grants, worth over \$93,000.

Ms. Somerville has also been active on numerous local committees such as the Jefferson County Cable Commission and the Jefferson County United Way.

Ms. Somerville's expertise has also been seen in 8 major articles in national professional magazines. She has also served as guest speaker and panelist on programs of various state and national organizations. Ms. Somerville's long term involvement in the American Library Association was recognized this year with her election as Vice President/President-Elect of the Association for Library Service to Children.

Ms. Somerville is a dedicated person, with an inquiring mind, who is able to listen to those around her and to nurture their abilities and creativity.

Her past and present work gives more than ample reasons for her being named employee of the month.

Library Broadcasting: Mr. Schulman reported on the quarterly meeting of the Broadcasting Committee.

The search for a Development Director has concluded and the top candidates have been interviewed. The field has been narrowed to two applicants and a decision will be made shortly.

President's Report: Mr. Hanley introduced the library district referendum and opened the floor for discussion. Ms. Miller, Fr. Eifler and Mr. Schulman spoke in favor of the referendum.

Mr. Hanley then called for the reports of the committees which had been requested to convene to discuss the necessity of a referendum.

Mr. DeWitt explained the capital improvements portion of the draft budget as discussed by the Building and Maintenance Committee. Ms. Miller explained the additional staff and branch hours as discussed by the Personnel Committee.

Ms. Stapp reviewed the minutes of the Planning and Interior Operations Committee and asked Mr. Ptacek to explain the proposed materials budget.

Fr. Eifler reported the Budget and Finance Committee recommended accepting the proposed one-tenth of one per cent tax to fund library services.

Mr. Hanley called for a motion to accept the following amended resolution.

RESOLUTION

Based upon the Board's review of the Library's current financial condition and future prospects as compared to the Board's projection of the funding necessary to provide adequate library service to our community, the Board of Trustees of the Louisville Free Public Library instructs the library's staff and counsel to prepare and submit the appropriate documents to fiscal court so that

a referendum can be held this November on a library district for Jefferson County, effective January 1, 1987, supported by one tenth of one percent occupation tax, maintaining the same governing board structure as now exists and including appropriate budgetary approval through fiscal court and the Board of Aldermen as provided in House Bill 269, codified as KRS 65.192.

The Board authorizes the Director and staff to respond to all citizen inquiries.

Fr. Eifler so moved; Mr. DeWitt seconded and the motion passed unanimously.

There being no further business, the meeting adjourned at 5:12 p.m.

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

August 19, 1986

The monthly meeting of the Board of Trustees was held on August 19, 1986 at the Main Library.

Present: Ms. Kuhnle, Goldberg, Perry, Stapp; Messrs. DeWitt, Schulman, Troutman.

Ms. Pickett, Bibliographer; Ms. Lowe, Community Relations; Ms. Huffman, Valko, and Brady, Automation; Ms. Roby, Extension Department; Ms. Brown, Okolona Branch; Mr. Evans, Business Office, Mr. Pennington, Physical Facilities; Mr. Brown, Reference Services; Ms. Bowmer and Yancey, League of Women Voters; Mr. Barry, City of Louisville; Mr. Voos, Jefferson County; the Board attorney, Director, Assistant Director and Administrative Assistant also attended.

Mr. DeWitt presided.

Minutes: The minutes of the July 8, 1986 meeting were approved with one correction.

Planning and Interior Operations Committee: Ms. Stapp read a certification that bills in the amount of \$250,132.69 in the operating account and \$13,501.45 in the restricted account were audited and found correct.

Finance Committee: Ms. Kuhnle presented for approval the 1986-87 budget. After Mr. Ptacek reviewed the budget, there was a short discussion and Mr. DeWitt called for a vote. Ms. Kuhnle moved approval, Mr. Troutman seconded and the motion carried unanimously.

Next, Mr. Evans explained the monthly financial statement.

Personnel Committee: Ms. Perry reported on the quarterly meeting of the committee then read the following commendation to Shirley Valko and Kathy Brady:

Kathy Brady and Shirley Valko may be the best known names, if not faces, in the library system. Anyone with a problem or a question about a computer terminal at LFPL, or with our Commodore and Apple computers has probably spoken with one of them. They're the ace trouble-shooters/problem-solvers for any and all computer-related difficulties.

Kathy was a computer operator in the Navy, and Shirley has extensive experience in the computer industry, so you would think that their backgrounds would be helpful to their library computer room positions. However, it is doubtful that they ever had to deal with problems such as users getting locked in the Public Access Catalog program, valentines being stuffed into disk drives, or the procedures for hooking up a bar code reader to a printer.

They take turns working the day or night shift, so depending on whose shift it is, the staff could reach either one of them with a question. On any given day, the variety of problems and phone calls they get is almost overwhelming. Yet, they are both always cheerful and pleasant. Many staff members have mentioned how neither one of them ever seems to lose their good humor, no matter how frustrating the problem on which they're working seems to be.

Of course, if the computer happens to go down, potentially over 40 departments and branches may call the computer room simultaneously. It is not unusual to see them with a phone at each ear and the third phone in the computer room ringing! Often, it takes them several minutes to even get to the computer to see what the problem is, due to the number of calls. Again, they are never flustered, and have managed to resist the temptation to say "Give the computer two aspirin and call me in the morning!"

Because of the unpredictable nature of computers and the schedule required for backups and software installation, they often have to stay at work until long after midnight, or work all day Sunday. Neither one complains about this difficult work schedule, and will stay until the job is done, regardless of how long it takes. This dedication, as well as their attitude and ability to solve and/or fix almost every problem thrown at them, definitely entitles each of them to be given the Employee of the Month award.

Building Committee: Mr. DeWitt reported on the committee meeting at the Okolona Branch. The committee developed a survey form that will be used as they inspect the branches.

President's Report: Mr. DeWitt told the board about the Trustees luncheon at the Kentucky Library Association's meeting in October.

Director's Report: Mr. Ptacek introduced Judy Brown, Okolona Branch Head.

Mr. Ptacek next explained the new phone system which is expected to improve service to the public.

Mr. Ptacek was asked to describe the core collection which was developed by a committee of librarians. The board was provided with a working copy of the core collection.

The next meeting of the Board will be at 4:00 p.m. on September 9, 1986 in the Board Room.

There being no further business, the meeting adjourned at 5:00 p.m.

LOUISVILLE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

September 9, 1986

The monthly meeting of the Board of Trustees was held on September 9, 1986 at the Main Library.

Present: Ms. Guest, Kuhnle, Goldberg, Miller, Perry, Stapp; Messrs. DeWitt, Eifler, Hanley, Schulman.

Absent: Mr. Hampton and Troutman.

Ms. Pickett, Bibliographer; Ms. Lowe, Community Relations; Ms. Huffman, Automation; Ms. Somerville, Children's Services, Ms. Roby, Extension Department; Ms. Napper-Mills, Shelby, Ms. Moseley, Outer Highlands Branch, Mr. Pennington, Physical Facilities; Mr. Weston, Library Broadcasting; Mr. Rees, Extension Services; Ms. Yancey, League of Women Voters; Mr. Voos, Jefferson County; the Director, Assistant Director and Administrative Assistant also attended.

Mr. Hanley presided.

Minutes: The minutes of the August 19, 1986 meeting were approved with two corrections.

Planning and Interior Operations Committee: Ms. Stapp read a certification that bills in the amount of \$173,075.30 in the operating account and \$186,345.32 in the restricted account were audited and found correct.

Personnel Committee: Ms. Miller read the following commendation to Ms. Moseley, Outer Highland Branch:

Employee of The Month

Sudie Moseley

Outer Highlands Branch Library is the smallest branch in the Louisville Free Public Library system. How do you provide good branch library service in a space smaller than the library's board room? It's difficult.

You start by attempting to find a person to run the branch who has the personality and skills to take advantage of the opportunities offered by being forced to operate in severely limited quarters while constantly looking for ways to overcome the more numerous liabilities.

You need a person to run the branch who is cheerful and friendly, who knows how to make patrons feel welcome. A stand-offish person could not survive at Outer Highlands. There is no space in which to stand off.

You hope for a person to run the branch who will have the ability and inclination to learn the tastes and reading interests of branch patrons so that the limited materials collection can be utilized to the best advantage. Being able to say "Mrs. Smith I know you're interested in quilts, here's a book I think you'll enjoy", is good library service.

You need a person to run a branch like Outer Highlands with patience, organizational skills, and a strong sense of humor.

Outer Highlands is so snug that adding an unabridged dictionary to the collection makes necessary a major space re-allocation operation.

You need a person with the energy, enthusiasm and commitment to work on ten things at once and do them all well. With the exception of pages, the staff of Outer Highlands is a staff of one - the branch head.

The library is extraordinarily fortunate to have in Mary Moseley a person who fits, with precision, the description of the person needed to run the Outer Highlands branch. The library has been the beneficiary of Ms. Moseley's talent and energy since 1977. She moved from the Talking Book Library in 1981 to head the Outer Highlands Branch. In that position she has proved to be a major asset to us and the Outer Highlands community.

President's Report: Mr. Hanley reported on the proposed Library District Referendum which was placed on the ballot after being presented to Fiscal Court.

Mr. Hanley invited the Board members to attend the Kentucky Library Trustee luncheon at the Association's Fall meeting.

Mary Somerville told the board about the upcoming "Affairs of the Heart" program and invited everyone to attend the reception and view the exhibit.

Mr. Ptacek reported on the core collection and said \$72,000 of the book budget has been set aside to purchase core collection materials.

Mr. Ptacek introduced Rose Napper-Mills, the new branch head at the Shelby Park Library.

Director's Report: Mr. Rees and Ms. Lowe explained the library's involvement in adult literacy training, sponsored by the Board of Education.

The next meeting of the Board will be October 14 at 4:00 p.m. in the Board Room.

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

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

October 14, 1986

The monthly meeting of the Board of Trustees was held on October 14, 1986 at the Main Library.

Present: Ms. Guest, Kuhnle, Goldberg, Miller, Perry; Messrs. DeWitt, Eifler, Hampton, Hanley, Schulman, Troutman.

Absent: Ms. Stapp.

Ms. Lowe, Mr. Bramlett, Community Relations; Ms. Huffman, Automation; Ms. Somerville, Children's Services, Ms. Roby, Extension Department; Mr. Evans, Business Office; Mr. King, RAS, Mr. Pennington, Physical Facilities; Mr. Weston, Library Broadcasting; Ms. Jenkins, League of Women Voters; Mr. Blieberg, Courier Journal & Times, Mr. Voos, Jefferson County; Ms. Kremer, Hurst, Krause and Maddox, Fincastle Chapter of the Daughters of the American Revolution; and the Board Attorney, Director, Assistant Director, and Administrative Assistant also attended.

Mr. Hanley presided.

Minutes: The minutes of the September 9, 1986 meeting were approved as mailed.

President's Report: Mr. Hanley introduced Mrs. Eugene H. Kremer III and Mrs. Robert T. Maddox of the Fincastle Chapter of the Daughters of the American Revolution, who presented the library with \$1,000 to purchase American history books.

Planning and Interior Operations Committee: Mr. Schulman reported the committee had reviewed computer-generated reports and had selected material to be distributed to the board at various times throughout the year.

Mr. Schulman also reported that Major Urban Resource Libraries grant funds for library materials were not designated as discretionary this year by the State Library. Therefore, \$39,000 of the \$72,000 assigned to core collection materials was reallocated in order to maintain the current book purchasing levels.

Mr. Schulman read a certification that bills in the amount of \$248,916.77 in the Operating Account and \$33,028.18 in the Restricted Account were audited and found correct.

Finance Committee: Ms. Kuhnle reported the board attorney had met with the committee to explain the implementation process if the referendum to create a library district is successful.

Broadcasting Committee: Mr. Schulman reported that WFPK and WFPL had both received their highest Arbitron ratings this past spring.

Director's Report: Mr. Ptacek reported on the adult and children's programs scheduled at the branches and at the Main Library.

New Business: Mrs. Goldberg asked whether the genealogy collection was fully cataloged. The director and Mr. King explained that it was fully cataloged. The need for indexing additional items in the collection will be reviewed.

The Board rescheduled its November meeting to November 18 at 4:00 p.m. at the Main Library due to Veteran's Day.

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

November 18, 1986

The monthly meeting of the Board of Trustees was held on November 18, 1986 at the Main Library.

Present: Ms. Guest, Kuhnle, Goldberg, Miller, Stapp; Messrs. Eifler, Hampton, Hanley, Schulman, Troutman.

Absent: Ms. Perry; Mr. DeWitt.

Ms. Lowe and Burchett, Community Relations; Ms. Dickerson, Kentucky Room; Ms. Huffman and Valko, Automation; Ms. Somerville and Marx, Children's Services; Ms. Wathen, Friends President; Ms. Roby and Mr. Rees, Extension Department; Ms. Heath, Circulation; Mr. Evans and Ms. Bartley, Business Office; Mr. King, RAS; Messrs. Pennington and Byars, Physical Facilities; Ms. Petereit, Library Broadcasting; Ms. Peters and Mr. Jenkins, Talking Books; Ms. Pickett, Bibliographer; Mr. Garr, Courier Journal & Times, Mr. Voos, Jefferson County; Ms. Perkins and Underwood, Branch Heads; Mr. Hays, Technical Services; Mr. Hatfield, A.S.C.M.E.; Mr. Miller, WAVG Radio; Ms. Walsh and Ellerkamp and Mr. Cissler, Taxpayers Action Group; Mr. Chesner, Southwest Homeowners Association; Ms. Hash and Carver, League of Women Voters; Mr. Pefley, WAVE TV; Ms. Brown, WLKY; Ms. Crowe, WHAS; and the Board Attorney, Director, Assistant Director, and Administrative Assistant also attended.

Mr. Hanley presided.

Minutes: The minutes of the October 14, 1986 meeting were approved as mailed.

Planning and Interior Operations Committee: Ms. Kuhnle then read a certification that bills in the amount of \$233,240.56 in the operating account and \$211,088.26 in the restricted account were audited and found correct. She moved approval, Fr. Eifler seconded and the motion passed unanimously.

Personnel Committee: Barbara Miller read the following commendation to Arlene Heath:

Arlene Heath's wide range of experience, from volunteer to head of circulation, has given her the ability to relate to almost everyone, from patrons to peers. Her smooth, professional handling of patron complaints and problems makes her invaluable in the circulation department. She has the knack of knowing when to draw the line and when to make exceptions. She can relate to her staff on a personal level, without losing her authority.

Due to her exceptional grasp of the online circulation system, she was asked to be in charge of training the staff at the branches that had not yet started online circulation. With a set of automated circulation exercises created by her staff, she went to each agency to train the branch head and some of the other branch staff. Since she had worked as a clerk typist at the Bon Air branch, she knew how staff at branches worked, and was able to relate the online procedures to the manual procedures in such a way that the staff could more easily understand and adapt to automation. In recognition of the excellent job she did with this training, branch staff awarded her a giant chocolate chip cookie as a "certificate" of their appreciation.

In addition to her duties with automation, Arlene's responsibilities as head of circulation mean that she has been involved in such activities as the move of the department from the basement to the main lobby, implementation of the new phone system, and consolidation of three circulation desks into one central desk, with another desk in the children's department. Her good humor and positive attitude throughout these changes help keep staff morale high.

She always has a smile, and a friendly, outgoing manner. If the Dipolmatic Corps. ever recruited at LFPL, Arlene Heath would be the top candidate! To paraphrase the Sara Lee jingle:

"Everybody doesn't like someone,

but

Nobody doesn't like Arlene Heath!!"

Finance Committee: The written report of the Finance Committee containing statistical analysis, cost analysis, prioritization of goals and then supporting material had previously been sent to members of the Board. Mr. Hanley asked if any Board member required another copy. Ms. Kuhnle then read the following resolution which was unanimously approved by the Budget and Finance Committee on November 10, 1986:

At its meeting on November 10, 1986, the Budget and Finance Committee unanimously passed the following recommendations to be made at the November 18 Board Meeting:

- Four primary branches be designated: Crescent Hill, Jeffersontown, Iroquois, and Shawnee; open 51 hours per week and staffed with five full time employees.
- Close five secondary branches: Fern Creek, Preston, Northeast, Outer Highlands, and Parkland.
- Transfer the Southwest Branch operation to the Valley Station location.
- Reduce the adult main public services staff by three positions and reduce hours a commensurate amount (to 56 hours per week).
- Explore fundraising possibilities in order to upgrade the Main Library's book collections.
- The radio stations are expected to be self-sufficient in two years.

Funds realized from the above recommendations would be used to bring the book budgets and staffing levels up to an adequate level in the remaining agencies.

She moved approval and Mrs. Stapp seconded. Mr. Hanley asked Mrs. Stapp for confirmation that the Planning and Interior Operations Committee had also reviewed the written analyses and approved the resolution. Mrs. Stapp indicated that the Committee unanimously concurred with the recommendations.

Mr. Troutman spoke against closing the branches. He moved returning the motion to the committee for further study. Ms. Guest seconded.

Mrs. Kuhnle argued in favor of approving the resolution. She said the recommendations were the product of matters the board and the committee had been reviewing for several years. She said, the committee had studied the problem thoroughly and urged the board to support its decision. The recommendation had not been made earlier due to the pending proposed taxing district referendum. Mr. Schulman also spoke in opposition to returning the issue to committee.

Ms. Miller moved the question of returning the issue to committee. Mr. Hanley called for a vote. Mr. Troutman and Ms. Guest voted in favor of sending the issue back to committee. The remaining seven members voted against returning.

The board returned to discussion of the first motion and the director outlined the plan drawn up by the Finance Committee (copy attached).

Mr. Hanley called for discussion and Mr. Troutman spoke against closing the five designated branch libraries.

Mrs. Miller supported the committee's decision and Mrs. Kuhnle concurred.

Mr. Hanley explained the operational costs per branch, indicating the areas in which money could be saved and areas where funds were most critically needed.

Fr. Eifler spoke on behalf of the decision to close branches and described the prior budget cuts which led to the current crisis.

Ms. Kuhnle moved the question; Mr. Hanley called for a vote and the motion passed with one dissenting vote from Mr. Troutman.

Broadcasting Committee: Mr. Schulman reported WFPL's fundraising drive had started off well and that WFPK had reached an all-time high in listener donations; \$24,090.00, during its fall fundraiser.

Arbitron ratings indicate the average quarter hour audience is up for both stations. WFPL has maintained over 30,000 listeners for two consecutive rating periods.

President's Report: Mr. Hanley asked the Budget and Finance Committee to meet before the next board meeting and explore ways to raise money for the book budget.

Ms. Faye Ellerkamp and Ms. Bety Walsh presented personal contributions for which Mr. Hanley thanked them on behalf of the board.

Mr. Troutman moved the library close on Christmas Eve and New Year's Eve. Mr. Hanley said the board no longer had the authority to close the library and suggested contacting the city for approval before the next board meeting. Mr. Troutman amended his motion to seek city approval of the closing. Fr. Eifler seconded and the motion passed unanimously.

The board will meet again on December 9 at 4:00 p.m. at the Main Library.

There being no further business, the meeting adjourned at 5:00 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

DECEMBER 9, 1986

The monthly meeting of the Board of Trustees was held on December 9, 1986 at the Main Library.

Present: Ms. Guest, Kuhnle, Goldberg, Miller, Perry and Stapp, Messrs. DeWitt, Eifler, Hampton, Hanley, Schulman, Troutman.

Mr. Hanley presided.

Mr. Voyles, past Board Chairman; Mr. Evans, Business Office; Ms. Lowe and Burchett, Community Relations; Ms. Wathen, Friends President; Ms. Yancey and Jenkins, League of Women Voters; Ms. Locke, Staff Association; Ms. McElroy, Reference and Adult Services; Ms. Roby, Extension Services; Ms. Somerville, Children's Services; Ms. Heath, Circulation Services; Ms. Huffman, Automation; Mr. Cisler, Taxpayers Action Group; Messrs. Brown & King, Reference and Adult Services; Mr. Weston, Library Broadcasting; Mr. Dezern, Courier Journal and Times; Ms. Bullard, WAVE-TV. The Director, Assistant Director and Board Attorney also attended.

Minutes: The minutes of the November 18, 1986 meeting were approved as mailed.

Planning and Interior Operations Committee: Mrs. Stapp read a certification that bills in the amount of \$168,984.78 in the operating account and \$13,069.80 in the restricted account were audited and found correct. She moved approval; Ms. Perry seconded, and the motion passed unanimously.

Mrs. Stapp moved approval of the staff proposals concerning changes in Main and branch hours of service previously reviewed, amended, and approved by the committee. Ms. Kuhnle seconded the motion. After considerable discussion the motion passed with eleven members voting for it. Mr. Troutman abstained.

Budget and Finance Committee: Ms. Kuhnle explained the background of the Louisville Free Public Library Foundation and moved that funds in the restricted account be transferred to the Foundation. The board attorney described the operation of the Foundation and Mr. Hanley discussed the planned fundraising campaign. After considerable discussion the motion carried with Mr. Troutman abstaining.

Broadcasting Committee: Mr. Schulman reported WFPK's fundraiser raised more than \$24,000 and WFPL's appeal raised \$69,871. Ms. Goldberg moved the board recommend that the incoming board establish a foundation for the radio stations. Ms. Kuhnle seconded the motion and it passed unanimously.

President's Report: On behalf of the board, Mr. Hanley presented former board member and president, Mr. Voyles, with a plaque commemorating his years of service.

Mr. Hanley opened envelopes containing two checks presented by Ms. Ellerkamp and Walsh at the November meeting.

Mr. Ptacek reported the Mayor had directed city offices to be closed on Friday, December 26.

Director's Report: Mr. Ptacek informed the board of the timetable for closing the branches.

Mr. Ptacek read a communication from the Mayor and County Judge/Executive commending the members of the Board of Trustees for their service to the Louisville Free Public library.

Ms. Miller thanked Mr. Hanley for his leadership and dedication during the recent difficult times.

Mr. DeWitt commended library staff for their support.

There was no further business the board adjourned at 5:20 p.m.

proposed 12/7/26

RESOLUTION OF BOARD OF TRUSTEES
OF LOUISVILLE FREE PUBLIC LIBRARY

WHEREAS, the Louisville Free Public Library Foundation, Inc., was established as a charitable and educational foundation to preserve capital assets of the Louisville Free Public Library and to obtain significantly larger donations from private sources through systematic fund-raising campaigns to supplement the public funds provided for the Library by governmental entities including the City of Louisville and the Jefferson County Fiscal Court, and

WHEREAS, it has historically proved difficult for a tax-supported institution such as the Library to raise significant supplemental funds from private sources directly, and

WHEREAS, under the provisions of the Articles of Incorporation of the Foundation, its funds can be spent only for the purpose of benefiting, promoting, supporting, encouraging, and enhancing the programs and services of the Louisville Free Public Library, and

WHEREAS, the Board of Trustees of the Louisville Free Public Library has proposed to transfer certain of the Library's capital assets to the Foundation to insure their preservation and maximum possible benefit for the Library and all of its programs, and

WHEREAS, the Board of Trustees desires to transfer certain assets to the Foundation in aid of the Library and all of the programs aforesaid, and

WHEREAS, the Board of Trustees wishes to use the Foundation as a base to raise private donations and to establish adequate legal standards and safeguards to guide and control the Foundation in its custody and use of the transferred assets, and to insure proper accountability to the Trustees and sufficient recourse for the Trustees or the Library Commission to

remedy any possible errors or misapplication of assets on the part of the Foundation,

NOW, THEREFORE, be it resolved that the Board of Trustees of the Louisville Free Public Library hereby adopt the following criteria, regulations, and restrictions regarding all transfers of real and personal property, cash, contract rights, choses in action, and any other assets or property rights by it to the Louisville Free Public Library Foundation; it being understood, however, that none of these restrictions shall apply to any funds or property transferred directly to the Foundation and given to it in its name by private donors:

1. Although assets may be transferred by the Trustees to the Foundation through any form of legal conveyance including fee simple absolute or its equivalent, in trust, or the like, the Trustees shall permanently retain the power to revoke in its entirety, including the return of principal, interest, and income, any transfer of any asset or assets to the Foundation in the event that such asset is, in the judgment of the Trustees or Library Commission, not being properly utilized for the sole purpose of promoting, expanding, improving or otherwise benefiting the Library; or that the asset is not being properly and diligently invested, insured, or otherwise protected and preserved in compliance with the standard of care of a reasonable and prudent business person dealing with the money or property of another in a fiduciary capacity; or that the employment, use, investment, expenditure, or consumption of the asset by the Foundation contravenes any aspect of the rules and regulations of the Kentucky Department of Libraries and Archives, and the statutes or common law of the Commonwealth of Kentucky and the United States of America, including but not limited to Section 501(c)(3) of the Internal Revenue Code of 1954, as amended.

2. The Foundation's Board shall render a quarterly report to the Trustees or Library Commission detailing all receipts and expenditures of funds for any purpose or purposes; the status, value, disposition, mode of investment, and other relevant facts concerning each asset or fund transferred to it by the Trustees; and a summary of the Foundation's activities carried on during the month, with any and all benefits conferred upon the Library fully set forth.

3. The assets being transferred are set out in full in Schedule I attached to this resolution. They are hereby incorporated by reference as if set out in full herein. These

assets shall retain their restricted character in accordance with those enumerated restrictions set out in Schedule I and this Resolution does nothing to alter the restricted nature of these funds and the permissible expenditures contemplated by each individual endowment.

4. In the event, action of the Trustees in transferring assets to the Foundation or the Foundation's stewardship or the employment of the assets were unauthorized or improper, the Directors of the Foundation shall agree to return the principal or corpus of such asset or assets to the Library in that event, plus any accrued interest actually earned and the actual appreciation in value of those assets.

I, WILLIAM H. PTACEK, secretary of the Louisville Free Public Library, existing under the laws of the Commonwealth of Kentucky, do hereby certify that the foregoing is a true and correct copy of a resolution of the Board of Trustees passed at a duly convened meeting of the Board of Trustees held on the 9th day of December, 1986, as taken by me from the minutes of this meeting and compared by me with the original of this resolution recorded in the minutes of the Louisville Free Public Library.

IN WITNESS WHEREOF, I have set my hand this the 9th day of December, 1986.

WILLIAM H. PTACEK

LOUISVILLE FREE PUBLIC LIBRARY

RESTRICTED FUND ACCOUNTS

June 30, 1986

- Acct. #RF 10. **VIDEO CASSETTE VIEWING ROOM** - Established in September, 1983, with a gift of \$10.00 from Sperry-Univac, for the purposes of establishing a video cassette viewing room.
- Acct. #RF 20. **MICROCARD PROJECT** - Established in 1955 with funds the Library received from the sale of microcards and microfilm. Principal and interest are not designated for special use and have been used for a variety of projects in prior years.
- Acct. #RF 35. **TALKING BOOK LIBRARY** - Established in March, 1982, to receive donations and gifts made to the Department. Both principal and interest are used as necessary to purchase equipment and materials.
- Acct. #RF 50. **EVELYN CRADY ADAMS FUND** - Established in 1966 with a gift of stock from Ms. Adams. Interest from the sale of the stock is designated for the annual purchase of books on political science and history.
- Acct. #RF 51. **MARY GRAFTON BARTLETT FUND** - Established in 1939 with a bequest from the estate of Ms. Bartlett. Interest is designated for the annual purchase of materials on photography and/or framed art reproductions.
- Acct. #RF 52. **ELIZABETH BROKAW FUND** - Established in 1968 with funds donated by Clothilda Brokaw in memory of Elizabeth Brokaw. Interest has been used for the annual purchase of Main adult books.
- Acct. #RF 53. **ANN BROWN FUND** - Established in 1971 with funds donated by Ms. Brown in memory of Charlotte Kuhn Foley. Interest is designated for annual purchase of children's books.
- Acct. #RF 54. **THOMAS O. HELM FUND** - Established in 1980 with funds donated to the Talking Book Library in memory of Mr. Helm. Interest is designated for materials and equipment for the Department.
- Acct. #RF 55. **CLEVES AND KATHRYN KINKEAD FUND** - Established in 1958 with funds donated from the estate of Kathryn Kinkead by Baylor Landrum, Mr. Kinkead's nephew. Interest is used to annually purchase Main adult books in memory of Cleves and Kathryn Kinkead.

- Acct. #RF 56. GINGER LEWIS CHILDREN'S BOOK FUND - Established in 1974 with funds donated by Mrs. Martin Lewis. Interest is designated to annually purchase children's books for Eline Branch Library.
- Acct. #RF 57. MACLEAN FOUNDATION FUND - Established in 1974 with funds given by Foundation in memory of Paul R. MacLean. Interest is designated to annually purchase Main Library adult books with a conservative view of political and social science.
- Acct. #RF 58. S. MENGEL FUND - Established in 1960 with funds donated by Mrs. Torbitt Mengel. Interest is designated to annually purchase Main Library adult books in memory of W.K. Stewart, her father.
- Acct. #RF 59. WELMAN MILLER MEMORIAL FUND - Established in 1978 with funds from the estate of Neville Miller, in memory of his brother, Welman Miller. Interest has been used to annually purchase Main Library adult books.
- Acct. #RF 60. MONDAY AFTERNOON CLUB MEMORIAL FUND - Established in 1980 with funds donated by Mrs. Thomas O. Helm in memory of her husband. The interest is designated to be used to purchase books as memorials upon the death of Club members.
- Acct. #RF 61. LUCILE NEWMARK FUND - Established in 1953 with funds bequeathed by Ms. Newmark. Principal and interest are not designated for a specific use and have been used for various projects in prior years.
- Acct. #RF 62. ST. PIUS X P.T.A. FUND - Established in 1964 with funds given in memory of Father Charles P. Foltz. Interest is designated to purchase books for Bon Air Branch Library.
- Acct. #RF 63. MARY AMBROSIA THOMAS FUND - Established in 1961 with funds donated by Library staff in honor of Ms. Thomas' 100th birthday. Interest has been used to annually purchase Main Library adult books.
- Acct. #RF 64. LEO T. WOLFORD FUND - Established in 1972 with funds bequeathed by Mr. Wolford, President of the Board of Trustees. Principal and interest is not designated for a specific use.
- Acct. #RF 65. YOUNGER WOMEN'S CLUB CHARITIES GRANT FUND - Established in 1977 with various funds from the Club. Interest is designated for the annual purchase of children's reference books.

- Acct. #RF 66. **EDWARD POMEROY FUND** - Established in September, 1982, with funds from Mrs. Mary A. Pomeroy. Interest has been used annually to purchase Main Library adult books.
- Acct. #RF 67. **LFPL MIDDLETOWN AREA FUND** - Established in February 1985 to pay for books at the new Middletown Branch Library. Funds are made up of individual and corporate donations as well as from the cities of Middletown and Douglass Hills.
- Acct. #RF 68. **NECTAR KAZANJIAN FUND** - Established in September, 1985 in memory of Nectar Kazanjian. Total amount of fund equals \$3,193.89 as of 1/31/86. Money to be used for special projects.
- Acct. #RF 80. **KAUFMAN STRAUS FUND** - Established in February, 1980, with funds from the sale of the Kaufman Straus Building. Currently invested with Prudential-Bache. Interest from investments is annually budgeted as income in the general operating budget of the Library.
- Acct. #RF 85. **URI ENDOWMENT FUND** - Established 1982 with funds received from the estate of Sonia K. Uri. The Fund is managed by Citizens Fidelity Bank Trust Department. The Fund has been designated for Library automation.
- Acct. #RF85A. **URI ENDOWMENT TRANSFER ACCOUNT** - Established in 1984. Funds from the Uri Endowment, invested with Citizens Fidelity, are deposited in this account until checks are drawn to cover automation expenses. Amount in account is kept to a minimum.
- Acct. #RF 86. **SONIA URI BOOK FUND** - Established in September, 1985 with Funds from the Sonia K. Uri Trust Fund and the will of Alexandra U. O'Donovan. Total amount of fund as of 12/31/85 was \$183,802.
- Acct. #RF 90. **PRESTON BRANCH FUND** - Established in March 1986 with \$30,000 from monies received from Home Insurance as partial settlement of claim for fire damage to the Preston Branch.
- Acct. #RF 95. **HUMANITIES ENDOWMENT** - Established in May 1986 with \$4,000 from the U.S. National Foundation For Humanities to be used for a program series on the ethics of heart implantation. The series will be completed in the Fall of 1986 and all monies will be expended.

Interest earned on each investment listed above is distributed monthly to each fund account.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION MEETING

JANUARY 15, 1987

The first meeting of the Louisville Free Public Library Advisory Commission was held on January 15, 1987 at the Main Library.

Present: Ms. Carle, Dinnen, Miller, Orr and Stapp, Dr. Byars, Messrs. Hanley, Lester.

Absent: Ms. Goldberg.

Ms. Yancy, Hash and Carver, League of Women Voters; Ms. Lowe and Cramer, Community Relations; Ms. Huffman, Automation; Ms. Pickett, Bibliographer; Mr. Brown, Reference and Adult Services; Mr. Evans, Business Office; Mr. Rees, Extension Services; Mr. Weston, Library Broadcasting; Mr. Pennington, Physical Facilities; and Mr. Mitchell, Courier Journal. The Director, Assistant Director and Board Attorney also attended.

Mr. Hanley presided.

Mr. Hanley distributed copies of the proposed bylaws for the members to review and vote on at the February meeting.

Mr. Hanley read a certification that bills for the month of December 1986 amounting to \$167,821.68, and \$146,432.16 in the restricted account were audited and found correct.

Chairman's Report: Mr. Hanley reported the library would close on January 19, 1987 for Martin Luther King's Birthday. The director reported that a survey of schools and other public agencies showed all would remain open February 16, President's Day. It was his recommendation that the library remain open on

February 16, 1987, with minimum staff and that staff who work that day be given another day off during the week. Ms. Miller moved approval of the recommendation, Ms. Dinnen seconded and the motion carried unanimously.

Mr. Hanley asked Ms. Orr to serve on the board of the Louisville Free Public Library Foundation. Ms. Miller moved approval, Stapp seconded and the motion carried unanimously. Mr. Hanley and the director described the process by which the Library draws up a budget and presents it to the City for approval.

Director's Report: Mr. Ptacek reviewed the December circulation statistics and financial statement.

New Business: Mr. Hanley called for a motion to set the time of future board meetings for the third Tuesday at 4:30 p.m. Ms. Dinnen so moved, Ms. Carle seconded and the motion carried unanimously.

Mr. Hanley requested a review of the status of the trustee insurance. The board will consider the insurance at its next meeting on February 17 at 4 p.m. at the Main Library.

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

LOUISVILLE FREE PUBLIC LIBRARY

Advisory Commission Meeting

February 17, 1987

The Louisville Free Public Library Advisory Commission met on February 17, 1987 at the Main Library.

Present: Ms. Dinnen, Orr and Stapp, Dr. Byars, Messrs. Hanley, Lester.

Absent: Ms. Carle, Goldberg, and Miller.

Ms. Watson, Louisville Free Public Library Foundation; Ms. Lowe and Cramer, Community Relations; Ms. Huffman, Automation; Ms. Roby, Extension Services; Ms. Harris, City Law Department; Mr. Brown, Reference and Adult Services; Mr. Evans, Business Office; Mr. Rees, Extension Services; Mr. Weston, Library Broadcasting; Mr. Pennington, Physical Facilities; and Mr. Rice, Courier Journal. The Director, Assistant Director and Board Attorney also attended.

Mr. Hanley presided.

The minutes of the January 15, 1987 meeting were approved as mailed.

Mr. Hanley called for a motion to adopt the bylaws which were distributed at the January meeting. Dr. Byars moved approval, Ms. Orr seconded and the motion passed unanimously. A copy is attached.

Finance Committee Report: Ms. Orr read a certification that bills in the amount of \$160,127.34 were audited and found correct.

Ms. Orr read a report on the Louisville Free Public Library Foundation and the Foundation's Executive Director, Ms. Sylvia Watson, was introduced to the board.

President's Report: Mr. Hanley asked each board member to study a library system on another city as part of an ongoing project.

The newly formed committees were asked to meet before the March board meeting.

Director's Report: Mr. Ptacek explained proposed changes in the monthly report format. He and Mr. Hanley explained the budget process and Mr. Hanley called for approval of the mid-year budget revision. Mr. Lester moved approval, Ms. Stapp seconded and the motion carried unanimously.

New Business: Ms. Dinnen reported the staff feels the Children's Room needs refurbishing before the Watterson Room.

Mr. Ptacek offered to take board members on a tour of the branches.

The next meeting of the Commission will be held at the Eline Branch on March 17, at 4:30.

There being no further business, the meeting adjourned at 4:00 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

Advisory Commission Meeting

March 17, 1987

The Louisville Free Public Library Advisory Commission met on March 17, 1987 at the Eline Branch Library.

Present: Ms. Dinnen, Goldberg, Miller and Orr, Dr. Byars, Messrs. Hanley, Lester.

Absent: Ms. Carle and Stapp.

Ms. Underwood, Eline Branch Head; Ms. Read, Friends President; Ms. Lowe and Cramer, Community Relations; Ms. Huffman, Automation; Ms. Somerville, Children's Services; Ms. Roby, Extension Services; Ms. Beamer, City Law Department; Mr. Brown, Reference and Adult Services; Mr. Rees, Extension Services; Mr. Weston, Library Broadcasting; Mr. Pennington, Physical Facilities; Mr. Draut, Mayor of St. Matthews; and Mr. Rice, Courier Journal. The Director, Assistant Director and Board Attorney also attended.

Mr. Hanley presided.

The minutes of the February 17, 1987 meeting were approved as mailed.

Finance Committee Report: Mr. Ptacek explained the Capital Improvement Plan to the Board. Mr. Hanley called for approval of the Finance Committee's recommendation to accept the Capital Improvement Plan. The Plan was approved unanimously.

Mr. Hanley and Mr. Perkins explained insurance coverage provided by the City and County. Mr. Hanley suggested each member publicly declare willingness to serve on the board, based

on an understanding of indemnification as outlined in County Attorney N. Scott Lilly's February 13, 1987, letter and City of Louisville Ordinance #139, Series, 1977. All present so declared. Mr. Ptacek will call the absent members to secure their declaration. Mr. Hanley asked that the City and County be informed by the director that each declaring member was serving based upon this assurance of indemnification, and that they affirm their recognition of this fact and the coverage.

Mr. Hanley moved (a) changing the Library's insurance to coverages recommended by the City of Louisville based on the assurances received that premiums would be significantly less with equal coverage on those policies transferred (not to include unemployment insurance) and (b) reviewing the effect of the change after one year. Ms. Miller seconded the motion and, after discussion, it passed unanimously.

Ms. Orr asked Mr. Ptacek to discuss this year's budget process. The budget request will be presented to the County on March 30 and to the City on March 31. The Finance Committee will submit the proposed budget to the board at the April meeting. Mr. Ptacek said the agencies would be informed the budget had not yet been approved by the board so that further revisions would be possible.

Library Broadcasting Committee: Ms. Goldberg reviewed the plan to make the radio stations financially independent of local tax support.

Mr. Lester discussed the Committee's recommendation to clarify the stations' FCC licences in light of the revised organizational structure of compact.

There was a discussion of the Library Broadcasting Advocates and Mr. Hanley asked the director to schedule a meeting for interested board members to review the articles of incorporation for the Library Advocate Foundation and to discuss the background and goals of the advocates. The Broadcasting Committee will make a report to the board next month. Mr. Hanley called for approval of the Committee's motion to authorize organization of the Foundation. The motion carried unanimously.

Planning Committee: Ms. Miller invited the Board to attend a planning meeting to discuss the Capital Improvement Plan and the Long-Range Plan.

President's Report: Mr. Hanley introduced Arthur K. Draut, Mayor of St. Matthews.

Mayor Draut affirmed the City's support of the Eline Branch and expressed a desire to establish an ongoing fund to aid with special projects.

Director's Report: The director thanked Mayor Draut and invited the Commission members to tour the branch after the meeting and see the renovation work.

The director announced that the Friends of the Library had offered \$2,000 to fund the literacy program through the end of the school year, so the program won't be discontinued because of the school board's funding cutback.

The director told the Commission that the library employees had petitioned the City for the right to collective bargaining and that bargaining unit determinations were currently being considered.

New Business: Ms. Cynthia Read, newly elected Friends President was introduced to the board.

Ms. Goldberg asked committee chairmen to set definite meeting schedules.

The next meeting of the Louisville Free Public Library Advisory Commission will be held on April 21, at the Main Library.

There being no further business, the meeting adjourned at 5:50 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

Advisory Commission Meeting

April 21, 1987

The Louisville Free Public Library Advisory Commission met on April 21, 1987 at the Main Library.

Present: Ms. Carle, Dinnen, Goldberg, Miller, Orr and Stapp, Messrs. Hanley, Lester.

Absent: Dr. Byars.

Ms. Yancey, League of Women Voters; Ms. Read, Friends President; Ms. Lowe and Cramer, Community Relations; Ms. Somerville, Children's Services; Ms. Roby, Extension Services; Ms. Beamer, City Law Department; Mr. Evans, Business Office; Mr. Brown, Reference and Adult Services; Mr. Rees, Extension Services; Mr. Weston, Library Broadcasting; Mr. Pennington, Physical Facilities; Ms. Murphy, Department of Physical and Environmental Services; Mr. Ryce, Courier Journal. The Director, Assistant Director and Board Attorney also attended.

Mr. Hanley presided.

The minutes of the March 17, 1987 meeting were approved as mailed.

Finance Committee Report: Mr. Ptacek explained the budget request to the Board. Mr. Hanley called for approval of the Finance Committee's recommendation to present the request to the City. The Plan was approved unanimously.

Mr. Hanley and Mr. Perkins explained insurance coverage provided by the City and County. Mr. Hanley called for a motion to carry unemployment, auto and director's insurance through the

City of Louisville and Ms. Orr moved approval; Ms. Dinnen seconded and the motion passed unanimously.

Library Broadcasting Committee: Mr. Weston reported the stations would probably reach their fundraising goal of \$90,000. They have already reached \$87,000.

Planning Committee: Ms. Miller reported the first meeting of the committee was a success. The group discussed current activities and plans for the future.

President's Report: Mr. Hanley reported on the meeting with Mayor Abramson. Several board members presented the Capital Projects Plan, which was favorably received.

Mr. Hanley said the Foundation was progressing well and would soon be ready to make an announcement.

Director's Report: Mr. Ptacek reported the library will soon house a computer assistance center for the disabled. It will be staffed by volunteers at no cost to the Library. Mr. Hanley asked the Board to approve using the Watterson Room as the Center. Mr. Lester moved approval; Ms. Miller seconded the motion and it passed unanimously.

Mr. Ptacek reported on his meeting with Jefferson County School Officials. An incentive plan to encourage each child to get a library card is being planned.

A plan to place tutoring and homework centers in several libraries should be in place by Fall.

The City has implemented its employee classification plan. He indicated that the plan had some unresolved compression problems.

The next meeting of the Advisory Commission will be at 4:30 p.m., June 19, at the Main Library.

LOUISVILLE FREE PUBLIC LIBRARY

Advisory Commission Meeting

May 19, 1987

The Louisville Free Public Library Advisory Commission met on May 19, 1987 at the Main Library.

Present: Ms. Carle, Goldberg, Miller, Orr, Messrs. Hanley, Byars.

Absent: Mr. Lester, Ms. Dinnen and Stapp.

Ms. Yancey, League of Women Voters; Ms. Huffman, Automation; Ms. Lowe and Cramer, Community Relations; Ms. Somerville, Children's Services; Ms. Roby, Extension Services; Mr. Evans, Business Office; Mr. Brown, Reference and Adult Services; Mr. Rees, Extension Services; Mr. Weston, Library Broadcasting; Mr. Pennington, Physical Facilities; Mr. Ryce, Courier Journal. The Director, Assistant Director and Board Attorney also attended.

Mr. Hanley presided.

The minutes of the April 21, 1987 meeting were approved with two corrections.

Finance Committee Report: Ms. Orr read the certification of bills for the month of April. Mr. Ptacek reported on the status of the proposed budget submitted to the County.

Mr. Ptacek said there was no word from the City on the library's capital budget.

Planning Committee: Ms. Miller reported the committee recommended the library reinstate the book sales in order to handle discarded books and unneeded gifts, that the sales be conducted by the Friends of the Library, and that the receipts go to the book fund. She moved approval; Ms. Orr seconded the motion and it passed unanimously.

President's Report: Mr. Hanley requested the Advisory Commission's bylaws be amended to permit the chairman of the Finance Committee, the Planning Committee or the Broadcasting Committee to chair the meeting in the absence of the Commission Chairman. The board attorney was instructed to prepare the amendment.

The next meeting of the board will be at the Iroquois Branch on June 16 at 4:30.

Broadcasting Committee: Ms. Goldberg reported WFPL had 43,200 listeners according to the last rating period.

Director's Report: Mr. Ptacek reported some members of the staff had visited the Cincinnati library to study Reference Services.

The board saw a video tape of the services offered by the Cincinnati Library.

The meeting adjourned at 5:37 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

Advisory Commission Meeting

June 16, 1987

The Louisville Free Public Library Advisory Commission met on June 16, 1987 at the Iroquois Branch Library.

Present: Ms. Carle, Dinnen, Goldberg, Miller, Orr and Messrs. Byars, Hanley, Lester.

Absent: Ms. Stapp.

Ms. Read, Friends President; Ms. Cramer, Community Relations; Ms. James, Children's Services; Ms. Roby, Extension Services; Ms. Huffman, Automation; Ms. Taylor, Iroquois Branch Head; Ms. Beamer, City Law Department; Mr. Brown, Reference and Adult Services; Mr. Rees, Extension Services; Mr. Weston, Library Broadcasting; and Mr. Ryce, Courier Journal. The Director, Assistant Director and Board Attorney also attended.

Mr. Hanley presided.

The minutes of the May 19, 1987 meeting were approved.

Finance Committee Report: Ms. Orr reported that bills for the month of May amounting to \$245,494.04 and foundation checks in the amount of \$2,094.44 were audited and found correct.

Ms. Orr said none of the seven proposed service "enhancements" proposed by the commission had been recommended for funding by either the city or county.

Mr. Hanley urged the commission members to continue their efforts to make the community understand the importance of library needs.

Mr. Ptacek said the Friends of the Library had expressed their concern over the proposed budget and will write to Fiscal

Court and the Board of Aldermen. They will also attend the library budget hearing.

Mr. Hanley asked the commission to review the position on privatization prepared by Ms. Orr. A vote will be taken at the July meeting.

Library Broadcasting Committee: Ms. Goldberg asked the commission's attorney to give the entire commission a review of the agreement between Library Broadcasting and Bellarmine College to house broadcasting's archives. The commission members read the draft agreement. A discussion followed. Mr. Hanley asked for approval, subject to final acceptance by the Executive Committee. Ms. Goldberg moved approval, Dr. Byars seconded and the motion carried unanimously.

President's Report: Mr. Hanley asked for the commission's approval of the bylaws revision, discussed at the May meeting.

It shall be the duty of the Chairperson to preside at all meetings of the Commission, to appoint all committees not otherwise provided for; and to sign any other papers, communications and instruments which may require his/her official signature. In the absence of the Chairperson of the Commission, the following members of the Commission shall chair the meetings of the Commission in the following order: a) the Chairperson of the Finance Committee; b) the Chairperson of the Committee on Planning; c) the Chairperson of the Committee on Broadcasting.

Dr. Byars moved approval, Ms. Miller seconded and the motion carried unanimously.

Director's Report: Mr. Ptacek reported the Internal Revenue Service has granted the Library Advocates 501(c)(3) status.

The satellite feed problems the radio stations have been experiencing are located at the tower on Belknap Campus. Mr. Weston is looking for a better site for the tower.

Mr. Ptacek introduced Ms. Taylor, Iroquois branch head.

Ms. James, assistant manager of Children's Services told the commission about the successful summer reading program. This year's theme is dinosaurs and attendance is up over previous years.

Mr. Ptacek distributed copies of a letter from Commissioner Nelson of the Kentucky Department of Libraries and Archives concerning censorship. He explained the library's current procedures for reviewing materials objected to by a patron.

Mr. Ptacek announced Claudia Huffman, automation manager, was leaving the library to work for Data Research Associates in St. Louis.

Mr. Ptacek reported the results of the Materials Availability Study. A copy is attached.

Ms. Goldberg moved that the commission adopt a policy that no vote be taken on issues the commission members had not received in writing, at least 24 hours before the meeting. Ms. Orr seconded the motion for purpose of discussion. Ms. Dinnen said the commission needed the ability to vote on timely matters. The motion was therefore amended to reflect that the Board encouraged such timeliness but would not be prevented from a vote if the 24 hour requirement was not met. The motion then unanimously passed as amended.

The next meeting will be July 21, at 4:30 p.m. at the main library.

There being no further business, the meeting adjourned at 5:43 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

Advisory Commission Meeting

July 21, 1987

The Louisville Free Public Library Advisory Commission met on July 21, 1987.

Present: Ms. Carle, Dinnen, Goldberg, Miller, and Orr; Messrs. Byars, Hanley, Lester.

Ms. Yancey, League of Women Voters; Ms. Lowe and Cramer, Community Relations; Ms. Somerville, Children's Services; Ms. Roby, Extension Services; Ms. Bush and Brown, Okolona Branch; Ms. Pickett, Bibliographer; Ms. Gronefeld, City Law Department; Mr. Evans, Business Office; Mr. Brown, Reference and Adult Services; Mr. Rees, Extension Services; Mr. Weston, Library Broadcasting; and Mr. Pennington, Physical Facilities. The Director and Assistant Director also attended.

Mr. Hanley presided.

The minutes of the June 16, 1987 meeting were approved with one correction.

Finance Committee Report: Ms. Orr reported that bills for the month of June amounting to \$266,811.79 and Foundation checks in the amount of \$1,441.33 were audited and found correct.

The Director reviewed the financial statement since time had not allowed for a written analysis to be mailed.

The Director reported that the Main Library will resume Sunday hours beginning September 13, funded by \$30,000 from the County.

Mr. Hanley called for a vote on the privatization paper presented by Ms. Orr at the June meeting. The report had been amended in accordance with comments at the June meeting. Ms.

Miller moved approval, Ms. Carle seconded, and the motion carried unanimously.

Ms. Orr gave a report on her experience at the American Library Association's conference in San Francisco.

Library Broadcasting: Ms. Goldberg said broadcasting's technical problems seemed to be under control and that the staff was researching more permanent solutions.

President's Report: Mr. Hanley requested the Planning Committee to prepare a long range maintenance plan, with the assistance of library staff.

Mr. Hanley asked the Committee to meet with library staff to begin the planning process for expanding collections with funds to be received from the Foundation.

Mr. Hanley told the Commission the Bernheim Foundation was interested in purchasing the portraits of Isaac and Amanda Bernheim. He recommended the Library Foundation handle the negotiations and called for a vote. Dr. Byars moved approval, Ms. Dinnen seconded the motion which passed with Ms. Miller abstaining.

Director's Report: Mr. Ptacek reviewed the history of the core collection development and distributed copies of the core collection status report (copy attached).

Mr. Ptacek introduced Judy Brown, Okolona Branch head and Brenda Bush, Okolona children's librarian. The branch is overall the seventh busiest in the system and second in terms of circulation of children's books. Sixteen programs, attended by 645 people, were sponsored during the month. Additional emphasis has also been placed on meeting with community groups to explore

community needs and increase awareness of the Library. They reported on the programs and goals for the branch and invited the Commission members to visit the branch. Mr. Hanley expressed the Commission's appreciation for the demonstrated success they were producing in the Okolona Branch.

The next meeting of the Commission will be August 18th at 4:30 at the main library.

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

LOUISVILLE FREE PUBLIC LIBRARY

Advisory Commission Meeting

August 18, 1987

The Louisville Free Public Library Advisory Commission met on August 18, 1987.

Absent: Mr. Hanley, Ms. Miller.

Present: Ms. Orr, Goldberg, Carle, Dinnen; Messrs. Lester, Byars.

Ms. Lowe, Community Relations; Mr. Rees and Mr. Brown, Main Library; Ms. Somerville, Children's Services; Ms. Roby, Extension Services; Ms. Petereit, Library Broadcasting; Mr. Pennington, Physical Facilities, Mr. Ryce, Courier-Journal; Mr. Tim Barry, City of Louisville; Mr. Swope, AFSCME; Ms. Biemer, City Law Department; Ms. Yancey, League of Women Voters. The Director also attended.

Ms. Orr presided.

Minutes: Mr. Lester moved acceptance of the minutes of the July 21, 1987 meeting; Ms. Carle seconded, and the minutes were approved.

Finance Committee Report: Ms. Orr reported that there would be no financial report this month, due to the closing of City accounts.

Library Broadcasting: Ms. Goldberg moved acceptance of the Library Broadcasting resolution concerning fundraising by the Advocates for WFPK-WFPL, which was mailed in advance. Mr. Lester seconded, and the resolution was approved as read.

Planning Committee: Facilities Plan. Mr. Ptacek highlighted print information, which included examples of branch surveys

(Iroquois and Okolona). The same format will be used for all branches, with a list of long and short-term needs to be developed.

Planning Committee: Plans for Implementing the Foundation Funds. Mr. Ptacek outlined plans for development of Main Library collections and facilities, with special focus on:

1) Book collections of business, pure science, and technology items. Personnel will be shifted to service those areas. A corresponding system of spread-sheets will be established for these areas of priority funding. Likewise, staff will develop strategies for timely acquisition of \$400,000+ in book monies; for example, key publishers will be targeted for major orders.

2) Implementation of on-line indexes, with a resulting effect on periodical orders. Initiation of on-line information will reveal which periodicals are most used. A priority list of periodicals can then be developed for use in selection.

5) Space utilization. In order to expand Main's collection, the following strategies will be effected:

- a) Use of available shelving.
- b) Weeding dated materials.
- c) Purchasing more materials.
- d) Decreasing aisle space, with a resulting increase of 25% in available shelving.
- e) Expansion of 2nd Floor ranges.
- f) Renovation of the 1st Floor, removing walls, opening up space, creating a more immediate "library look" for patrons, making collections more accessible to them.

- g) Off-site location for less-used materials, such as 19th century periodicals.

Mr. Ptacek also pointed out that lack of parking and security are major problems for the Main Library.

Patent Depository. Mr. Ptacek distributed a letter to the federal government requesting that the Library be made a patent depository. Obtaining such a depository will mean substantive benefits for economic development, the legal community, and interested researchers. Start-up costs are \$100,000 - \$110,000 to acquire microfilm backfiles of patents. Twenty years' worth are required for becoming a depository. Additionally, trained staff is needed. The Library will be coordinating staffing with the City; Mike Carrell and the State Library have been approached regarding the project. A letter from the State Librarian indicates a substantial commitment to the project; patent information will be made accessible to other Kentucky libraries.

Since there was neither Old nor New Business, Ms. Orr announced adjournment at 5 p.m.

RESOLUTION OF THE LOUISVILLE FREE PUBLIC LIBRARY COMMISSION

WHEREAS: The public broadcasting facilities of the Louisville Free Public Library are a valuable source of educational, informational and entertainment services to the Louisville/Jefferson County community;

WHEREAS: Such community service requires significant resources;

WHEREAS: The Louisville Free Public Library Commission has responsibility for the oversight and control of gifts and bequests to the Louisville Free Public Library;

WHEREAS: The past and present governing bodies of the Louisville Free Public Library have determined that a portion of these resources should be generated through fundraising efforts;

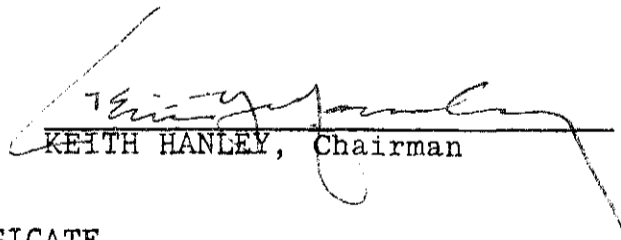
WHEREAS: The Advocates for WFPK-WFPL, Inc. has been duly incorporated for this purpose and has received a 501(c)(3) designation by the Internal Revenue Service;

WHEREAS: Such fundraising activities should be coordinated and centralized in one area;

THEREFORE BE IT RESOLVED, that the fundraising activities of WFPK-WFPL are hereby transferred to the Advocates for WFPK-WFPL, Inc. with the following requirements:

1. That the funds raised are to be managed with a standard of a reasonably prudent business person engaged in such activities;

2. That the Treasurer of the Advocates for WFPK-WFPL, Inc. shall submit a financial statement to the Louisville Free Public Library Commission on a quarterly basis;
3. That the President of the Advocates for WFPK-WFPL, Inc. shall submit a written report to the Louisville Free Public Library Commission on an annual basis at the close of the Advocates fiscal year;
4. That all fundraising activities are consistent with the Internal Revenue Code of 1954 as revised;
5. That at any time it has been determined by the Louisville Free Public Library Commission upon a written finding that the Advocates for WFPK-WFPL, Inc. are not exercising due diligence in its fundraising or its investment practices, these activities shall revert to the Library Commission with the actual income and interest derived from the present activities of the annual fund drive of the WFPK-WFPL shall be returned to the Library Commission.


KEITH HANLEY, Chairman

CERTIFICATE

I hereby certify that the foregoing resolution was passed at a duly constituted meeting of the Louisville Free Public Library Commission meeting, this the ____ day of August, 1987.


WILLIAM PTACEK

LOUISVILLE FREE PUBLIC LIBRARY

Advisory Commission Meeting

September 15, 1987

The Louisville Free Public Library Advisory Commission met on September 15, 1987, 4:30 PM.

Present: Messrs. Hanley and Byers; Ms. Orr, Goldberg, Miller, Carle, and Dinnen.

Absent: Mr. Lester.

Ms. Somerville, Children's Services; Ms. Lowe, Community Relations; Mr. Rees and Mr. Brown, Main Library; Ms. Watson, Library Foundation; Mr. Hellner, Automation; Ms. Roby, Extension; Mr. Evans, Business Office; Mr. Pennington, Physical Facilities; Clay Ryce, Courier-Journal; Evan Perkins, Lawyer; Gloria Yancey, League of Women Voters; Bonnie Biemer, City Law Office; Wayne Moss, Indianapolis Public Library Board; Gail Clement, Fraternal Order of Eagles; Yvadne Murphy, Jefferson County Physical and Environmental Cabinet.

Mr. Hanley presided.

Minutes: Dr. Byers moved acceptance of the minutes of the August 18, 1987 meeting; Ms. Carle seconded, and the minutes were approved.

President's Report: Ms. Gail Clement of the Ladies Auxiliary, Fraternal Order of Eagles, presented a \$200 gift targeted for services to senior citizens, especially large print books.

Ms. Sylvia Watson, Executive Director of the Library Foundation, reported on recent and forthcoming fund-raising activities. By Thanksgiving, the Foundation hopes to raise \$6

million in a community-wide campaign that will reach everyone from school children to corporate executives. Both Advisory Commission and Foundation Board members are invited to attend three special presentations to:

School librarians -- Sept. 23, 3-5 PM; Mrs. Barry Bingham will speak at 4 PM

"Teachers for Books," an offshoot of Leadership Education; also Leadership Louisville and Focus Louisville -- October 14, 5:30 - 7 PM

The Mayor, County Judge, and the Development Community -- October 21, 5:30 - 6:30 PM

Mr. Hanley introduced Wayne Moss, an Indianapolis Public Library trustee, and announced that the next meeting will take place at Jeffersontown Branch Library on October 20.

Finance Committee Report: Ms. Orr read the certification of bills, and initiated discussion of the letter on overdue materials to be signed by Mike Conliffe, County Attorney. Mr. Ptacek stated that use of the County Attorney's letter will enhance efforts to recover overdue library materials. Ms. Carle moved that the library adopt use of the letter, Ms. Miller seconded, and the motion was approved.

Mr. Hanley announced that the Sunday hours situation will be resolved after union negotiations have been completed and the cost for the additional hours can be determined.

Mr. Ptacek reported on the allocation of the library materials budget. He noted that interest from the Foundation endowment will be available for increasing Main Library collections.

Mr. Ptacek commented that the August financial statement was delayed due to continuing end-of-year work by the City.

Planning Committee: Ms. Miller reported on plans for future Main and branch facilities. Commission members received an analysis of maintenance needs at three branches: Iroquois, Highland, and Okolona. Recommended repair and replacement costs through the year 2025 were provided in the written report by Mr. Pennington. Mr. Hanley asked the Committee and staff to complete the plan. Ms. Miller noted that the Committee will meet before the next Commission meeting to proceed with this work.

Director's Report: Mr. Ptacek distributed a report that was the focal point of recent discussion with Alderman Wilson regarding library service to West Louisville. It proposed outreach service to four Housing Authority sites. Alderman Wilson responded positively to the report, and plans to assist in funding efforts.

In keeping with existing Commission resolutions, Ms. Dinnen moved and Ms. Orr seconded the motion to transfer the \$200 Fraternal Order of Eagles gift to the Library Foundation. The motion was approved.

There being no further discussion, the meeting was adjourned at 5:25 PM.

LOUISVILLE FREE PUBLIC LIBRARY

Advisory Commission Meeting

October 20, 1987

The Louisville Free Public Library Advisory Commission met on October 20, 1987, 4:30 PM at Jeffersontown Branch Library.

Present: Messrs. Hanley, Lester and Byers; Ms. Orr, Dinnen, and Goldberg.

Absent: Ms. Miller, Carle.

Mr. Hanley chaired the meeting.

Ms. Somerville, Children's Services and Employee Relations; Mr. Evans, Business Office; Ms. Roby, Extension; Mr. Pennington, Physical Facilities; Mr. Brown, Main Library; Ms. Lowe, Community Relations; Ms. Quin, Jeffersontown Branch Library; Ms. Watson, Library Foundation; Mr. Tom Jukins, City Law Department; Ms. Shirley Baron, League of Women Voters; Mayor Ruckriegel, City of Jeffersontown; Mr. Evan Perkins, Commission Attorney.

Minutes: Ms. Dinnen moved acceptance of the minutes of the September 15, 1987, meeting; Mr. Lester seconded, and the minutes were approved.

President's Report: Mayor Ruckriegel of the City of Jeffersontown extended greetings to the Library Commission. Mr. Ptacek summarized the many contributions of the City of Jeffersontown to the Jeffersontown Branch Library, including parking and renovation of the Children's Room. Mayor Ruckriegel indicated the City would be interested in further cooperation on future projects.

Ms. Sylvia Watson, Executive Director of the Library Foundation, provided an update on fundraising activities and distributed including a list of activities. She also invited those present to attend the next day's reception.

Finance Committee Report: Ms. Orr read the certification of bills.

Planning Committee: Ms. Dinnen reported on the written analysis of library facilities, which was distributed to members.

Carpeting for the Main Library constitutes a major capital item. Branch expansion needs include: enclosure of Bon Air's patio area, renovation and added space at Crescent Hill and Jeffersontown, increased space at Middletown, Valley Station, and Okolona. The Library is working with Shively City Hall to achieve some improvements. The Cherokee Triangle Association is providing assistance for interior improvements at Highland; and there are planned renovations at Portland and Shawnee. Mr. Hanley requested that the Library explore the effects of zoning on planned expansion at Okolona, and suggested listing carpeting under maintenance rather than capital improvements; Mr. Ptacek asked that the Finance Committee consider the latter suggestion. Since reorganization of Physical Facilities at the Main Library is in the planning stages, information regarding that project was not included.

Library Broadcasting: Ms. Goldberg reported on activities of the Library Broadcasting Committee. The Committee suggests review of the old Long-Range Plan, which covers the period 1984-1989. Many objectives have been accomplished; the Plan needs to be reviewed in light of these accomplishments, and a new plan formulated. She also distributed for Board review, published information from NPR program practices and standards, governance and maintenance, and a programming guide. The Board was asked to read these documents and discuss them at the next meeting. Mr. Hanley requested that the Broadcasting Committee

prepare a list of issues for Board discussion prior to preparation of new Broadcasting goals and objectives.

Director's Report: Ms. Roby introduced Ms. Quin, Jeffersontown Branch Head, who outlined the regional concept, Jeffersontown staffing and collections. Her report continued later with a tour of library facilities following completion of agenda items.

New Business: Ms. Goldberg moved establishment of monthly meeting dates for standing committees. Ms. Orr seconded but spoke against the motion, asking that the decision be left to each committee. Dr. Byers suggested amendment of the motion, so that setting committee meeting times will become an established agenda item for each committee, thus allowing each committee to establish the most appropriate meeting date during the monthly Commission Meeting. Ms. Goldberg accepted Dr. Byers' amendment to the main motion, and the amended motion was passed.

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

LOUISVILLE FREE PUBLIC LIBRARY

Advisory Commission Meeting

November 17, 1987

The Louisville Free Public Library Advisory Commission met on November 17, 1987, 4:30 PM.

Present: Messrs. Hanley and Byers; Ms. Orr, Goldberg, Miller, and Dinnen.

Ms. Somerville, Children's Services; Ms. Lowe, Community Relations; Mr. Rees and Mr. Brown, Main Library; Mr. Hellner, Automation; Ms. Roby, Extension; Mr. Evans, Business Office; Mr. Pennington, Physical Facilities; Mr. Weston, Library Broadcasting; Evan Perkins, Lawyer; Gloria Yancey, League of Women Voters; Bonnie Biemer, City Law Office; Yvadne Murphy, Jefferson County Physical and Environmental Cabinet; the Director and Assistant Director also attended.

Absent: Mr. Lester, Ms. Carle.

Mr. Hanley presided.

Minutes: Dr. Byers moved acceptance of the minutes of the October 20, 1987, meeting; Ms. Miller seconded, and the minutes were approved.

President's Report: Ms. Miller reviewed the success of the first Authors' Dinner, sponsored by the Friends. Ms. Orr underlined the importance of recognizing Kentucky authors, which this event accomplished.

Mr. Hanley reported on the Foundation's fund-raising efforts, with a yield of \$3.6 million to date. 50,000 citizens have received letters soliciting funds.

Finance Committee Report: Ms. Orr read the certification of bills. On behalf of the Finance Committee, she reported that staff is assembling 1988-89 budget projections. The Library Foundation budget was distributed, along with a staff memo regarding renovation of the Main Children's Room. Ms. Orr moved that costs of the Foundation Drive and the Children's Room renovation be taken from the Restricted Art Fund. Dr. Byers seconded. The motion was approved.

Broadcasting Committee: Gerry Weston reported that fund drives for both stations are going well, as are the ratings. Mr. Hanley asked and received the Board's consent to thank Bob Edwards for his appearance during the fundraiser.

Ms. Goldberg announced a meeting of the Broadcasting Committee for the following Tuesday, November 24, 12:30 PM.

Director's Report: Mr. Ptacek introduced Ms. Barbara Pickett, Bibliographer, who reported on a book selection study. The study revealed that the Library is on target with its long-range goal of acquiring more non-fiction than fiction and more volumes for long-term use rather than short-term popularity.

There being no further discussion, the meeting was adjourned at 5:08 PM.

LOUISVILLE FREE PUBLIC LIBRARY

Advisory Commission Meeting

December 15, 1987

The Louisville Free Public Library Advisory Commission met on December 15, 1987, 4:30 PM.

Present: Messrs. Hanley and Lester; Ms. Orr, Miller, Carle and Dinnen.

Ms. Somerville, Children's Services; Ms. Lowe, Community Relations; Mr. Rees and Mr. Brown, Main Library; Mr. Hellner, Automation; Ms. Roby, Extension; Mr. Evans, Business Office; Mr. Pennington, Physical Facilities; Mr. Weston, Library Broadcasting; Evan Perkins, Lawyer; Gloria Yancey, League of Women Voters; Ms. Pickett, Bibliographer; Tim Barry, Mayor's Office; Bonnie Biemer, City Law Office; Clay Ryce, Courier Journal; Pat Tynes, Second Floor; Mary Quin, Newspaper/Magazine Room; the Director and Assistant Director also attended.

Absent: Ms. Goldberg, Dr. Byers.

Mr. Hanley and Ms. Orr presided.

Minutes: Mr. Lester moved acceptance of the minutes of the November 17, 1987, meeting; Ms. Dinnen seconded, and the minutes were approved.

Finance Committee Report: Ms. Orr read the certification of bills. Ms. Carle and Ms. Dinnen asked Mr. Ptacek to review the target budget developed for the Finance Committee. Included in that budget are Foundation monies, funds to restore Sunday hours, Film Services and Main Library hours, as well as to build collections in branch libraries. To achieve a minimal goal of 2

volumes per capita, the Library will need to add 460,000 volumes, construct five new branches, and expand existing facilities. The budget, incorporating these changes, totals \$8,983,000/year. Ms. Dinnen noted that 2 volumes per capita is modest when compared with 5 volumes per capita in Ohio.

Planning Committee: Ms. Miller reported that cost estimates for renovating Shawnee and Portland exceed funds appropriated by the City. Mr. Ptacek elaborated on reasons for increased costs, which include greater foundation work, higher wage rates, and expense of materials which were to be donated in the original proposal. The Committee moved that the Library proceed to renovate Portland from current funds, seeking monies from next year's budget for renovation of Shawnee. The motion passed.

Mr. Ptacek reviewed plans for the planned renovation of the Main Library. The plan was approved, with authorization to staff to proceed on providing cost estimates and final details.

Library Broadcasting: Mr. Ptacek reported on the Long-Range Plan, which has been developed in rough form. Mr. Weston reported on the successful Fall Fund-Raising drive, which yielded a new high of \$102,881. Last year's total was \$90,000.

New Business: Ms. Lowe reported on increased public exposure as a result of three billboard series: Teachers for Books, the Library Card Campaign, and the Foundation Fund Drive.

There being no additional discussion, the meeting was adjourned at 5:25 PM.

ORDINANCE NO. 139 SERIES 1977

AN ORDINANCE TO PROVIDE FOR THE LEGAL REPRESENTATION AND INDEMNIFICATION TO OFFICIALS AND EMPLOYEES OF THE CITY OF LOUISVILLE FOR CLAIMS MADE AGAINST THEM IN THE PERFORMANCE OF THEIR OFFICIAL DUTIES.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF LOUISVILLE:

SECTION 1. PURPOSE

The purpose of this ordinance is to grant to certain officers and employees of the City of Louisville indemnification for claims made against them for the good faith performance of their official duties. Furthermore, it is hereby declared that in consideration of the good faith performance by officers and employees of the City of Louisville of their official duties that this ordinance shall constitute an inviolable contract of the City of Louisville, and the benefit provided herein shall not be subject to reduction or impairment by alteration, amendment, or repeal.

SECTION 2. ELIGIBILITY

All elected or appointed officers of the City of Louisville; all board and commission members appointed to their position exclusively by the Mayor and/or by the Board of Aldermen; and all employees in the "City Service" as defined by the current Classification and Compensation Ordinance of the City of Louisville are eligible for the benefits granted under this ordinance.

SECTION 3. BENEFITS

A. Persons eligible under Section 2 above shall be represented by the City of Louisville, Department of Law, when a claim is made against them as individuals for money damages, for personal injury or property damages resulting from the good faith performance of their official duties, whether suit may or may not be pending on said claim at said time; even if such claims arise from acts performed by such person prior

to the passage of this ordinance; and even if such claim is not presented until such person has left the position currently held.

B. If a settlement of a claim is made or a judgment is rendered against a person eligible under Section 2 above and that person was either represented by the Department of Law or represented by private counsel with the prior written approval of the Director of Law, then that settlement or judgment shall be paid by the City of Louisville from the Judgment and Claims Account in accordance with the procedures, discretion and determination vested in the Director of Law by Section 139.02 of the Codified General Ordinances.

SECTION 4. EXEMPTIONS

The benefits of this ordinance shall not accrue if the Director of Law determines a claim is the result of an act by a person otherwise eligible under Section 2 above which was:

- a. Out of the scope of the employment or authority of such person; or
- b. A willfully negligent or malicious act of such person; or
- c. Performed against the advice of counsel.

SECTION 5. EFFECTIVE DATE

This Ordinance shall take effect upon its passage and approval.

Carolyn Deering C.B.A. Christina Mershen P.B.A.
APPROVED: November 25, 1977 Harvey Sloane MAYOR

LOUISVILLE FREE PUBLIC LIBRARY

Advisory Commission Meeting

January 19, 1988

The Louisville Free Public Library Advisory Commission met on January 19, 1988, 4:30 PM.

Present: Dr. Byers; Ms. Orr, Miller, and Dinnen.

Ms. Somerville, Children's Services; Ms. Lowe, Community Relations; Mr. Rees and Mr. Brown, Main Library; Mr. Hellner, Automation; Ms. Roby, Extension; Mr. Evans, Business Office; Mr. Pennington, Physical Facilities; Mr. Weston, Library Broadcasting; Evan Perkins, Lawyer; Gloria Yancey, League of Women Voters; Tim Barry, Mayor's Office; Bonnie Biemer, City Law Office; Clay Ryce, Courier Journal; Sylvia Watson, Library Foundation; the Director and Assistant Director also attended.

Absent: Ms. Goldberg, Ms. Carle, Messrs. Hanley and Lester.

Ms. Orr presided. There being no quorum, ratification of action will take place at the February meeting.

Minutes: The minutes were approved as written.

President's Report: Sylvia Watson reported that more than 220 contributors have given \$4,700,000. The Brown Foundation is providing \$500,000 as well as offering a challenge grant to the City and County. The County has matched the challenge grant by resolution. The Mayor will consider the challenge grant with next year's budget. Ms. Watson announced the gift of \$100,000 from the Gannett Foundation. 400 independent businesses are now being asked for gifts of \$250 - \$300. Commission members were asked to assist in contacting them. Ms. Watson cited the help of Ms. Miller in helping the Foundation obtain a sizeable donation.

Finance Committee Report: Ms. Orr read the certification of bills. Mr. Ptacek reported on the MURL grant proposal. Congressman Mazzoli and Senator McConnell have indicated that the Library will receive clearance this spring to become a patent depository library. The MURL grant application is for \$32,000 to support the patent depository library.

Planning Committee: Ms. Miller reported on the preliminary prioritized list of proposals for the 1988 budget, explaining that more work is needed before the list is presented to the Board for final approval. The Gannett Foundation money, which will be expended this year, will be used as follows: \$25,000 for microfiche, \$35,000 for 300's, \$20,000 for 500's, and \$20,000 on the 600's.

Broadcast Committee: Mr. Weston reported on a \$90,000 federal telecommunications and facilities grant request to replace and update equipment. \$25,000 to \$28,000 must be matched with local funds.

Director's Report: Mr. Ptacek reported that the \$81,000 State grant for the Blind and Physically Handicapped Library was ready to be signed. He cited the recent help of County Commissioner Irv Maze, who has aided on various library projects.

There being no additional discussion, the meeting was adjourned at 4:58 PM.

LOUISVILLE FREE PUBLIC LIBRARY
Advisory Commission Meeting
February 16, 1988

The Louisville Free Public Library Advisory Commission met on February 16, 1988, at 4:30 P.M.

Present: Mr. Hanley, Dr. Byers, Ms. Orr, Goldberg, Carle, Miller, and Dinnen.

Ms. Somerville, Children's Services; Ms. Lowe, Community Relations; Mr. Rees and Mr. Brown, Main Library; Mr. Hellner, Automation; Ms. Roby, Extension; Mr. Evans, Business Office; Mr. Pennington, Physical Facilities; Mr. Weston, Library Broadcasting; Evan Perkins, Lawyer; Gloria Yancey, League of Women Voters; Bonnie Biemer, City Law Office; Clay Ryce, The Courier-Journal; the Director and Assistant Director also attended.

Absent: Mr. Lester.

Mr. Hanley presided.

Minutes: The minutes of the January meeting were amended to reflect that Gloria Yancey did not attend.

Since there was no quorum at the January 19 meeting, Ms. Carle moved ratification of all actions and approval of the minutes as amended. Mrs. Miller seconded the motion, which passed.

President's Report: Mr. Hanley announced that the March meeting will be held at Highland Branch Library, with parking available in the Highland Presbyterian parking lot.

Finance Committee: Ms. Orr read the certification of bills, and Mr. Ptacek reviewed the February financial statement.

Library Broadcasting Committee: Ms. Orr reported on activities of the Library Broadcasting Committee. NPR is funding a satellite dish, and the Advocates are close to matching a \$20,000 Humana Challenge Grant.

Director's Report: Mr. Ptacek introduced new branch heads Nancy Amos (Crescent Hill), and Beth Pointer (Shelby Park). Ms. Roby and Ms. Napper-Mills reported on Homebound Service, funded with a grant from County Commissioner Chris Gorman. Ms. Roby, Ms. Latham & Ms. Samuels provided an update on provision of books and programs to children and senior citizens at Housing Authority Sites.

There being no old or new business, the Commission went into executive session at 5:15 P.M., to discuss the naming of a portion of the Main Library for Mr. Thomas C. Simons. The Commission returned to open session at 5:22 P.M. and formally adjourned at 5:23 P.M.

LOUISVILLE FREE PUBLIC LIBRARY

Advisory Commission Meeting

March 15, 1988

The Louisville Free Public Library Advisory Commission met on March 15, 1988, at 4:30 P.M. at the Highland Branch Library.

Present: Mr. Hanley, Dr. Byers, Mr. Lester, Ms. Orr, Carle, Miller, and Dinnen.

Ms. Somerville, Children's Services and Employee Relations; Ms. Lowe, Community Relations; Mr. Rees and Mr. Brown, Main Library; Mr. Pennington, Physical Facilities; Ms. Roby, Extension; Mr. Evans, Business Office; Mr. Weston, Library Broadcasting; Mimi Pate, Cherokee Triangle Association; Keith Winstead, City Law Office; Evan Perkins, Lawyer; Clay Ryce, The Courier-Journal; Ms. Amos, Crescent Hill; Ms. Latham, Children's Services; Ms. Samuels, Western; Ms. Napper-Mills, Newman; Ms. Pointer, Shelby Park; the Director and Assistant Director also attended.

Absent: Ms. Goldberg.

Mr. Hanley presided.

Minutes: The minutes of the February meeting were approved.

President's Report: Mr. Hanley commended the Cherokee Triangle Association for its many improvements to Highland Branch Library. He introduced representative Mimi Pate, who mentioned that renovation of the Highland Auditorium is their next project.

Finance Committee: Ms. Orr read the certification of bills.

Mr. Ptacek reviewed written information on the reconfiguration of the Main Library, which will focus on four major areas: 1) construction, 2) shelving, 3) reference stations, and 4) terminals. In response to a question from Ms. Dinnen, Mr. Ptacek explained that Special Collections will be relocated to the Technical Services area. Mr. Hanley inquired about the City architect's approval of the project for compliance with codes and building regulations. Mr. Ptacek responded that plans have been reviewed by the City architect and the Public Works Department. Restricted funds will be used for the project. Anticipated completion date is July 1, with an immediate startup date. Mr. Hanley noted that the reconfiguration will help Foundation fund-raising efforts by demonstrating immediate results. On behalf of the Committee, Ms. Orr presented a resolution requesting the Foundation to turn over the restricted funds designated for this project to the Commission. The motion carried.

Mr. Ptacek reviewed the mid-year budget revision by line item.

Planning Committee: Ms. Miller reviewed the summary of written recommendations, focusing on three immediate projects to receive funding if grant monies do not become available: 1) Latchkey children, 2) Summer Reading, and 3) Name and subject authority control, which will improve subject access to the on-line catalog. Ms. Miller then highlighted future enhancements.

Library Broadcasting Committee: Ms. Goldberg said that no meeting of the Library Broadcasting Committee was held during February, but a Noon, March 2nd meeting is planned.

Librarian's Report: Mr. Ptacek reported that the Library now has more than 200,000 registered borrowers. The Library Card Campaign has provided the major impetus for this increase. Mr. Hanley requested a report back on the number of students who complete the card-holders and visit the Library at least 4 times.

There being no old or new business, the meeting was adjourned at 5:20 P.M.

LOUISVILLE FREE PUBLIC LIBRARY

Advisory Commission Meeting

April 19, 1988

The Louisville Free Public Library Advisory Commission met on April 19, 1988, at 4:30 P.M. at the Main Library.

Present: Dr. Byers, Ms. Orr, Ms. Carle, Ms. Miller, Ms. Goldberg and Ms. Dinnen.

Ms. Somerville, Children's Services and Employee Relations; Ms. Lowe, Community Relations; Mr. Rees and Mr. Brown, Main Library; Mr. Pennington, Physical Facilities; Ms. Roby, Extension; Mr. Evans, Business Office; Mr. Weston, Library Broadcasting; Mr. Winstead, City Law Office; Mr. Perkins, Lawyer; Mr. Ryce, The Courier-Journal; Ms. Pointer, Shelby Park; Ms. Yancey, League of Women Voters; the Director and Assistant Director also attended.

Absent: Mr. Hanley, Mr. Lester.

Ms. Orr presided.

Minutes: The minutes of the March 15 meeting were accepted as written.

Finance Committee: Dr. Byers read the certification of bills.

Library Broadcasting Committee: Ms. Goldberg distributed a draft of the Long-Range Plan, including a status report of accomplishments to date. The Plan will be voted on at the May meeting.

Librarian's Report: Ms. Somerville reviewed plans for the 1988 Summer Reading Program, which is co-sponsored by the Zoo and funded with \$10,000 from First National Bank and \$1,000 from Louisville Slugger. Special arts programs will be provided in the West Region, and 65,000 bookmarks are being distributed to local school children, in addition to posters. She reported the following results of the library card campaign: 92,000 card-holders given to public school children, with issuance of 50,000 new cards. ALA has recognized the Louisville Campaign in a national slide show. There are plans to reach parochial and private schools next year, then first grades in 1990, continuing the momentum of the campaign.

Ms. Dinnen reported that Alderman Kleier is receptive to the proposal to enlarge Iroquois. Mr. Ptacek discussed Library Broadcasting's fund-raising campaign, which has a goal of \$125,000 to be added to \$53,000 received in pledges during the first six weeks.

There being no old or new business, the meeting was adjourned at 4:51 P.M.

LOUISVILLE FREE PUBLIC LIBRARY

Advisory Commission Meeting

May 17, 1988

The Louisville Free Public Library Advisory Commission met on May 17, 1988, at 4:30 P.M. at the Main Library.

Present: Ms. Carle, Ms. Miller, Ms. Goldberg, Ms. Dinnen, Mr. Lester, and Mr. Hanley.

Ms. Somerville, Children's Services and Employee Relations; Ms. Lowe, Community Relations; Mr. Brown, Main Library; Mr. Pennington, Physical Facilities; Mr. Hellner, Automation; Ms. Roby, Extension; S. Watson, Library Foundation; Mr. Weston, Library Broadcasting; Shirley Baron, League of Women Voters; Margie Loeser, City Department of Public Works; the Director and Assistant Director also attended.

Absent: Ms. Orr, Dr. Byers.

Mr. Hanley presided.

Minutes: The minutes of the April 19 meeting were accepted as written.

Planning Committee: Ms. Miller reported that Shawnee and Portland renovation funds were combined to fund the Portland renovation, which is scheduled for completion in November. Margie Loeser, Public Works Department, explained applicable federal guidelines. The Library will review renovation plans at various stages. Mr. Ptacek noted that the auditorium might be utilized for a children's room.

Ms. Loeser reported that bids on renovation of Crescent Hill are \$15,000 over budget. The architect, Cary Anderson, is working with contractors on alternatives.

Finance Committee: Mr. Hanley read the certification of bills. The budget request includes a \$420,000 increase to match the Brown Foundation challenge grant. The Library has submitted a proposal regarding enhancements to the automated system, as an alternative to increasing branch hours.

President's Report: Ms. Watson reported that \$5,625,000 of the Foundation's \$6 million goal had been reached, with a \$100,000 gift from Kentucky Fried Chicken.

Next month's meeting was scheduled in the Main Children's Room.

Library Broadcasting: Ms. Goldberg moved acceptance of Broadcasting's Long-Range Plan, which was distributed previously to the Commission. The motion carried. Mr. Weston reported that WFPL has doubled its standing ratings over the past two years. WFPK ratings have increased, though not as substantially.

Librarian's Report: Mr. Ptacek reported on renovation of Main Adult Services. Carpet in the Board Room will be replaced, with the old carpet used to patch other areas. Furniture has been tested and is on order. Ms. Lowe noted that improved signage is planned, along with use of docents and a slide show to introduce the building to patrons.

New Business: Mr. Hanley requested a report on the Library Card Campaign progress, especially the awarding of certificates to those students visiting the Library four times. Mr. Ptacek

reported that response has been less than anticipated. Although 50,000 new cards were issued, the staff anticipates only a small percentage of students who obtained cards will receive certificates. A general discussion of various options to increase usage followed.

Ms. Somerville will be meeting with school personnel to discuss improvements in future cooperative efforts. There are plans to conduct the campaign yearly with first grade classes, starting in 1989, as well as to extend the campaign to private and parochial schools in 1988.

There being no further business, the meeting was adjourned at 5:25 PM.

LOUISVILLE FREE PUBLIC LIBRARY

Advisory Commission Meeting

June 21, 1988

The Louisville Free Public Library Advisory Commission met on June 21, 1988, at 4:00 p.m. in the Main Library, Children's Department.

Present: Ms. Dinnen, Ms. Goldberg, Ms. Miller, Ms. Orr, Dr. Byers, and Mr. Hanley.

Mr. Brown, Main Library; Mr. Evans, Business Office; Mr. Hellner, Automation; Ms. Lowe, Community Relations; Mr. Pennington, Physical Facilities; Mrs. Pickett, Bibliographer; Ms. Somerville, Children's Services and Employee Relations; Mr. Weston, Library Broadcasting; Ms. Gloria Yancey, League of Women Voters; Mr. Clay Ryce, Courier Journal; Ms. Bonnie Biemer, City Law Department; the Director and Assistant Director also attended.

Absent: Ms. Carle and Mr. Lester.

Mr. Hanley presided.

Minutes: The minutes were approved as written.

Planning Committee: Ms. Miller reviewed the Library's short term goals and objectives for 1988/89, and the proposed weeding policy developed by Ms. Pickett. The weeding policy will be discussed and voted on at the next meeting.

Finance Committee : Ms. Orr read the certification of bills. Mr. Ptacek reviewed the City/County proposed 1988/89 funding for the Library and indicated it would provide for the maintenance of current service levels. Iroquois Branch Expansion was only partially funded. However, preliminary planning can begin in 1988/89. The remaining funding will be requested for 1989/90.

Mr. Ptacek also reviewed interest income receipts for the current fiscal year. Ms. Orr moved that the \$14,884 in unallocated interest income be used for furniture and equipment needed in connection with the Main Library reconfiguration. Dr. Byers seconded the motion which passed.

Mr. Ptacek announced that a City budget hearing was scheduled for that evening.

Library Broadcasting Committee: Ms. Goldberg announced that the Advisory Committees for WFPK and WFPL had been established and the initial members had been selected.

President's Report: Mr. Hanley announced a Library Foundation reception and press conference was scheduled for 11:00, June 27, 1988.

Librarian's Report: Ms. Somerville distributed and reviewed a report on plans for future Library card campaigns.

Adjournment: There being no further business, the meeting adjourned at 4:35 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

Advisory Commission Meeting

July 19, 1988

The Louisville Free Public Library Advisory Commission met on July 19, 1988, at 4:30 p.m. in the Main Library.

Present: Ms. Carle, Ms. Goldberg, Ms. Miller, Ms. Orr, Dr. Byers, and Mr. Hanley.

Mr. Brown, Main Library; Mr. Evans, Business Office; Mr. Hellner, Automation; Ms. Lowe, Community Relations; Mr. Pennington, Physical Facilities; Ms. Pickett, Bibliographer; Mr. Rees, Main Library; Ms. Roby, Extension Services; Mr. Weston, Library Broadcasting; Ms. Gloria Yancey, League of Women Voters; Ms. Bonnie Biemer, City Law Department; Mr. Clay Ryce, Courier Journal; the Director and Assistant Director also attended.

Absent: Ms. Dinnen and Mr. Lester.

Mr. Hanley presided.

Minutes: The minutes of the June 21, 1988, meeting were approved as written.

Finance Committee: Ms. Orr read the certification of bills. Mr. Ptacek noted the June, 1988, financial report contained preliminary year-end figures. Final figures will be distributed at the August meeting. The Finance Committee will meet at 3:00 p.m., August 16, 1988, to review the 1988-89 budget.

Planning Committee: Ms. Miller reviewed the weeding policy which had been approved by the Committee and distributed at the June meeting. Upon a motion duly made and seconded, the policy was approved unanimously by the full Commission. Mr. Ptacek outlined a list of potential library projects which will be discussed at the next meeting.

Library Broadcasting: The Committee had no report.

President's Report: Mr. Hanley noted that both Ms. Orr and Ms. Miller attended the ALA convention. Ms. Orr recounted the trip and recommended that the Library Commission members become members of the American Library Trustees Association. She also suggested that the Commission should look into drafting a statement on the privacy of circulation records. Ms. Orr also suggested that the Commission create a Continuing Education Committee. Mr. Hanley requested the Planning Committee look into the matter and report at the next meeting.

Mr. Hanley read a resolution commending Ms. Somerville for her service to the Library. The resolution was approved by acclamation. A copy of the resolution is appended.

Director's Report: Mr. Ptacek announced that Okolona and Middletown would be moving to larger facilities and that the Talking Book Library was a beneficiary of the Mary Louise Bald estate.

Ms. Lowe announced the Library had received the John Cotton Dana award at ALA.

New Business: Ms. Orr moved that future Commission meetings be scheduled at 4:00 p.m. Ms. Goldberg seconded the motion which passed unanimously.

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

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

RESOLUTION

WHEREAS, Mary Somerville has worked diligently as Manager of Children's Services since September 5, 1978; and

WHEREAS, Mary Somerville has proven her abilities of leadership, organization, and planning; and

WHEREAS, Mary Somerville has undertaken additional projects such as automation, grant writing, and employee relations; and

WHEREAS, Projects under the management and guidance of Mary Somerville have been honored by such prestigious accolades as the John Cotton Dana and H.W. Wilson Staff Development awards; and

WHEREAS, Mary Somerville has also given unstintingly of her time to the advancement of the library profession; and

WHEREAS, Mary Somerville has completed a most successful term as President of the Association For Library Service to Children; and

WHEREAS, Mary Somerville has maintained a calm and cheerful demeanor in dealing with patrons and co-workers;

THEREFORE, The Advisory Commission acknowledges its gratitude to Mary Somerville for these years of service and wishes her Godspeed in her future endeavors.

Adopted by Acclamation
July 19, 1988

LOUISVILLE FREE PUBLIC LIBRARY

Advisory Commission Meeting

August 16, 1988

The Louisville Free Public Library Advisory Commission met on August 16, 1988, at 4:00 p.m. in the Main Library.

Present: Ms. Carle, Ms. Dinnen, Ms. Orr, Dr. Byers, Mr. Hanley and Mr. Lester. Mr. Brown, Main Library; Mr. Hellner, Automation; Ms. James, Children's Services; Ms. Lowe, Community Relations; Mr. Pennington, Physical Facilities; Ms. Petereit, Library Broadcasting; Mr. Rees, Main Library; Ms. Roby, Extension Services; Ms. Bonnie Biemer, City Law Department; Mr. Clay Ryce, Courier-Journal; Mr. Evan Perkins, Attorney; the Director and Assistant Director also attended.

Absent: Ms. Goldberg and Ms. Miller.

Mr. Hanley presided.

Minutes: The minutes of the July 19, 1988 meeting were approved as written.

Finance Committee: Ms. Orr read the certification of bills. Ms. Orr reported on the Committee meeting. Mr. Ptacek reviewed projects to be funded by the \$420,000 City/County appropriations which are the match for the Brown Foundation Grant. A copy of which is attached as Annex A. Ms. Orr moved that the projects be funded as outlined. Ms. Dinnen seconded the motion, which passed unanimously. Mr. Ptacek also reviewed the

proposed library materials budget for 1988-89. Dr. Byers moved that the Commission approve the allocations as set forth in the memorandum of August 1, 1988. See attached Annex A. Ms. Dinnen seconded the motion, which passed unanimously.

Planning Committee: Ms. Dinnen reported on the Committee meeting. The Committee recommended that the Commission adopt as Library policy the American Library Association policy (Items 1 through 3) on confidentiality of library records, as adopted by the ALA Council January 20, 1971, revised July 4, 1975 and July 2, 1986. A copy of which is attached as Annex B. The Committee further recommended that the Director be instructed to implement the policy as indicated in Items 1 through 5 of the suggested procedures for implementation, adopted by the ALA Intellectual Freedom Committee, January 9, 1983. The Committee's recommendations were approved unanimously.

Ms. Dinnen also reported on the Committee's recommendation to amend the Commission's by-laws to create a Continuing Education Committee:

Section III: Committees (add):

d. Committee on Continuing Education

Section IV: Duties of Committees (Add after
Committee on Broadcasting paragraph):

COMMITTEE ON CONTINUING EDUCATION.

The Committee on Continuing Education will identify various aspects of the library operation to be studied. The

Committee will designate Commission members to investigate and report to the full Commission at each monthly meeting, with the assistance of staff designated by the Director.

The change to the by-laws will be voted on at the next meeting, September 20, 1988.

Library Broadcasting: No report. Mr. Hanley noted that WFPK broadcast Beethoven's 9th Symphony as a memorial tribute to Mr. Barry Bingham, Sr. and that WFPL was planning a documentary on Mr. Bingham.

President's Report: Mr. Hanley instructed the Finance Committee to meet and look into a fitting tribute for Mr. Bingham.

Mr. Hanley discussed the future role of the Foundation and the need for coordination between the Foundation and the Commission. He stressed the need of the Commission to develop long and short range goals for the Library and indicated that the Planning Committee will begin work on a new long range plan. Mr. Hanley proposed that the plan be brought before the Commission at its November meeting, for adoption in December.

Librarian's Report: Mr. Ptacek reviewed the results of the materials availability study and the unobtrusive reference test. The former indicated that Louisville was close to the national figures. Accuracy, as indicated by the reference test, increased 19%.

New Business: The next Commission meeting was scheduled for
4:00 p.m. at Western Branch Library.

There being no further business, the meeting adjourned at
5:00 p.m.

LOUISVILLE FREE PUBLIC LIBRARY
BUDGET 1988-89
LIBRARY MATERIALS
FUND SOURCES

	1986-87	1897-88	1988-89
Library Broadcasting (1)			
Membership		\$ 37,000	\$ 37,000
CPB		69,540	50,310
Total		<u>\$106,540</u>	<u>\$ 87,310</u>
Library (2)			
General Funds	\$641,836	\$731,809	\$764,939
Uri/O'Donovan	11,000	10,000	10,000
MURL/Patents	32,000	32,000	32,960
State Funds	28,261	28,261	28,261
Sub-total	<u>\$713,097</u>	<u>\$802,070</u>	<u>\$836,160</u>
Books and Materials (#2310: totals 1 & 2)			\$923,470
Library, Additional (3)			
Uri/O'Donovan (Prior Year)		\$11,500	
Mid-year Addition	\$60,734		
Uri Automation	7,000		
Subscription Reductions		4,700	9,000
Additional State Funds			41,125
Gannet Funds			49,710
Information Access*			65,000
Film Services*			30,000
Black History (Western)*			8,600
Housing Authority*			7,000
Sub-Total	<u>\$67,734</u>	<u>\$16,200</u>	<u>\$210,435</u>
Library Total 2 & 3	\$780,831	\$818,270	\$1,046,595

*From \$420,000 City/County Appropriations.

\$420,000 Appropriation

Project	Cost
Film Services	\$30,000
Black History Collection at Western Branch	8,600
Materials for Housing Authority Program	7,000
Wednesday Evening Hours at Main Library	33,000
Microfilm Periodicals at Branches	65,000
Computer Upgrade	<u>276,400</u>
	\$420,000

LOUISVILLE FREE PUBLIC LIBRARY
BUDGET 1988-89
LIBRARY MATERIALS
ALLOCATIONS

	1986-87	1987-88	1988-89
System-Wide/Bibliographer:			
Film Services	\$ 500	\$ 500	\$30,000
Centralized Reserves	20,000	20,000	20,000
Software	9,000	5,000	5,000
Encyclopedias		22,000	22,000
Core	64,734	35,000	40,000
Special Purchases		5,000	5,000
Sub-total	<u>\$94,234</u>	<u>\$87,500</u>	<u>\$122,000</u>
Main Library:*			
Adult Book	\$128,320	\$128,320	\$132,170
MURL/Patents	32,000	32,000	32,960
Microforms	80,000	80,000	82,500
On-Line-Data Bases		11,500	11,900
Art Reproductions	500	500	500
Children's Books	26,180	26,180	27,000
Large Print	10,000	10,000	12,000
Sub-total	<u>\$277,000</u>	<u>\$288,500</u>	<u>\$299,030</u>
Branches:			
Regional Reference	\$20,000	\$32,470	\$33,500
Children's Books	129,460	135,000	164,000
Adult Books	256,137	240,000	291,465
Black History			8,600
Housing Authority			7,000
Books on Tape			30,000
Boomobile III	4,000	4,000	4,000
Microforms		30,800	87,000
Sub-Total	<u>\$409,597</u>	<u>\$442,270</u>	<u>\$625,565</u>
Library Total	\$780,831	\$818,270	\$1,046,595

*\$200,000 additional anticipated from Louisville Free Public Library Foundation after 1/8

EQUIPMENT UPGRADE

GOAL: To expand the operational power of the current automation system.

OBJECTIVES:

1. Purchase a VAX 6210 CPU to replace the two 11/750 units which we currently have, which would be liquidated for their trade-in values. This would give LFPL an overall memory increase of 2 1/2 times and would yield 3 times the processing power of the existing 11/750's combined.
2. Add two disk-drives which will yield an additional 622 megabytes of permanent storage, each.
3. Purchase two TUS1+ tape drives for software installation and backup to replace the current TUS0 tape drives. The latter are compatible with neither the B200 CPU which we presently own, nor with the 6210 CPU considered in this proposal.
4. Obtain additional, much-needed peripheral equipment.
5. Provide all-round better service for the staff and the public.

BUDGET:

Item	Cost	Total
1 VAX 6210 CPU	196,500.00	196,500.00
1 Battery Power Backup Unit for the VAX 6210	1,800.00	1,800.00
1 DMB-32 8-line async MUX	3,695.00	3,695.00
1 DHB-32 16-line async MUX	6,200.00	6,200.00
2 TUS1+ Tape Drives	30,765.00	61,530.00
2 RA 82 drives with a 3-high cabinet	34,000.00	34,000.00
1 DCA 120 Multiplexors with CPZ cards	3,496.00	3,496.00
1 LA75 Printer	835.00	835.00
10 VT220 Terminals	545.00	5,450.00
1 VAX/VMS Media pk & docs	4,200.00	4,200.00
Installation	465.00	465.00
Installation of VAX/VMS 5.0	1,200.00	1,200.00
Insurance	1,422.00	1,422.00
Freight	1,000.00	1,000.00

		\$321,793.00
Annual Maintenance savings		-14,832.00
Equipment Resale		-10,000.00

		\$296,961.00

LOUISVILLE FREE PUBLIC LIBRARY

MEMORANDUM

TO: WILLIAM PTACEK
 FROM: KAREN JAMES, DARLENE ROBY
 DATE: AUGUST 1, 1988
 RE: 1988/89 MATERIALS BUDGETS

The adult and children's allotment for branches in this year's budget is \$455,465, up \$80,465 from last year. \$50,000 of this money is for this year only. In dividing the allocation, we maintained previously used percentages of 36% for children's and 64% for adult overall.

The branches will benefit from the following system wide allocations:

Film Services	\$ 30,000
Centralized Reserves	20,000
Software	5,000
Encyclopedias	22,000
Core Collection	40,000
Special Purchases	5,000
Large Print	<u>12,000</u>
TOTAL	\$ 134,000

Extension allocations, above the \$455,465 are as follows:

Black History at Western (newspapers on microform)	8,600
Housing Authority	7,000
Regional Reference	32,000
OE Reference	1,500
Bookmobile III	4,000
Microforms (Infotrac, etc.)	87,000
Books-on-Tape (\$15,000 each to Bon Air and Highland)	<u>30,000</u>
TOTAL	\$ 170,100

Each branch receives an increase from last year. Okolona and Middletown received the bulk of the extra \$50,000 because they will both be moving to larger facilities this fall. Bon Air and Jeffersontown received the next largest increases because they have some room to grow and have high circulation. Crescent Hill, Eline, and Iroquois have a little room to grow, but may expand in the near future, so they were next in line for increases. The

remaining branches received basically an inflationary increase, due to limited growth potential at this time. The individual branch allocations are:

	1986/87	1987/88	1988/89	Difference
Crescent Hill				
Adult	19,000	23,500	25,500	+ 2,000
Children's	8,169	12,500	14,750	+ 2,250
Eline				
Adult	18,000	21,000	25,500	+ 4,500
Children's	10,180	13,500	14,750	+ 1,250
Highland				
Adult	10,500	13,500	14,000	+ 500
Children's	5,063	6,000	6,600	+ 600
Middletown				
Adult	9,500	13,500	30,265	+16,765
Children's	6,117	8,500	18,750	+10,250
East Region Total:	86,529	112,000	150,115	+38,115
Jeffersontown				
Adult	19,000	25,500	28,500	+ 3,000
Children's	13,416	16,500	18,500	+ 2,000
Bon Air				
Adult	18,000	23,000	28,500	+ 5,500
Children's	13,416	16,500	18,500	+ 2,000
Okolona				
Adult	14,000	15,500	30,000	+14,500
Children's	8,682	11,500	18,000	+ 6,500
Southeast Regional Total:	86,226	108,500	142,000	+33,500

	1986/87	1987/88	1988/89	Difference
Shawnee				
Adult	11,425	15,000	15,500	+ 500
Children's	3,260	6,000	6,600	+ 600
Portland				
Adult	11,425	12,500	13,000	+ 500
Children's	4,223	6,000	6,600	+ 600
Shelby				
Adult	11,425	12,500	12,900	+ 400
Children's	3,572	5,500	5,600	+ 100
Western				
Adult	13,300	13,000	13,400	+ 400
Children's	3,932	5,000	5,150	+ 150
West Region Total:	62,562	75,500	78,750	+ 3,250
Iroquois				
Adult	19,800	23,500	25,500	+ 2,000
Children's	8,207	12,500	14,750	+ 2,250
Newman				
Adult	10,560	13,500	13,900	+ 400
Children's	5,063	7,500	7,725	+ 225
Valley				
Adult	13,640	14,500	15,000	+ 500
Children's	6,574	7,500	7,725	+ 225
Southwest Region Total:	63,844	79,000	84,600	+ 5,600
		TOTAL:	455,465	

The per capita expense for each region is: Southwest, \$0.58; Southeast, \$0.59; East, \$0.99; West \$1.05.

Materials Budget
FY 1988

		<u>Funds Budgeted</u>	
	299,030		City/County Funds
	<u>200,000</u>		Foundation Funds (est.)
	499,030		Total Funds Available
 <u>Funds Committed as of 7/29/88</u>			
<u>Total</u>	<u>City \$ *</u>	<u>Foundation</u>	
100,000	79,000	21,000	Microforms (est.)
83,000	78,000	5,000	Serials (est.)
32,960	32,960		MURL (for Patents)
15,000	12,000	3,000	Blanket Approval Plans
191,070 141,070	58,070	133,000	Book Funds **
20,000	12,000	8,000	Large Print
5,000		5,000	Directory Project
5,000		5,000	On Demand Acquisitions
<u>47,000</u>	<u>27,000</u>	<u>20,000</u>	Children's
499,030	299,030	200,000	

* Last year's allocation plus 3%

** Book Funds

	<u>Total</u>	<u>City/County</u>	<u>Foundation</u>
000's	5,170	1,570	3,600
100's	3,500	1,065	2,435
200's	3,500	1,065	2,435
300/650's	43,000	13,100	29,900
400's	3,500	1,065	2,435
500/600's	60,000	18,200	41,800
700's	15,000	4,560	10,440
800's	15,000	4,560	10,440
900's/Bio	20,000	6,080	13,920
Fiction	15,000	4,560	10,440
Gov. Doc.	4,000	1,210	2,790
Ky./Gen.	3,400	1,035	2,365
	<u>191,070</u>	<u>58,070</u>	<u>133,000</u>
		30.39%	69.61%

confidentiality of library records

In light of recent FBI inquiries into library use (see Newsletter, November 1987, p. 215), the ALA Office for Intellectual Freedom reiterates the American Library Association's Policy on the Confidentiality of Library Records. This policy and suggested procedures for its implementation are reprinted below. In addition, as noted in the policy, the ALA Code of Ethics also protects the user's right to privacy.

Librarians confronted with any request for library circulation records should carefully follow the "Suggested Procedures," especially steps 2 and 3. These advise consultation with the library's legal officer to ensure that any process, order or subpoena is in good form and that there is a showing of good cause for its issuance. Subpoenas are fairly easily obtained and the requirement that good cause be shown is for the library's protection as well as that of the patron.

The Intellectual Freedom Committee of the Oklahoma Library Association has published a notice for posting in libraries, spelling out for patrons their right under Oklahoma law to privacy in library use. The Office for Intellectual Freedom strongly urges libraries in states that have confidentiality of library records statutes to create and post a similar notice. Those in states without such statutes should formally adopt the ALA Code of Ethics and a policy specifically recognizing personally identifiable records as confidential, and devise a similar statement for public posting. The following states have enacted legislation protecting the confidentiality of library records: Alabama, Alaska, Arizona, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, New Jersey, New York, North Carolina, North Dakota, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Virginia, Washington, Wisconsin, Wyoming.

Policy on Confidentiality of Library Records*

The Council of the American Library Association strongly recommends that the responsible officers of each library, cooperative system, and consortium in the United States:

1. Formally adopt a policy with specifically recognizes its circulation records and other records identifying the names of library users to be confidential in nature.
2. Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
3. Resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.**

*Note: See also *ALA Policy Manual* 54.15—*Code of Ethics*, point 3, "Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired."

**Note: Point 3, above, means that upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

Adopted January 20, 1971; revised July 4, 1975, July 2, 1986, by the ALA Council. □

Suggested Procedures for Implementing "Policy on Confidentiality of Library Records"

1. The library staff member receiving the request to examine or obtain information relating to circulation or registration records will immediately refer the person making the request to the responsible officer of the institution, who shall explain the confidentiality policy.
 2. The director, upon receipt of such process, order, or subpoena, shall consult with the appropriate legal officer assigned to the institution to determine if such process, order, or subpoena is in good form and if there is a showing of good cause for its issuance.
 3. If the process, order, or subpoena is not in proper form or if good cause has not been shown, insistence shall be made that such defects be cured before any records are released. (The legal process requiring the production of circulation records shall ordinarily be in the form of subpoena "duces tecum" [bring your records] requiring the responsible officer to attend court or the taking of his/her deposition and may require him/her to bring along certain designated circulation records.)
 4. Any threats or unauthorized demands (i.e., those not supported by a process, order, or subpoena) concerning circulation or registration records shall be reported to the appropriate legal officer of the institution.
 5. Any problems relating to the privacy of circulation and registration records which are not provided for above shall be referred to the responsible officer.
- Adopted by the ALA Intellectual Freedom Committee, January 9, 1983. □

LAW OFFICES
NOLD, MILLER, MOSLEY, CLARE, HUBBARD & TOWNES
FIFTH FLOOR
THE HART BLOCK BUILDING
730 WEST MAIN STREET
LOUISVILLE, KENTUCKY 40202

EVAN G. PERKINS

September 13, 1988

TELEPHONE:
(502) 582-3891

TELEX:
204059

CABLE:
NMCHT

TELECOPIER:
(502) 589-4997

Mr. William Ptacek
Louisville Free Public Library
4th & York Streets
Louisville, Kentucky 40203

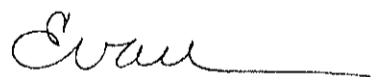
Dear Bill:

Enclosed with this correspondence you will find a policy statement on the confidentiality of library records. While it is permissible to maintain this policy statement at the Main Branch or in the Administrative Offices of the Library, I would suggest that we circulate it to all branch directors.

I believe such circulation would be a positive statement to any library user that the records of library usage will be protected and considered confidential by the Library.

If you have any questions regarding this correspondence, the enclosure or the information it represents please do not hesitate to contact me.

Sincerely,



EVAN G. PERKINS

EGP:db
Enclosure

POLICY OF THE LOUISVILLE FREE PUBLIC LIBRARY
REGARDING THE CONFIDENTIALITY OF LIBRARY RECORDS

Pursuant to the KRS 61.876 the Louisville Free Public Library hereby adopts rules and regulations regarding the access to public records in its possession regarding the circulation records and other records identifying the names of library users.

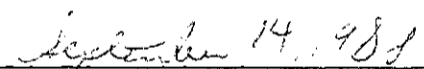
The Louisville Free Public Library has adopted a policy that prohibits the inspection of the circulation records and any other records identifying the names of library users until such a time as a proper showing of good cause has been made in a court of competent jurisdiction mandating the inspection of the aforementioned records. The Louisville Free Public Library shall resist the issuance or enforcement of any such process, order, or subpoena until such a time as a court of competent jurisdiction mandates the inspection of such records.

This policy was passed pursuant to KRS 61.878 which provides for the exclusion of certain records under the Kentucky Open Records Act which are "public records containing information of a personal nature where the public disclosure thereof would constitute a clearly unwarranted invasion of personal privacy."

This policy shall be enforced until such a time as the Louisville Free Public Library adopts a new policy or amendment hereto.



WILLIAM PTACEK



Date

Annex A

Planning Committee

August 16, 1988

Motion to amend the by-laws of the Advisory Commission to create a Continuing Education Committee:

III. Committees (add):

d. Committee on Continuing Education

IV. Duties of Committees (Add after Committee on Broadcasting paragraph):

COMMITTEE ON CONTINUING EDUCATION. The Committee on Continuing Education will identify various aspects of the library operation to be studied. The Committee will designate Commission members to investigate and report to the full Commission at each monthly meeting, with the assistance of staff designated by the Director

PLANNING & ROLE SETTING

for Public Libraries



A Manual of Options and Procedures

Prepared for the Public Library Development Project by

Charles R. McClure
Amy Owen
Douglas L. Zweizig
Mary Jo Lynch
Nancy A. Van House

WORKFORM D Translating the Findings of Looking Around

Major Finding	Impact on Library Roles and Services?	Opportunities?	Possible Library Responses?
1.			
2.			
3.			
etc.			

Public Library Roles

Public library roles are profiles of library service emphases. Taken as a group, they provide a catalog of library service images. Each role is a shorthand way of describing a combination of factors important in planning:

- What the library is trying to do
- Who the library is trying to serve
- What resources the library needs to achieve these ends.

Figure 11 introduces eight library roles. These roles (described in more detail later in this chapter) provide a menu for selecting the roles most appropriate for your library's circumstances. No library has a large enough budget, staff, or collection to meet *all* the service needs of its community. No library can fulfill all roles with excellence, so each library must focus its resources on a *limited* number of roles.

The notion of limitation may be uncomfortable. Yet choices about service priorities not made deliberately are made by default. Librarians make choices on a daily basis. Taken in-

Community Activities Center: The library is a central focus point for community activities, meetings, and services.

Community Information Center: The library is a clearinghouse for current information on community organizations, issues, and services.

Formal Education Support Center: The library assists students of all ages in meeting educational objectives established during their formal courses of study.

Independent Learning Center: The library supports individuals of all ages pursuing a sustained program of learning independent of any educational provider.

Popular Materials Library: The library features current, high-demand, high-interest materials in a variety of formats for persons of all ages.

Preschoolers' Door to Learning: The library encourages young children to develop an interest in reading and learning through services for children, and for parents and children together.

Reference Library: The library actively provides timely, accurate, and useful information for community residents.

Research Center: The library assists scholars and researchers to conduct in-depth studies, investigate specific areas of knowledge, and create new knowledge.

dividually, these choices often seem small. Which book to buy? Which item to catalog first? Whether to add a microcomputer for public use or to recarpet the children's area? The effect of such decision making is, however, cumulative. These choices define the library. They determine where the budget is spent and how staff spend their time.

By selecting which roles to emphasize, the planning committee provides criteria for making these decisions. The planning committee and library staff need to balance their vision for desired roles with a clear recognition of which roles the library can realistically fulfill. These roles become the focus for library resources and energies during the years ahead. Stating these choices explicitly allows the library to:

- Relate services to identified community needs and library conditions
- Concentrate on the most needed service areas
- Communicate service priorities to staff, local government, and the public
- Allocate resources more effectively.

The roles presented in this chapter are generalizations, not absolutes. They encompass most public library contributions to a community, but do not describe all possible library services. Divisions between roles are a matter of judgment. Some roles overlap to a certain extent, and some library activities apply to more than one role. If your library is selecting roles at an extensive level of effort, you may identify or define roles unique to your library's circumstances. However, the standard set of roles presented in Figure 11 is useful for comparative purposes.

Public Library Mission

The mission statement is a concise expression of the library's purpose. It specifies the fundamental reasons for the library's existence. In this sense, it builds on, but is not limited to, the roles chosen by the library. The mission establishes the scope of the library's activities for the current planning cycle and acts as a foundation for other planning phases. In one sense, the mission is like a job description: it gives direction to the library's daily activities.

Brief, simple, and direct, the mission is especially well-suited to communicating with the public. It concentrates the essence of the library's role choices in nontechnical language and communicates the library's "business" to

FIGURE 11 Public Library Roles

WORKFORM E Selecting Library Roles Worksheet

(Group)

In the columns below, please allocate 100 points. You need not divide points equally, and some roles may receive no points. Note that 20 of the 100 points have already been assigned to cover basic library activities and roles not selected for emphasis. In the first column, distribute the 80 remaining points based on how you see *current* library activities being directed. In the second column, distribute the 80 points the way you feel library activities *should* be directed.

Role	Current Activities	Desired Commitment
Community Activities Center		
Community Information Center		
Formal Education Support Center		
Independent Learning Center		
Popular Materials Library		
Preschoolers' Door to Learning		
Reference Library		
Research Center		
Miscellaneous Activities and Roles Not Selected for Emphasis	20	20
Total	100	100

Fourth & York Streets
Louisville, Kentucky
40203

Annex C

(502) 561-8600
TWX 810-535-3276



LOUISVILLE FREE
PUBLIC LIBRARY

August 18, 1988

Mrs. Barry Bingham, Sr.
Glenview, Kentucky 40025

Dear Mrs. Bingham:

After seeing you at home Tuesday, I returned to the Library for our monthly Commission meeting. Each and every Commission member asked me to express their respects to you and your family on behalf of the Library. The institution is highly honored indeed by having been named as the recipient of remembrances for Mr. Bingham.

We also wanted to recognize at this time the significant and steadfast contributions that you and he have made to so many important aspects of the community generally, but particularly to the husbandry and advocacy of knowledge, free speech and advancement through learning. In short, those ideals which serve as both the foundation stones and the objects of public libraries. As the newspaper so perfectly expressed it, "We aren't likely soon to see his equal."

This year must have been immeasurably difficult and yet you found so much time and energy to help us. Even in adversity, your fine example sets a standard for all of us.

I would like to come visit with you at a suitable time to discuss what the Library would like to do as a more fitting and permanent memorialization of our community's respect and gratitude for your leadership.

Warmest regards,

Keith G. Hanley
Chairman
Louisville Free Public Library Commission

bk

bcc: Ms. Sylvia Watson
Mr. William Ptacek

an equal opportunity employer

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION MEETING

September 20, 1988

The Louisville Free Public Library Advisory Commission met on September 20, 1988, at 4:00 PM at Western Branch Library.

Present: Ms. Carle, Ms. Dinnen, Ms. Goldberg, Ms. Miller, Ms. Orr, Mr. Hanley, and Mr. Lester. Ms. Baugh, Valley Branch Library; Ms. Lowe, Community Relations; Mr. Pennington, Physical Facilities; Mr. Rees, Main Library; Ms. Roby, Extension Services; Mr. Weston, Library Broadcasting; Mr. Tom Lukins, City Law Department; Mr. Everett Mitchum, Courier Journal; Ms. Pam Rogers, Job Club; Ms. Gloria Yancy, League of Women Voters; the Director and Assistant Director also attended.

Absent: Dr. Byers

Mr. Hanley presided.

Minutes: The minutes of the August 16, 1988, meeting were approved as written.

Finance Committee: Ms. Orr read the certification of bills.

Planning Committee: Ms. Orr reviewed the recommendation of the Planning Committee to change the By-Laws to establish a Continuing Education Committee. See attached Annex A. After discussion the recommendation was approved by the full Commission. Ms. Carle suggested that, because of the nature of the Committee, the chairs of the other standing committees be

appointed to the Continuing Education Committee. Mr. Hanley concurred and, pursuant to the Bylaws, appointed Ms. Goldberg, Ms. Miller, and Ms. Orr. Mr. Hanley requested that Ms. Goldberg chair the Committee.

Mr. Ptacek distributed information concerning preparation of the Long Range Plan. See attached Annex B. The staff is currently gathering material which will be presented to the Commission. He anticipated that the Planning Committee would meet prior to the October meeting to review and prioritize roles for the Library.

President's Report: Mr. Hanley read a letter from Mary Somerville thanking the Commission for its resolution and plaque.

Mr. Hanley distributed copies of his letter to Mrs. Barry Bingham, Sr. which he had written on behalf of the Commission. See attached Annex C.

Mr. Hanley reported that the Finance Committee had met and recommended that the Library's main branch building be named the Mary and Barry Bingham Central Library, to recognize the support and service Mr. and Mrs. Bingham have devoted to the Library over many years. Mr. Hanley noted that both the Mayor and County Judge had been pleased with this proposal and that many felt the Library was the perfect place to commemorate the community achievements of these extraordinary people. The recommendation was approved unanimously.

Director's Report: Mr. Ptacek introduced Ms. Susan Baugh who is the new branch head at Valley Branch library.

Mr. Ptacek then introduced Ms. Pam Rogers of the Job Club who

explained the work of the group and expressed her satisfaction with the success of the Job Club center located at Western Branch Library. Mr. Ptacek indicated that the Center makes significant use of Western's materials.

There being no further business, the meeting adjourned at 4:40 PM.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION MEETING

OCTOBER 18, 1988

The Louisville Free Public Library Advisory Commission met on October 18, 1988, at 4:00 p.m. in Main Library Board Room.

Present: Ms. Carle, Ms. Goldberg, Ms. Miller, Ms. Orr, Mr. Hanley, Mr. Lester. Mr. Brown, Main Library; Mr. Hellner, Automation; Ms. James, Children's Services; Ms. Lowe, Community Relations; Mr. Rees, Main Library; Mr. Weston, Library Broadcasting; Ms. Bonnie Biemer, City Law Department; Ms. Gloria Yancey, League of Women Voters; the Director, and Assistant Director also attended.

Absent: Ms. Dinnen and Dr. Byers.

Mr. Hanley presided.

Minutes: The minutes of the September 20, 1988, meeting were approved as written.

Finance Committee: Ms. Orr read the certification of bills. Mr. Ptacek reviewed the monthly financial statement which was distributed at the meeting.

Planning Committee: Ms. Miller reported that the preliminary planning data had been collected, analyzed, and was being typed. Mr. Ptacek distributed samples of the draft planning document. He indicated that all prior planning documents had been included, where appropriate. Staff will review the draft and meet with the Planning Committee prior to the November meeting.

Library Broadcasting Committee: Ms. Goldberg reported that the Committee had reviewed the long range plan and that the program advisory groups had begun to meet. Mr. Weston announced that Broadcasting has been awarded a Southern Educational Communication Association certificate of merit for programming.

Continuing Education Committee: Ms. Goldberg reviewed the Committee memorandum of October 11, 1988. See attached Annex A. A calendar will be available at next month's meeting for Commission members to sign, indicating when they will be giving their reports.

Ms. Goldberg then reported on the Black History Collection at Western Branch Library. The collection is of great interest and value to the Louisville community. The clipping files and Cotter materials are in need of preservation and cataloging. Ms. Goldberg emphasized the opportunity which the Black History Collection presented and the necessity of adequately funding its cataloging and preservation. Mr. Bently of the Filson Club and Ms. Receveur of City Archives have been contacted and are ready to assist in the project. Ms. Goldberg anticipated that money for such a project would be available from private sources.

Mr. Ptacek distributed a memorandum which contained a preliminary outline of action. See attached Annex B. Ms. Goldberg moved that the Director and staff prepare an in-depth study of what would be entailed, including costs, to catalog, preserve, and restore the current collection to be permanently housed at the Western Branch Library. Ms. Miller seconded the motion. Ms. Goldberg noted that outside sources of funding should be explored. Ms. Orr, with the concurrence of Ms.

Goldberg and Ms. Miller amended the motion to include expending up to \$500 in restricted funds on professional consultation services from SOLINET. The motion passed.

President's Report: Mr. Hanley reported that the Friends of the Library Authors Dinner would take place on November 12, 1988. Ms. Ellen Gilchrist is the speaker.

Director's Report: Mr. Ptacek distributed a Business Office memorandum concerning Library hours during the Christmas and New Year holidays. See attached Annex C. Ms. Carle moved approval of the recommendation that the Library be closed on December 24, 1988, Christmas Eve. Ms. Miller seconded the motion which passed. The Library will also be closed on December 26, 1988, and January 2, 1989, in accordance with general City policy.

Mr. Ptacek also reported on the success of the Library's programming, noting the number and diversity programs.

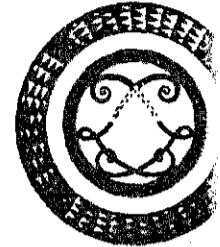
There being no further business, the meeting adjourned at 5:00 p.m.

Fourth & York Streets
Louisville, Kentucky
40203

ANNEX A

(502) 561-8600
TWX 810-535-3276

MEMORANDUM



LOUISVILLE PUBLIC LIBRARY

TO: Library Advisory Commission
FROM: Continuing Education Committee
RE: Assignments
DATE: October 11, 1988

The following assignments have been suggested by the Continuing Education Committee. The Library staff will make arrangements to help Board members prepare a 5 minute presentation. There will be one per monthly meeting.

Board member	Topics
Byars	Patents, Adult programming
Hanley	CD ROM and online reference services, Children's programming.
Orr	Business materials, Duties of a reference librarian.
Carle	Developing community ties with branches. Continuing education for staff.
Lester	Science & Technology materials, Housing authority programs.
Goldberg	Black history materials at Western, Acquisitions.
Dinnen	Personnel recruitment, Cataloging & technical processing.
Miller	Treasures of the special collection, Talking Book Library.

To start, Goldberg will do Black History at Western in October, Orr will do business materials in November, and Miller will do Talking Book Library in December.

cg

LOUISVILLE FREE PUBLIC LIBRARY

MEMORANDUM

DATE: October 17, 1988
TO: W.H. Ptacek, Director
FROM: W.H. Garnar
RE: Western Black History Collection

Per our conversation concerning preservation of the Western Black History Collection:

1. The vertical file materials (approximately 10 drawers) can be microfilmed. There are several local commercial firms which can do the filming. However, the Kentucky Department for Libraries and Archives also has the capacity to microfilm and has filmed materials for other libraries. University of Louisville Archives is also capable of filming the materials. KDLA and U of L fees would be less than commercial firms. Neither would estimate a cost without first examining the collection.
2. Preservation of the original documents will be extremely difficult because of the acid paper involved. Ms. Lisa Fox SOLINET Preservation Program Director will be in Louisville November 3-4, 1988, to conduct a workshop on "Preservation of Library Materials: Fundamental Issues." While here, Fox could consult as how best to preserve the materials. A Technical Services staff member should also attend the workshop.
3. There are 3,500 titles in the Lost Cause microform collections at Western which need to be cataloged and added to the data base. Several items in the Western files such as the Cotter papers also need to be indexed and added to the data base. These tasks are estimated to require one year of professional cataloger's time.

cg

LOUISVILLE FREE PUBLIC LIBRARY

M E M O R A N D U M

TO: WILLIAM PTACEK, DIRECTOR
FROM: STEVE C. EVANS, BUSINESS MANAGER *SE*
RE: CHRISTMAS AND NEW YEARS HOLIDAYS
DATE: OCTOBER 17, 1988

It is recommended that the Library close on Saturday, December 24 and Monday, December 26, 1988. Christmas Eve and Christmas Day are holidays for bargaining unit staff. Christmas falls on Sunday this year, and according to City regulations and the union contract, it is to be celebrated on Monday.

Bargaining unit staff will work 4/5 of their schedules for the week ending December 24, 1988. Non bargaining unit staff will work their full schedule Monday through Friday for the week ending December 24, 1988.

It is also recommended that the Library close January 2, 1989, in celebration of the New Year's Day holiday. Again, the holiday falls on a Sunday and is celebrated on the following Monday. All staff will work 4/5 of their regular schedule for weeks ending December 31, 1988 and January 7, 1989.

smb

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

JANUARY 17, 1989

The Louisville Free Public Library Advisory Commission met on January 17, 1989, at 4:00 p.m. in the Board Room.

Present: Ms. Carle, Ms. Dinnen, Ms. Goldberg, Dr. Byers, and Mr. Hanley. Mr. Brown, Main Library; Mr. Evans, Business Office; Mr. Hellner, Automation; Ms. Irving, Middletown Branch; Ms. James, Children's Services; Mr. Pennington, Physical Facilities; Mr. Rees, Main Library; Ms. Roby, Extension Services; Mr. Weston, Library Broadcasting; Ms. Biemer, City Law Department; Mr. Ryce, Courier-Journal; the Director and Assistant Director also attended.

Absent: Ms. Miller, Ms. Orr, and Mr. Lester.

Mr. Hanley presided.

Minutes: The minutes of the December 20, 1988, meeting were approved as distributed.

Finance Committee: Dr. Byers read the certification. Mr. Ptacek reviewed the December financial report and indicated that expenditures for the first six months would be used as a basis

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

NOVEMBER 1988

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

DECEMBER 1988

for proposed mid year revisions in the budget.

Mr. Ptacek then reviewed the status of the computer system upgrade. He explained the increased costs and what funds would be used to meet them. See attached Annex A.

Planning Committee: Mr. Ptacek discussed a staff memorandum recommending the discontinuance of postal charges for the return of interlibrary loans. See attached Annex B. Dr. Byers moved approval of the recommendation, Ms. Dinnen seconded the motion, which passed.

Library Broadcasting Committee: Ms. Goldberg reported that the Advocates' January meeting had been cancelled. She also noted that the Library Foundation was showing some interest in Library Broadcasting projects.

Continuing Education Committee: Ms. Goldberg indicated that Ms. Nyberg's report on the Western Black History collection was due by January 20, 1989. Upon receipt it will be mailed to Commission members.

Ms. Dinnen reported on personnel practices and policies of the Library. City practices are used for non bargaining staff. Bargaining with staff and positions are covered by the contract.

The staff presently consists of 210 non professional and 50 professional positions. Orientation for new employees and continuing education are two areas of interest to the library.

Ms. Goldberg requested that information from the continuing education reports be retained so that it may be passed on to new Commission members.

President's Report: No report.

Librarian's Report: Mr. Ptacek called on Ms. Irving to report on book discussion groups in branch libraries. She noted that interest in such groups is growing, particularly after an article in the newspaper. Presently, seven branches have book discussion groups. Mr. Ptacek noted that such groups develop greater use of the libraries and wean patrons away from best sellers.

Mr. Ptacek reminded members of the program on January 19, 1989, celebrating the Bingham children's classics collection: Books to Build Dreams On.

There being no further business, the meeting adjourned at 4:48 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

M E M O R A N D U M

TO : William Ptacek, Director

FROM : Tim Hellner, Manager of Automation and ~~TN~~
Steve Evans, Business Manager

RE : Automation System Upgrade

DATE : January 13, 1989

Begun in June, 1988, the negotiations with Data Research Associates for the proposed computer system upgrade have completed. Essentially, the plan is to replace two existing central processing units with a newer model, a more powerful processor with greater memory capacity. In turn, the current telecommunications network will be adapted in order to interface it with the new equipment. These changes are expected to markedly lessen response-time, which is a significant problem for us now; also, the added power will enable us to easily utilize programs which we have hesitated to install on our currently over-loaded system -- Material Booking, Acquisitions and Authority Control.

The total cost for the upgrade is \$375,259.97. Funding for this project will be derived from two sources. The Library has received \$40,000.00 from the State of Kentucky in the non-categorical grant in excess of the amount originally budgeted. These extra funds are a result of the State having more money available to allocate to the Louisville Free Public Library. The remaining \$335,259.97 will be taken from the \$420,000.00 appropriated to the Library from the City and the County.

LOUISVILLE FREE PUBLIC LIBRARY

MEMO

TO: W. PTACEK
FROM: L. REES, *smp* C. BROWN, P, TYNES, M. QUIN
RE: ILL POSTAGE
DATE: DECEMBER 23, 1988

The attached shows that our present practice of charging other libraries postage when we send books to them is not typical and should be discontinued.

We also recommend that discontinuing charging our patrons postage to return materials to lending libraries be considered.

p.c. Rae s/s

LOUISVILLE PUBLIC LIBRARY

MEMORANDUM

TO : L. Rees

FROM : M. Quin

RE : Interlibrary Loan Postage Charges

DATE : December 20, 1988

In response to your request for verification of the policy of charging postage to other Kentucky libraries, I have copied several pages from the Kentucky Library Network's COM Catalog Users Manual. I have highlighted the postage section on each page. In looking through this manual it appears that postage is not charged by Kentucky libraries.

Rae Shepherd-Shlecter tells me that this is basically in compliance with the national interlibrary loan policy to not charge postage.

KENTUCKY LIBRARY NETWORK, INC.

Interlibrary Loan Policy

Address:

LOUISVILLE FREE PUB. LIB.
4th and York Streets
Louisville, KY 40203

Date: 8/26/87

NUC Code: KYLO
OCLC Code: KYL 561 ALP
Telephone: (502) 561-8614, 561-8600
KLN Code: KYL

BOOKS:

Will lend X
Will not lend Ref., rare, spcl. coll. _____
Fee for lending Postage
Length of loan 2 weeks
Renewable Occasionally
Lend books in print X

KLN Regional Code: KA
Telefacsimile No. _____
Total Volumes Held: 874,737

PHOTOCOPY SERVICE:

No charge up to 0 pages
Charge per exposure 10¢
Handling charge _____
Minimum charge 50¢ out-of-state
Charge for cost estimate 0

DISSERTATIONS: N/A

Will lend _____
Will not lend _____
Length of loan _____
Microfilm available from:
Our library _____
Univ. Microfilm since _____
Renewable _____

BILLING PROCEDURE:

Invoiced monthly _____
Invoiced with material X
Invoiced on ILL form _____
Invoiced on OCLC _____
Payment in advance _____

MASTER'S THESES: N/A

Will lend _____
Will not lend _____
Length of loan _____
Renewable _____

POSTAGE:

Do charge: X
Do not charge _____

PERIODICALS:

The 1st edition of the KLN COM has no holdings information beyond the bibliographic record. The use of the KY Union List of Serials is recommended for periodical interlibrary loans.

MICROFORM CHARGES:

Fiche to Fiche copies: _____
N/A
Film/Fiche to paper copies _____
20¢

TAPES AND / OR RECORDS:

Will lend _____
Will not lend X

GOVERNMENT PUBLICATIONS:

State No U.S. 1904 Int. _____
Will lend _____
Will not lend X
Length of loan _____
Renewable _____

SUSPEND ILL SERVICE DURING HOLIDAYS?

No
from _____ to _____

SPECIAL INSTRUCTIONS:

* We loan Virginia census microfilm to in-state libraries.

MICROFORMS:

Will lend:	Will not lend:
Cards: _____	<u>X</u>
Film: _____	<u>X</u>
Fiche: _____	<u>X</u>
Print: _____	_____

KENTUCKY LIBRARY NETWORK, INC.
Interlibrary Loan Policy

Address: Interlibrary Loan
Wm. E. Ekstrom Library
UNIV. OF LOUISVILLE
Louisville, KY 40292

Date: 8/21/87
NUC Code: KYLOU
OCLC Code: KLG
Telephone: (502) 588-6749
KLN Code: KLG
KLN Regional Code: KA
Telefacsimile No. _____
Total Volumes Held: 1,000,000

BOOKS:
Will lend X
Will not lend _____
Fee for lending 0
Length of loan 2 weeks
Renewable X
Lend books in print sometimes

DISSERTATIONS:
Will lend if 2nd copy available
Will not lend _____
Length of loan 2 weeks
Microfilm available from:
Our library _____
Univ. Microfilm since 1968
Renewable X

MASTER'S THESES:
Will lend if 2nd copy available
Will not lend _____
Length of loan 2 weeks
Renewable X

PERIODICALS:
The 1st edition of the KLN COM has no holdings information beyond the bibliographic record. The use of the KY Union List of Serials is recommended for periodical interlibrary loans.

GOVERNMENT PUBLICATIONS:
State X U.S. X Int. _____
Will lend X
Will not lend _____
Length of loan 2 weeks
Renewable X

MICROFORMS:
Will lend: _____ Will not lend: _____
Cards: _____ X
Film: _____ X
Fiche: _____ X
Print: _____ X

PHOTOCOPY SERVICE:
No charge up to _____ pages
Charge per exposure 20¢
Handling charge \$2.50
Minimum charge _____
Charge for cost estimate 0

BILLING PROCEDURE:
Invoiced monthly _____
Invoiced with material X
Invoiced on ILL form _____
Invoiced on OCLC _____
Payment in advance _____

POSTAGE:
Do charge: _____
Do not charge X

MICROFORM CHARGES:
Fiche to Fiche copies: _____
N/A
Film/Fiche to paper copies _____
same as photocopies

TAPES AND OR RECORDS:
Will lend _____
Will not lend X

SUSPEND ILL SERVICE DURING HOLIDAYS? Yes
from Dec. 25 To Jan. 2

SPECIAL INSTRUCTIONS:
Reciprocal agreement upon request.
Do not charge for photocopies to most
KY Univ. & Metro. Louisville Schools

Lex KENTUCKY LIBRARY NETWORK, INC.
Interlibrary Loan Policy

Address: Interlibrary
LEXINGTON PUBLIC LIBRARY
251 W. Second Street
Lexington, KY 40507

Date: 8/20/87
NUC Code: KYLX
OCLC Code: N/A
Telephone: (606) 231-5520
KLN Code: KYL
KLN Regional Code: BN
Telefacsimile No. _____
Total Volumes Held: 379,000

BOOKS:
Will lend X
Will not lend _____
Fee for lending 0
Length of loan 28 days
Renewable Yes
Lend books in print X

PHOTOCOPY SERVICE: N/A
No charge up to 0 pages
Charge per exposure 15¢
Handling charge \$1.00
Minimum charge 0
Charge for cost estimate 0
* (see notes)

DISSERTATIONS: N/A
Will lend _____
Will not lend _____
Length of loan _____
Microfilm available from:
Our library _____
Univ. Microfilm since _____
Renewable _____

BILLING PROCEDURE:
Invoiced monthly _____
Invoiced with material X
Invoiced on ILL form _____
Invoiced on OCLC _____
Payment in advance _____

MASTER'S THESES: N/A
Will lend _____
Will not lend _____
Length of loan _____
Renewable _____

POSTAGE:
Do charge: _____
Do not charge X

PERIODICALS:
The 1st edition of the KLN COM has no holdings information beyond the bibliographic record. The use of the KY Union List of Serials is recommended for periodical interlibrary loans.

MICROFORM CHARGES:
Fiche to Fiche copies: _____
N/A
Film/Fiche to paper copies _____
20¢

GOVERNMENT PUBLICATIONS: N/A
State _____ U.S. _____ Int. _____
Will lend _____
Will not lend _____
Length of loan _____
Renewable _____

TAPES AND / OR RECORDS:
Will lend _____
Will not lend except foreign
language tapes

MICROFORMS:
Will lend: _____ Will not lend: _____
Cards: _____ X
Film: _____ X
Fiche: _____ X
Print: _____ X

SUSPEND ILL SERVICE DURING HOLIDAYS? No
from _____ to _____

SPECIAL INSTRUCTIONS:
* No charge for photocopy service to Bluegrass regional libraries.

KENTUCKY LIBRARY NETWORK, INC.

43 mi Interlibrary Loan Policy

Address: **KY DEPARTMENT FOR LIBRARIES AND ARCHIVES**
 Box 537
 Frankfort, KY 40602-0537

Date: 9/1/87
 NUC Code: KY
 OCLC Code: KSL
 Telephone: (502) 875-7000
 KLN Code: KSL
 KLN Regional Code: BN
 Telefacsimile No. N/A
 Total Volumes Held: 113,000

BOOKS:
 Will lend X
 Will not lend _____
 Fee for lending 0
 Length of loan 1 month
 Renewable for 2 weeks
 Lend books in print X

PHOTOCOPY SERVICE:
 No charge up to 20 pages
 Charge per exposure 10¢
 Handling charge 0
 Minimum charge 0
 Charge for cost estimate 0

DISSERTATIONS: N/A
 Will lend _____
 Will not lend _____
 Length of loan _____
 Microfilm available from:
 Our library _____
 Univ. Microfilm since _____
 Renewable _____

BILLING PROCEDURE:
 Invoiced monthly _____
 Invoiced with material X
 Invoiced on ILL form X
 Invoiced on OCLC X
 Payment in advance 0

MASTER'S THESES: N/A
 Will lend _____
 Will not lend _____
 Length of loan _____
 Renewable _____

POSTAGE:
 Do charge: _____
 Do not charge X

PERIODICALS:
 The 1st edition of the KLN COM has no holdings information beyond the bibliographic record. The use of the KY Union List of Serials is recommended for periodical interlibrary loans.

MICROFORM CHARGES:
 Fiche to Fiche copies: _____
N/A
 Film/Fiche to paper copies _____
10¢

GOVERNMENT PUBLICATIONS: N/A
 State X U.S. X Int. _____
 Will lend X
 Will not lend _____
 Length of loan 1 month
 Renewable for 2 weeks

TAPES AND / OR RECORDS:
 Will lend X (Audiocassettes)
 Will not lend _____

SUSPEND ILL SERVICE DURING HOLIDAYS? No
 from _____ to _____

MICROFORMS:
 Will lend: Cards: N/A
 Film: X
 Fiche: X
 Print: N/A

Will not lend: _____

SPECIAL INSTRUCTIONS:
 * Some reference items lent for "in-library" use only.
 * Failure to provide KSL call number from KLN COM holding statements will impact turn-around time.

KENTUCKY LIBRARY NETWORK, INC.

Interlibrary Loan Policy

Address:

Interlibrary Loan
KENTON CO. PUBLIC LIBRARY
5th & Scott Streets
Covington, KY 41011

Date: 8/24/87

NUC Code: N/A

OCLC Code: KCE

Telephone: (606) 491-7610

KLN Code: KCE

KLN Regional Code: NK

Telefacsimile No. N/A

Total Volumes Held: 232,000

BOOKS:

Will lend X

Will not lend _____

Fee for lending 0

Length of loan 28 days

Renewable No

Lend books in print Yes, but not

current year titles.

PHOTOCOPY SERVICE: Reciprocal

No charge up to _____ pages

Charge per exposure _____

Handling charge _____

Minimum charge _____

Charge for cost estimate _____

DISSERTATIONS: N/A

Will lend _____

Will not lend _____

Length of loan _____

Microfilm available from:

Our library _____

Univ. Microfilm since _____

Renewable _____

BILLING PROCEDURE:

Invoiced monthly _____

Invoiced with material X

Invoiced on ILL form _____

Invoiced on OCLC _____

Payment in advance _____

MASTER'S THESES: N/A

Will lend _____

Will not lend _____

Length of loan _____

Renewable _____

POSTAGE:

Do charge: _____

Do not charge In state

MICROFORM CHARGES:

Fiche to Fiche copies: _____

PERIODICALS:

The 1st edition of the KLN COM has no holdings information beyond the bibliographic record. The use of the KY Union List of Serials is recommended for periodical interlibrary loans.

Film/Fiche to paper copies 10¢
zerox, 50¢ film

TAPES AND / OR RECORDS:

Will lend _____

Will not lend X

SUSPEND ILL SERVICE DURING

HOLIDAYS? No

from _____ to _____

GOVERNMENT PUBLICATIONS: N/A

State _____ U.S. _____ Int. _____

Will lend _____

Will not lend _____

Length of loan _____

Renewable _____

SPECIAL INSTRUCTIONS:

MICROFORMS:

Will lend:

Cards: _____

Film: _____

Fiche: _____

Print: _____

Will not lend:

X

X

X

X

KENTUCKY LIBRARY NETWORK, INC.

Interlibrary Loan Policy

Address: Learning Resources Ctr.
JEFFERSON COMM. COLLEGE
109 E. Broadway
Louisville, KY 40202

Date: 9/16/87
NUC Code: _____
OCLC Code: KJC
Telephone: (502) 584-0181 X154/155
KLN Code: KJC
KLN Regional Code: KA
Telefacsimile No. N/A
Total Volumes Held: 56,000

BOOKS:
Will lend _____
Will not lend _____
Fee for lending 0 _____
Length of loan 1 month _____
Renewable Yes, if not needed _____
Lend books in print _____

DISSERTATIONS: N/A
Will lend _____
Will not lend _____
Length of loan _____
Microfilm available from:
Our library _____
Univ. Microfilm since _____
Renewable _____

MASTER'S THESES: N/A
Will lend _____
Will not lend _____
Length of loan _____
Renewable _____

PERIODICALS:
The 1st edition of the KLN COM has no holdings information beyond the bibliographic record. The use of the KY Union List of Serials is recommended for periodical interlibrary loans.

GOVERNMENT PUBLICATIONS:
State _____ U.S. _____ Int. _____
Will lend _____
Will not lend _____
Length of loan _____
Renewable _____

MICROFORMS:
Will lend: Cards: _____
Film: _____
Fiche: _____
Print: _____

Will not lend: _____

PHOTOCOPY SERVICE:
No charge up to _____ pages
Charge per exposure 0 _____
Handling charge 0 _____
Minimum charge 0 _____
Charge for cost estimate 0 _____

BILLING PROCEDURE: N/A
Invoiced monthly _____
Invoiced with material _____
Invoiced on ILL form _____
Invoiced on OCLC _____
Payment in advance _____

POSTAGE:
Do charge: _____
Do not charge _____

MICROFORM CHARGES:
Fiche to Fiche copies: _____
Film/Fiche to paper copies _____

TAPES AND / OR RECORDS:
Will lend *(see notes) _____
Will not lend _____

SUSPEND ILL SERVICE DURING HOLIDAYS? Yes
from _____ to _____
regular holidays _____

SPECIAL INSTRUCTIONS:
* Contact Instructional Media Department RE: Tapes and/or Records

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

FEBRUARY 21, 1989

The Louisville Free Public Library Advisory Commission met on February 21, at 4:00 P.M. in the Board Room.

Present: Ms. Dinnen, Ms. Goldberg, Ms. Miller, Mrs. Orr, Dr. Byers, Mr. Hanley and Mr. Lester. Mr. Evans, Business Office; Mr. Hellner, Automation; Ms. James, Children's Services; Mr. Pennington, Physical Facilities; Ms. Roby, Extension Services; Mr. Weston, Library Broadcasting; Ms. Biemer, City Law Department; Ms. Yancy, League of Women Voters; the Director and Assistant Director also attended.

Absent: Ms. Carle.

Mr. Hanley presided.

Minutes: Ms. Dinnen moved acceptance, as distributed, of the minutes of the January 17, 1989 meeting. Mr. Lester seconded the motion, which passed.

Finance Committee: Ms. Orr read the certification of bills. Ms. Orr requested Mr. Ptacek review the mid year budget revision, which had been presented and accepted by the Finance Committee. (See attached Annex A.) Dr. Byers moved acceptance of the 1988-89 mid year budget revision. Mr. Lester seconded the motion, which passed.

Mr. Ptacek also presented information concerning the 1989-90 budget request. (See attached Annex B.) The budget request will consist, per County instructions, of a continuation budget plus a list of additional projects and plans for 1989-90.

Planning Committee: Mr. Ptacek reported that the public services sections of the long range plan were complete and being reviewed as to implications for support services. Mr. Ptacek also noted that he was participating in compiling the City's long range plan.

Library Broadcasting Committee: Mr. Ptacek noted that Broadcasting has needed to double its space. If adequate space for Broadcasting could be found off site, the space presently occupied by Broadcasting could be used for an auditorium, rare books room and storage. Private funding for such changes, and the renovation of the South Lobby, might form a project suitable for recommendation to the Foundation.

Ms. Goldberg reported that Fall, 1988, Arbitron ratings showed increases for both WKPK and WFPL. (See attached Annex C.)

Ms. Goldberg also noted that a contract for use of one of the subcarriers was now being drafted and would be ready for Commission action at the next meeting. Ms. Bonnie Biemer, City Law Department, is overseeing the contract.

Continuing Education Committee: Ms. Goldberg reported on activities concerning the Western Black History Collection. (See attached Annex D.) Ms. Goldberg moved that the Library purchase, from restricted funds, a hydrothermograph to begin monitoring of Western's environment. The motion was seconded and passed.

Mr. Hanley reported on computer assisted reference services. The use of such computer equipment as CD roms in giving reference services has expanded greatly within the last year. Some of the tools available in this format are: Newsbank, Books In Print, Business Index, Readers Guide, and Information Access. Patents are also accessed in this way. The new technology not only speeds up research but is more complete, because of additional search methods such as key word and the ability to go on line with the vendor to get the most current index entries.

President's Report: Mr. Hanley announced the new Foundation Officers:

Chairman: Mason Rudd
Vice Chairman: Keith Hanley
Secretary: Michael Harreld
Treasurer: W. H. Ptacek

Mr. Hanley indicated that it was a dynamic Board, under the leadership of Mr. Rudd, and he anticipated there would be close coordination with the Commission.

Librarian's Report: Mr. Ptacek noted that the circulation of the special collection of toys, adapted for use by handicapped children, had begun and was received with great enthusiasm.

The Middletown Branch Library move to larger quarters was accomplished in mid February. The new facility has 6,000 square feet and shelving for 50 to 60,000 volumes. A special dedication will be held in the future. Mr. Ptacek also suggested that the Commission hold its April meeting at the new facility.

There being no further business, the meeting adjourned at 5:02 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

MARCH 21, 1989

The Louisville Free Public Library Advisory Commission met on March 21, 1989, at 4:00 P.M. in the Board Room.

Present: Ms. Carle, Ms. Miller, Mrs. Orr, Dr. Byers, Mr. Hanley, Mr. Reeves. Mr. Brown, Main Library; Mr. Evans, Business Office; Mr. Harris, Newman Branch; Ms. James, Children's Services; Mr. Jacobsen-Byer, Children's Services; Mr. Pennington, Physical Facilities; Mr. Rees, Main Library; Ms. Roby, Extension Services; Mr. Weston, Library Broadcasting; Ms. Downing, County Physical and Environmental Services Cabinet; Mr. Lukins, City Law Department; Ms. Major, League of Women Voters; the Director and Assistant Director also attended.

Absent: Ms. Dinnen, Ms. Goldberg, and Mr. Noyes.

Mr. Hanley presided.

Minutes: Ms. Miller moved acceptance, as distributed, of the minutes of the February 21, 1989, meeting. Ms. Carle seconded the motion, which passed.

Introductions: Mr. Hanley introduced Mr. David Reeves, new Commission member. He also announced that Mr. William Noyes had been appointed to the Commission.

Finance Committee: Ms. Orr announced that the prior month's bills had been certified as correct by the Business Manager and the Director. Ms. Orr reported on the County budget hearing which took place on March 16, 1989.

Mr. Ptacek distributed copies of the request continuation budget and reviewed the February monthly report. See attached Annex A.

Planning Committee: Mrs. Miller reported that the Committee met on March 17, 1989, to review past staff reports. Priority needs were: five new branches, increased branch hours, and increased staffing patterns at Main and branches. The Committee will meet again before the April Commission meeting.

Library Broadcasting Committee: Mr. Hanley reviewed the latest proposal for lease of a subcarrier channel by A.T.E. The Committee had agreed in concept to the proposed lease. The Commission approved the lease, subject to minor changes and clarifications. Mr. Lukins indicated he would transmit them to Ms. Biemer.

Continuing Education Committee: Dr. Byers distributed a staff report on the patents collection for review by Commission members. See attached Annex B. The patent collection will be discussed at the April meeting.

President's Report: Mr. Hanley announced that the April meeting would be held at the Middletown Branch Library.

Mr. Hanley reported on the quarterly Foundation meeting. Over \$3,000,000 in pledges has been received and invested. \$200,000 has been authorized to be spent on books this year. Mrs. Watson has resigned as Executive Director to take another position.

Mr. Hanley distributed copies of a resolution which would change the by-laws of the Commission to establish an Executive Committee. See attached Annex C. In accordance with the by-laws, the change will be voted on at the April meeting.

Librarian's Report: Mr. Ptacek called upon Ms. Roby to introduce Mr. Charles Harris, newly appointed head of Newman Branch, and Ms. James to introduce Mr. Harry Jacobsen-Byer, newly appointed Coordinator in Children's Services.

Mr. Ptacek requested the Assistant Director to report on the processing of new books. He indicated two additional staff had

been added to Technical Services to handle the increased work load caused by the influx of Foundation funds. Productivity has also increased.

Adjournment: There being no further business, the meeting adjourned at 4:58 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

Budget Request

1989-90
(Draft)

RECEIPTS	<u>ACTUAL 1987-88</u>	<u>BUDGET 1988-89</u>	<u>ESTIMATED 1988-89</u>	<u>REQUEST BUDGET 1989-90</u>
Prior Year Funds	196,749.84			
City General Op. Funds	2,602,960.00	2,860,180.00	2,860,180.00	
City Capital Funds	33,500.00	441,060.00	441,060.00	
Community Development		411,010.00	411,010.00	
County Gen. Opr. Funds	2,597,960.00	2,840,620.00	2,840,620.00	
Local Funding				5,990,470.00
Fines	121,889.03	115,000.00	115,000.00	120,000.00
Reimbursed Expenses	15,059.09	18,000.00	18,000.00	18,000.00
Investments	74,420.50	78,000.00	78,000.00	78,000.00
State/Federal Funds				
State: Non Categorical	181,090.00	222,215.00	222,215.00	181,090.00
State: Books	28,271.00	28,261.00	28,261.00	28,261.00
Federal: MURL (Books)	32,960.00	65,359.00	65,359.00	32,960.00
Federal: Blind (TBL)	81,070.00	91,070.00	91,070.00	91,070.00
CPB	133,679.00	135,838.00	135,838.00	135,838.00
NPPAG	41,371.00	42,258.00	42,258.00	42,258.00
CPB Added Grant	3,453.00	956.00	956.00	956.00
State/Federal Total	501,894.00	585,957.00	585,957.00	512,433.00
Library Broadcasting	265,837.07	343,457.00	343,457.00	343,457.00
Sunday Funds	30,000.00			
City/County Brown-Match		420,000.00	420,000.00	
Total Receipts:	6,440,269.53	8,113,284.00	8,113,284.00	7,062,360.00
DISBURSEMENTS				
Personnel				
Salaries	3,134,583.82	3,576,252.00	3,576,252.00	3,588,605.00
Social Security	214,876.66	250,920.00	250,920.00	265,565.00
Pension	150,456.27	176,370.00	176,370.00	172,000.00
Hospitalization	228,879.35	228,960.00	228,960.00	255,000.00
Unemployment Insurance	21,604.27	24,250.00	24,250.00	22,910.00
Personal Contracts	1,000.00	1,200.00	1,200.00	1,200.00
Workers Comp.	8,822.17	12,460.00	12,460.00	12,200.00
Total Personnel:	3,760,222.54	4,270,412.00	4,270,412.00	4,317,480.00
Contractual Services				
Postage	32,614.99	45,000.00	45,000.00	49,280.00
Equipment Rental	32,958.66	45,017.00	45,017.00	45,000.00

Budget Request
1989-90

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	<u>ACTUAL</u> <u>1987-88</u>	<u>BUDGET</u> <u>1988-89</u>	<u>ESTIMATED</u> <u>1988-89</u>	<u>REQUEST</u> <u>BUDGET</u> <u>1989-90</u>
Contractual Services (Cont'd)				
SOLINET (Cataloging)	48,183.73	25,000.00	25,000.00	25,000.00
Subscriptions	92,841.21	112,810.00	112,810.00	123,000.00
Binding	11,139.11	15,000.00	15,000.00	15,000.00
Local Travel In-State	1,997.33	3,000.00	3,000.00	3,000.00
Out-of-State Travel	6,236.22	10,000.00	10,000.00	10,500.00
Training/Education	4,850.16	14,000.00	14,000.00	14,000.00
Special Programming	24,026.68	38,910.00	38,910.00	42,400.00
Electricity	250,200.22	254,000.00	254,000.00	261,620.00
Heating Fuel	56,034.49	60,000.00	60,000.00	62,400.00
Telephone	76,671.94	80,010.00	80,010.00	82,410.00
Water	683.47	700.00	700.00	735.00
Sewer	9,103.33	11,500.00	11,500.00	12,075.00
Legal Services	5,054.75	9,000.00	9,000.00	9,000.00
Cleaning Services	90,130.00	105,500.00	105,500.00	111,830.00
Professional-Audits	19,310.24	17,700.00	17,700.00	17,700.00
Protection-Guards	62,415.62	63,000.00	63,000.00	73,000.00
Insurance Premiums	34,887.11	65,000.00	65,000.00	75,000.00
Other-Miscellaneous	<u>3,226.56</u>	<u>6,610.00</u>	<u>6,610.00</u>	<u>6,000.00</u>
Total Contractual:	862,565.82	981,757.00	981,757.00	1,038,950.00
Interagency Cont. Services				
Labor Costs-Vehicles	8,033.26	10,000.00	10,000.00	12,000.00
Fuel Costs-Vehicles	6,899.75	7,160.00	7,160.00	7,000.00
Depreciation-Vehicles	<u>17,783.04</u>	<u>17,780.00</u>	<u>17,780.00</u>	<u>17,780.00</u>
Total Interagency	32,716.05	34,940.00	34,940.00	36,780.00
Supplies				
Books and Materials	1,047,270.15	1,056,130.00	1,056,130.00	1,088,550.00
Library Supplies		67,000.00	67,000.00	67,000.00
Office Supplies	66,616.14	30,000.00	30,000.00	30,000.00
Printing	38,026.64	41,650.00	41,650.00	41,650.00
Household Supplies	10,169.90	13,650.00	13,650.00	14,000.00
Maintenance	<u>282,157.13</u>	<u>361,850.00</u>	<u>361,850.00</u>	<u>397,950.00</u>
Supplies Total:	1,444,239.96	1,570,280.00	1,570,280.00	1,639,150.00

Budget Request
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	<u>ACTUAL</u> <u>1987-88</u>	<u>BUDGET</u> <u>1988-89</u>	<u>ESTIMATED</u> <u>1988-89</u>	<u>REQUEST</u> <u>BUDGET</u> <u>1989-90</u>
Capital Outlay				
Furniture & Equipment	5,446.20	51,825.00	51,825.00	30,000.00
Bon Air-Info Access	30,000.00			
Crescent Hill	3,500.00	207,560.00	207,560.00	
Iroquois		200,000.00	200,000.00	
Lift-Main		13,500.00	13,500.00	
Portland		180,700.00	180,700.00	
Shawnee		250,310.00	250,310.00	
Data Authority Control		32,000.00	32,000.00	
City/County Brown-Match		320,000.00	320,000.00	
Capital Total	38,946.20	1,255,895.00	1,255,895.00	30,000.00
TOTAL:	6,138,690.57	8,113,284.00	8,113,284.00	7,062,360.00

BACKGROUND FOR REPORT ON THE PATENT COLLECTION

One year ago this month, the Louisville Free Public Library was officially designated a U.S. Patent Depository Library. A national network of over 60 Patent Depository libraries (see attachment number 1) automatically receives -- for a nominal statutory fee -- all new (approximately 77,000 per year) patents issued by the Patent and Trademark Office, an agency of the U.S. Department of Commerce. As the only patent depository library in Kentucky, the library provides unique access to over 4.8 million U.S. patents, the most comprehensive collection of technological information in the world. Only approximately 20% of this information is available through non-patent sources.

What is a Patent? A patent is a grant of a property right by a Government to an individual inventor. The term of the patent is 17 years from the date the patent is issued, subject to the payment of maintenance fees. The right conferred by the patent grant is "to exclude others from making, using or selling the invention." Some persons confuse patents and other forms of intellectual property, e.g., trademarks and copyrights. Trademark relates to any word, name, symbol or device (See attachment number 2) which is used in trade to indicate the source or origin of the goods and to distinguish them from the goods of others. Trademark rights may be used to prevent others from making the same goods or from selling them under a non-confusing mark. Trademarks and service marks which are used in interstate commerce may be registered in the Patent and Trademark Office. Copyright protects the writings of an author against copying. Literary, dramatic, musical and artistic works are included within the protection of the copyright law. Copyrights are registered with the Copyright Office in the Library of Congress, not the Patent and Trademark Office.

In Article 1, Section 8, the U.S. Constitution gives Congress the power to enact laws relating to patents: "Congress shall have the power ... to promote progress of science and the useful arts, by securing for limited times to authors and inventors the exclusive right to their respective writings and discoveries." The first patent was issued in 1790 and signed by George Washington. While patent depository libraries automatically receive all new patents -- which include utility (e.g., mechanical, electrical or chemical), design and plant patents -- it is incumbent upon the individual library to obtain a basic 20-year backfile of patents. Through grants during the course of this first year of the patent system, the library has been successful in adding utility patent backfiles to 1971. Patents not in the library's collection may be obtained directly from the U.S. Patent and Trademark Office, from another patent depository library, or from a commercial service.

The library's patent collection is on self-threading, wholly self-contained microfilm cartridges which have proven to be the

most effective, compact, and economical way of making this information available.

But why have a patent collection at LFPL? The goal of the Patent Office was to have at least one Patent Depository Library (PDL) in each state. Prior to March 1988 there was no PDL in Kentucky, so Kentucky patent patrons were constrained to invest time and money to utilize collections in other states. The Louisville Free Public Library was ideally suited to afford Kentucky users this valuable service. In addition, LFPL's service population includes the state's largest metropolitan area, and many of its largest corporations and organizations. The library is upgrading its science, business and technology collections which are further enhanced by the patent collection. The library is already a partial depository library for U.S. Government Documents, and so has many ancillary patent materials in its collection, e.g., Patent Gazettes (which list abridged forms of all new patents issued each Tuesday) back to 1872.

In addition, the patent collection serves as an essential resource to:

1. learn about existing U.S. patents in order to avoid possible infringement actions;
2. know the state of the art and monitor development in a specific technology in order to be aware of the latest development in a specific technology and update one's knowledge or to locate relevant documents;
3. assess novelty and patentability of developments with a view toward applying for a U.S. patent or foreign industrial property right;
4. judge possible action, e.g., opposition proceedings concerning the validity of existing patents;
5. evaluate a specific technology and identify possible licensors;
6. identify alternate technology and its sources;
7. locate sources of know-how in a specific field;
8. improve on existing products or processes;
9. develop new products or processes;
10. judge an alleged innovation whether it qualifies for development, production or financial assistance;
11. solve a specific technical problem;

12. assess a particular technical approach -- if it had not been tried before and might be worth pursuing or if it would lead to wasteful duplication of research effort;
13. monitor the activities of competitors;
14. survey the market to identify a gap or to discover new trends at an early stage and to forecast major changes in technology or competition.

In addition to having U.S. patents since 1971, the library also has patent reference materials (see attached patent collection brochure) which allow patrons manually to search the collection. The Patent and Trademark Office has also furnished the library with a CD-ROM workstation which allows patrons electronically to search the collection. Patrons may use this CD-ROM CASSIS (Classification and Search Support Information System) free and even download parts of the U.S. Patent index, assignee, or Manual of Classifications files to their own floppy disks.

The library patent collection is a very popular resource. It has been promoted through articles in Business First, The Louisville Bar Association's Bar Brief, the Louisville Courier-Journal, the Advanced Technology Council Newsletter, etc. In December of last year, the Patent Depository Library Program gave a free, all-day workshop which drew 90 people. Library staff also provided workshops as part of last month's National Innovation Workshop held in Louisville. Generally speaking, two patrons a day use the collection; sometimes they come long distances. The library does copy and mail (or FAX) patents to patrons, and has developed a billing system for regular users such as American Synthetic Rubber, Middleton and Reutlinger attorneys, HLPM Inc., and others.

A sample patent is attached.

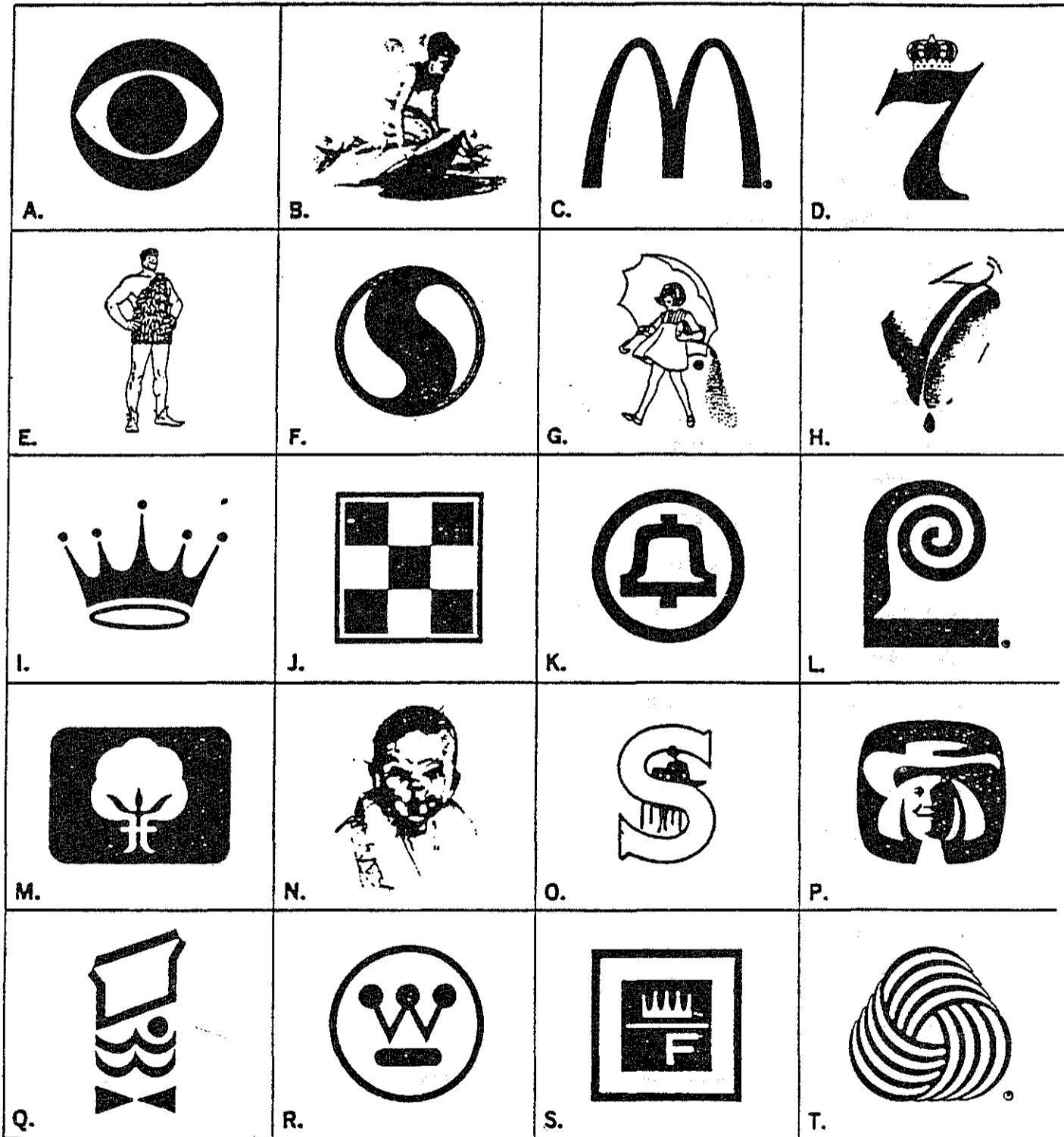
PATENT DEPOSITORY LIBRARIES



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| <ul style="list-style-type: none"> ① Albany, NY - New York State Library ② Albuquerque, NM - University of New Mexico Library ③ Ann Arbor, MI - Engineering Transportation Library, University of Michigan ④ Atlanta, GA - Price Gilbert Memorial Library, Georgia Institute of Technology ⑤ Auburn University, AL - Auburn University Libraries ⑥ Austin, TX - McKinney Engineering Library, University of Texas ⑦ Baton Rouge, LA - Troy M. Middleton Library, Louisiana State University ⑧ Birmingham, AL - Birmingham Public Library ⑨ Boston, MA - Boston Public Library ⑩ Buffalo, NY - Buffalo and Erie County Public Library ⑪ Butte, MT - Montana College of Mineral Science and Technology Library ⑫ Withdrawn ⑬ Charleston, SC - Medical University of South Carolina Library ⑭ Chicago, IL - Chicago Public Library ⑮ Cincinnati, OH - Public Library of Cincinnati and Hamilton County ⑯ Cleveland, OH - Cleveland Public Library ⑰ College Park, MD - Engineering and Physical Sciences Library, University of Maryland ⑱ College Station, TX - Sterling C. Evans Library, Texas A & M University ⑲ Columbus, OH - Ohio State University Libraries ⑳ Dallas, TX - Dallas Public Library ㉑ Denver, CO - Denver Public Library ㉒ Detroit, MI - Detroit Public Library | <ul style="list-style-type: none"> ㉓ Durham, NH - University of New Hampshire Library ㉔ Houston, TX - The Fondren Library, Rice University ㉕ Indianapolis, IN - Indianapolis-Marion County Public Library ㉖ Kansas City, MO - Linda Hall Library ㉗ Lincoln, NE - Engineering Library, University of Nebraska-Lincoln ㉘ Los Angeles, CA - Los Angeles Public Library ㉙ Madison, WI - Kurt F. Wendt Library, University of Wisconsin ㉚ Memphis, TN - Memphis & Shelby County Public Library and Information Center ㉛ Milwaukee, WI - Milwaukee Public Library ㉜ Minneapolis, MN - Minneapolis Public Library and Information Center ㉝ Moscow, ID - University of Idaho Library ㉞ Newark, DE - University of Delaware Library ㉟ Newark, NJ - Newark Public Library ㊱ New York, NY - New York Public Library (The Research Libraries) ㊲ Pittsburgh, PA - Carnegie Library of Pittsburgh ㊳ Providence, RI - Providence Public Library ㊴ Raleigh, NC - D.H. Hill Library, North Carolina State University ㊵ Reno, NV - University of Nevada Library ㊶ Sacramento, CA - California State Library ㊷ St. Louis, MO - St. Louis Public Library | <ul style="list-style-type: none"> ㊸ Salt Lake City, UT - Mammot Library, University of Utah ㊹ San Diego, CA - San Diego Public Library ㊺ Seattle, WA - Engineering Library, University of Washington ㊻ Springfield, IL - Illinois State Library ㊼ Stillwater, OK - Oklahoma State University Library ㊽ Sunnyvale, CA - Patent Information Clearinghouse ㊾ Tempe, AZ - Noble Library, Arizona State University ㊿ Toledo, OH - Toledo/Lucas County Public Library 100 University Park, PA - Pattee Library, Pennsylvania State University 101 Miami, FL - Miami-Dade Public Library 102 Fort Lauderdale, FL - Broward County Main Library 103 Amherst, MA - Physical Sciences Library, University of Massachusetts 104 Anchorage, AK - Anchorage Municipal Libraries 105 Little Rock, AR - Arkansas State Library 106 Salem, OR - Oregon State Library 107 Nashville, TN - Vanderbilt University Library 108 Richmond, VA - Virginia Commonwealth University Library 109 Philadelphia, PA - The Free Library of Philadelphia 110 Withdrawn 111 New Haven, CT - Science Park Library 112 Washington, DC - Howard University Libraries 113 Louisville, KY - Louisville Free Public Library |
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| □ City or City/County Public Library | ○ State Library |
| ○ College or University Library | □ Research-Oriented Library |

Test your Trademark I. Q.

How many of these trademarks can you identify?
For the answers see reverse side.



United States Patent [19]
Christianson et al.

[11] **Patent Number:** 4,662,472
 [45] **Date of Patent:** May 5, 1987

[54] **ELECTRIC TRACTOR**
 [76] **Inventors:** Leslie L. Christianson, Rte. 3, Box 118; Ralph Alcock, 127 Jefferson Ave. South; Donell P. Froehlich, 2120 Derald Dr.; Mylo A. Hellickson, 2104 Olwien St., all of Brookings, S. Dak. 57006

4,117,901 10/1978 Mustered 180/51
 4,131,170 12/1978 van der Lely 180/69.6
 4,405,028 9/1983 Price 180/65.7
 4,424,878 1/1984 van der Lely 180/235

Primary Examiner—John J. Love
Assistant Examiner—Donn McGiehan
Attorney, Agent, or Firm—Kinney & Lange

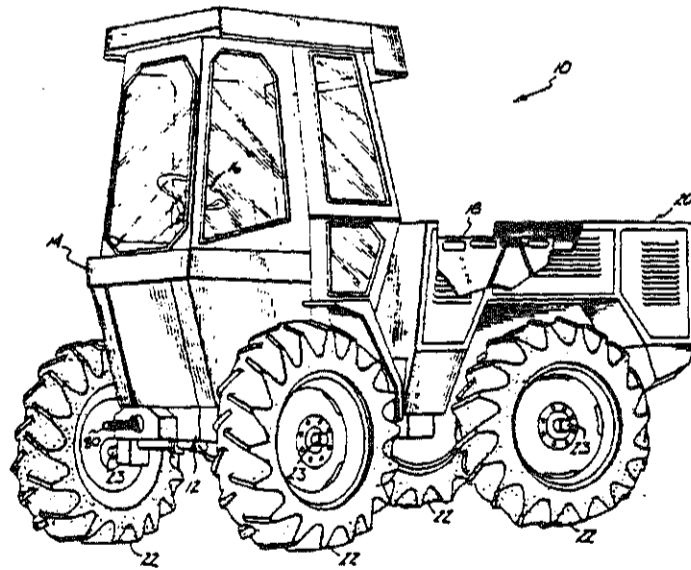
[21] **Appl. No.:** 654,168
 [22] **Filed:** Sep. 24, 1984
 [51] **Int. Cl.⁴** B60K 17/30; H02P 5/16
 [52] **U.S. Cl.** 180/235; 180/53.5;
 180/65.7; 180/69.6
 [58] **Field of Search** 180/235, 53.1, 53.5,
 180/53.8, 69.6, 65.1, 65.6, 65.7, 65.8, 65.4

[57] **ABSTRACT**

An articulated battery-powered electric tractor includes front and rear frame members which are pivotally connected for movement about a substantially vertical axis. A hydraulically-actuated articulation apparatus pivots the front and rear frame members with respect to each other. Wheels support the frame members for travel over the ground. A power-take-off shaft is mounted to the front frame member and is used for driving implements. Electric energy is stored in batteries which are mounted to the rear frame member. The first electric motor is mounted to the rear frame member and is used to drive the tractor wheels. A second electric motor is mounted to the front frame member and is used to drive the power-take-off shaft and the hydraulic articulation apparatus.

[56] **References Cited**
U.S. PATENT DOCUMENTS
 2,683,384 7/1954 Rogers 180/69.6
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28 Claims, 5 Drawing Figures



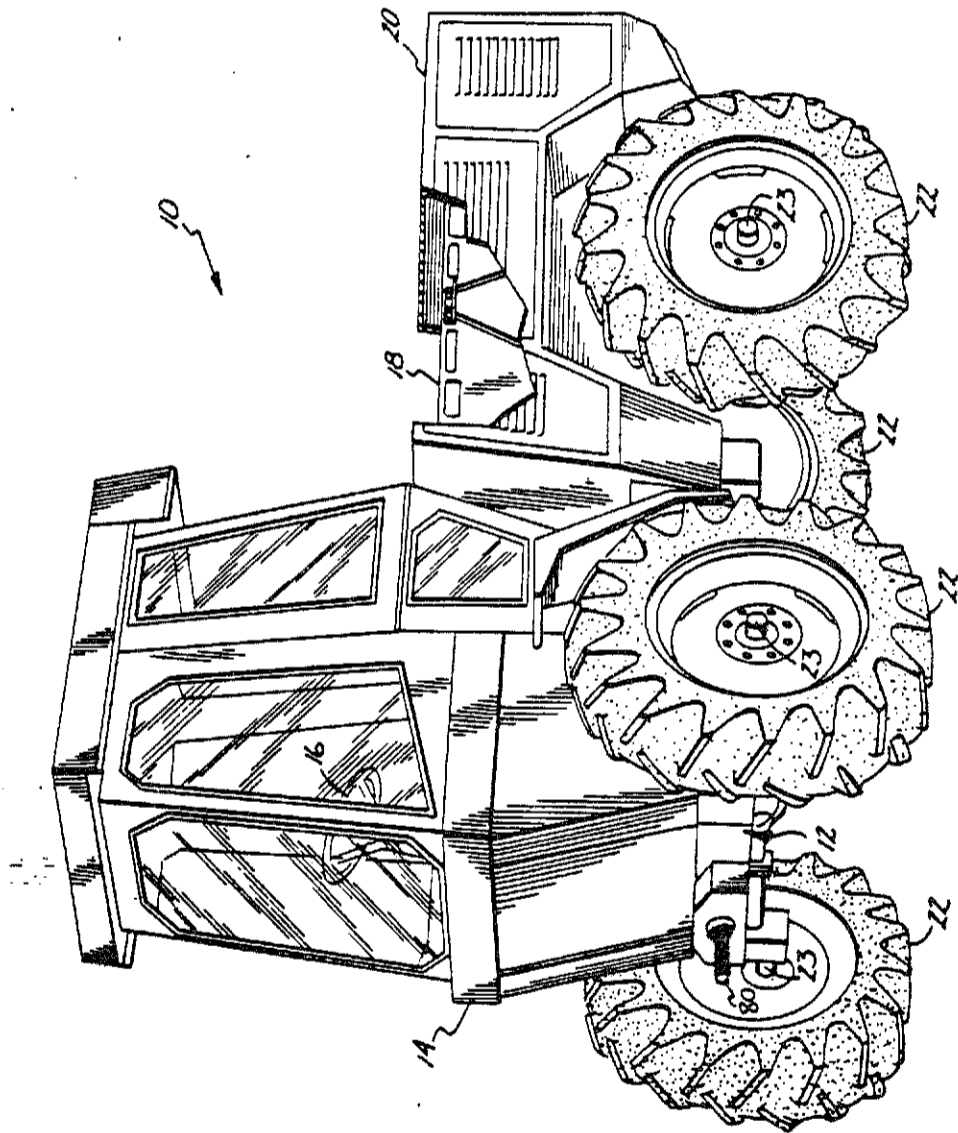


Fig. 1

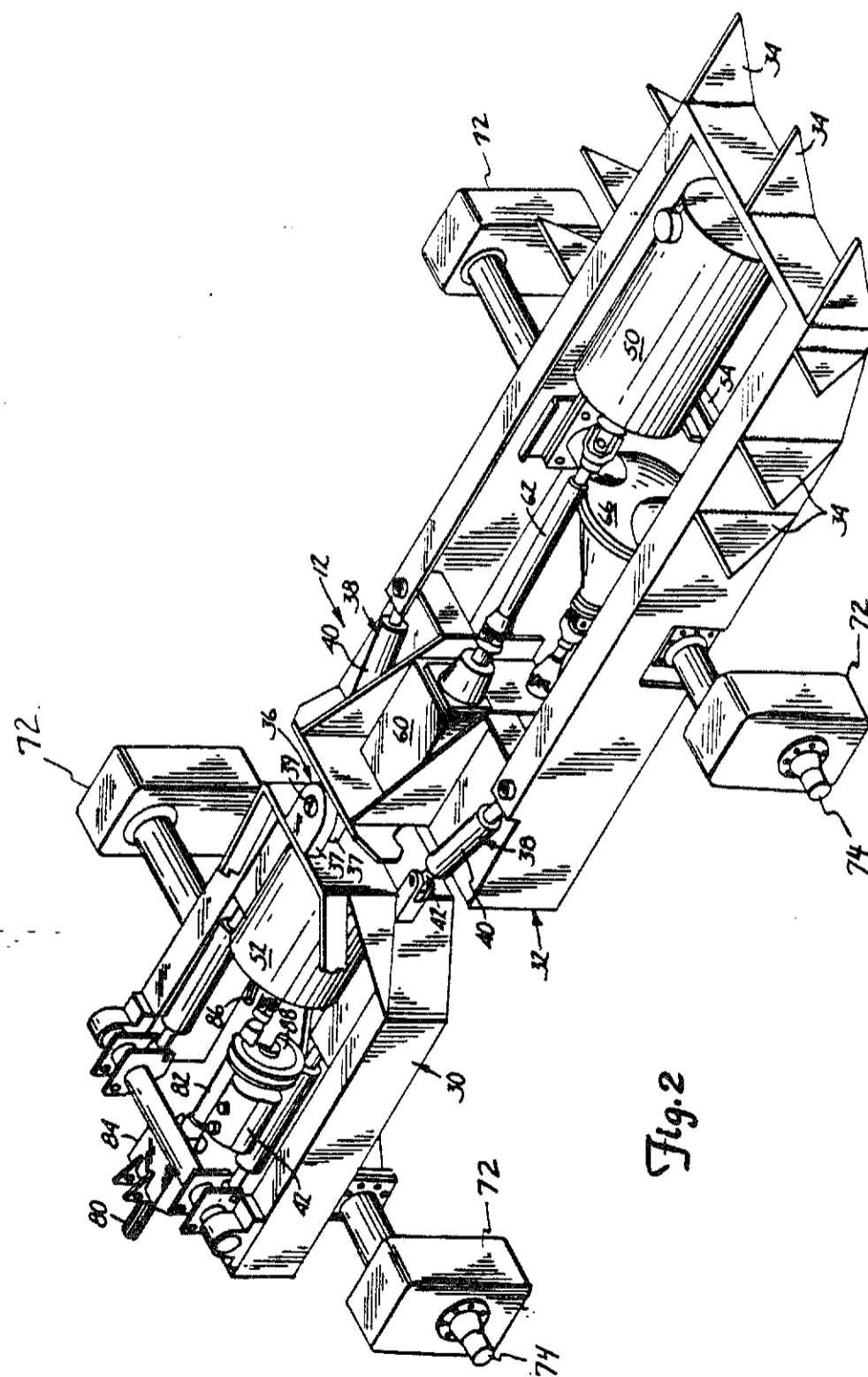


Fig. 2

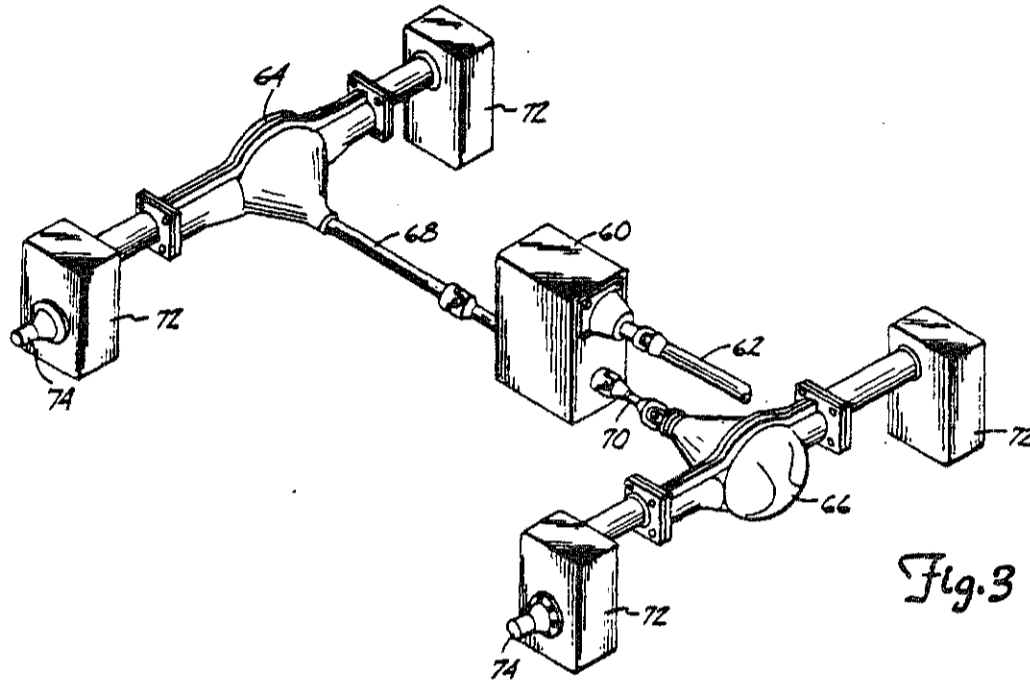


Fig. 3

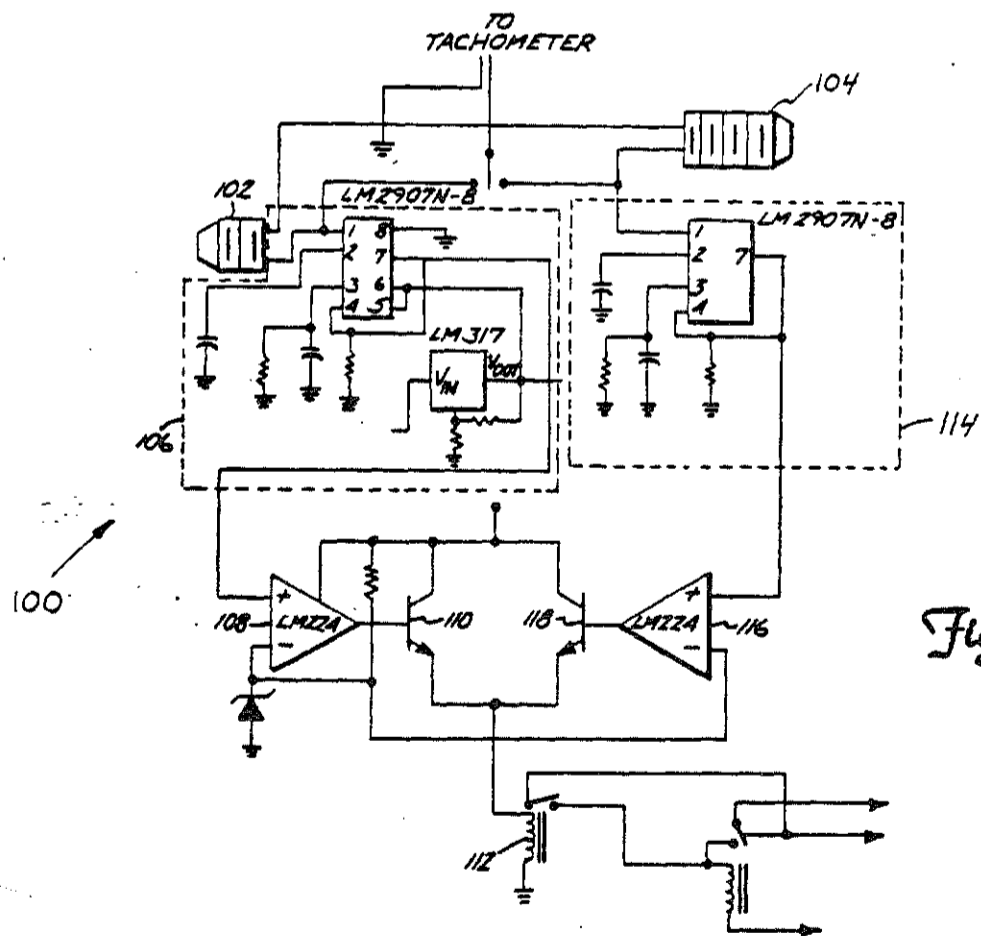
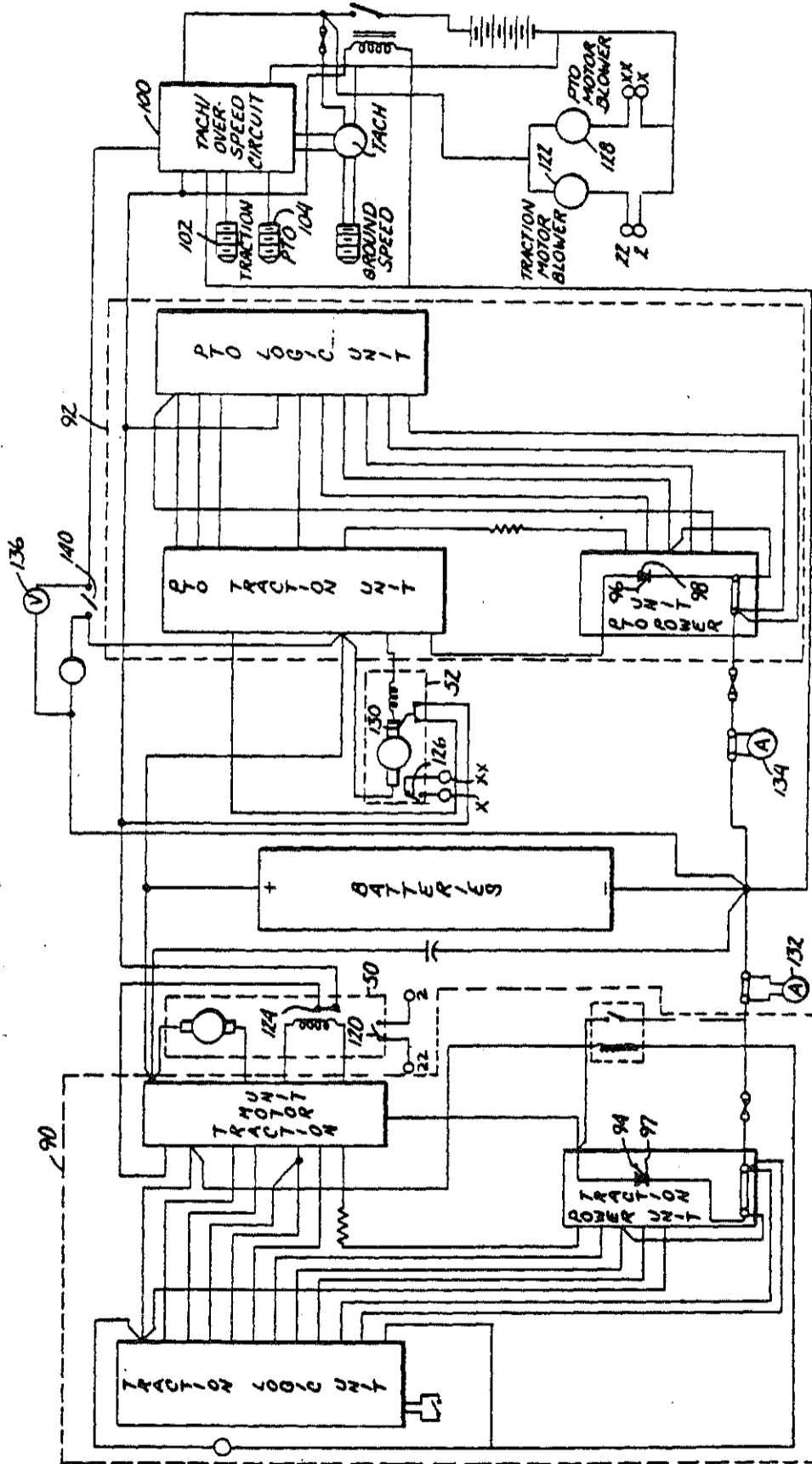


Fig. 5

Fig. 4



ELECTRIC TRACTOR

BACKGROUND OF THE INVENTION

1. Field of the Invention

The present invention relates to tractors. In particular, the present invention relates to battery-powered electric tractors.

2. Description of the Prior Art

Across the United States and throughout the world, agricultural tractors are used to plow fields, plant seed, harvest crops and perform countless other chores. Indeed, these vehicles are extremely versatile and well suited for use within the often harsh agricultural environment. Modern tractors are almost exclusively powered by internal combustion engines which run on petroleum-based fuels. The diesel engine has in fact become the most popular power source for agricultural tractors. These engines provide acceptable power output characteristics and, until recently, fuel has been readily available, even though relatively expensive.

The characteristics of tractors powered by internal combustion engines are, however, less than ideal. Operating expenses are heavily dependent upon the price of fuels. Gasoline and diesel fuel prices have been rising sharply in recent years, greatly increasing the operating expenses. Extensive use within harsh environments often results in mechanical failures. Internal combustion engines on tractors also require a great deal of complicated and expensive maintenance. Diesel engines are also very difficult to start during cold weather. Tractor "down time" due to these factors can be very expensive for a farmer, especially when they occur during critical time periods.

It is undesirable to use tractors driven by internal combustion engines for many farmyard tasks. Extensive work within enclosed buildings is often required. Hazards posed by exhaust fumes severely restrict the use of tractors powered by internal combustion engines for these applications. Livestock are easily disturbed by the noise of internal combustion engines. It is, therefore, undesirable to use tractors of this type for chores performed in close proximity to livestock.

Although diesel engines do provide some degree of torque "back up" with reduced engine speed, their power output characteristics are less than ideal. Another problem is that the power-take-off (PTO) which is used to drive implements attached to a tractor is typically driven by the main tractor engine. Even though the PTO may be driven through a separate transmission, its operating speed is a function of tractor engine speed. This can result in undesired limitations on the speed at which an operator can run the implements.

Potential uses for an electric battery-powered tractor are becoming more evident every day. A study by Resen et al entitled "Electric Vehicles—Assessment of Potential as it Relates to Farm Size," A.S.A.E. Paper NCR80-201 (1980), has suggested that up to half of all tasks on eastern South Dakota farms could be performed by a battery-powered tractor. Similar projections were made for farms throughout the United States. Current research indicates that battery-powered tractors are especially well suited for "chore-type" tasks, such as hauling, scraping, feedlot operation and the like.

In a paper entitled "State-of-the-Art Assessment of In-Use Electric and Hybrid Vehicles," DOE/TIC-10231 (1979), the Department of Energy concluded that

electric vehicles have a useful operating life far longer than vehicles with internal combustion engines. In general, electric vehicles require much less maintenance than those powered by internal combustion engines. Reduced maintenance expenses and "down time" are significant.

Electric vehicles are extremely easy to operate, quick to respond, and start with the flick of a switch. Since they do not produce toxic exhaust fumes, they may be safely used inside buildings. This feature is an important one for both the operator and livestock.

Electric tractors are much quieter than those powered by internal combustion engines. This is important in reducing hearing loss among farmers and in minimizing noise which is particularly objectionable in urban fringe areas. More significantly, quiet operation allows a skilled operator to hear and detect equipment problems and more carefully observe livestock health.

Energy concerns are paramount with today's farmer. This fact is evidenced by intense interest in alcohol, solar, wind and other alternative energy sources. The energy vulnerability of farm operators can be greatly reduced by the adoption of electric vehicles. Electricity is inherently more versatile than oil-derived fuels and can be generated from a great variety of energy sources. Although all energy costs will likely increase over the years, it is believed that oil-derived fuel costs will increase more rapidly than electrical costs. Studies conducted by the Department of Energy have concluded that with predicted technological advances, electric vehicles will be over 50% less expensive to operate than their internal combustion counterparts by 1990.

Electric tractors will undoubtedly play an increasingly important role in agricultural applications. Their advantages are well documented. There is a continuing need for electric tractors with different power output characteristics. The electric tractor should have a power-take-off which can be operated at a wide variety of speeds independently from the drive motor. The electric tractor should be reliable and require infrequent maintenance. In addition, the tractor should be safe, clean, quiet and easy to operate.

SUMMARY OF THE INVENTION

The present invention is a battery-powered electric tractor which includes a frame upon which structural elements of the tractor are mounted. Ground-engaging means support the frame for over-the-ground travel. The tractor also includes power-take-off means mounted to the frame for driving implements. First electric motor means are mounted to the frame for driving the ground-engaging means. Second electric motor means are mounted to the frame and are used to drive a power-take-off means. Both the first and second electric motor means are supplied with electric energy from storage means.

In preferred embodiments, the frame is articulated and includes first and second frame members which are pivotally connected for movement about a substantially vertical axis. Hydraulic articulation means are used to pivot the front and rear frame members with respect to each other. The hydraulic means are driven by the first electric motor means.

In still other embodiments, the storage means include batteries and the ground-engaging means include wheels. Electric control means are used to control the flow of electric energy from the batteries to the first and

second motor means in response to operator controlled transducer means. The control means vary the width and frequency of voltage pulses applied to the motor means.

BRIEF DESCRIPTION OF THE DRAWINGS

FIG. 1 is a perspective view of the electric tractor of the present invention.

FIG. 2 is a perspective view of the tractor frame showing the traction and PTO motors mounted thereto.

FIG. 3 is a perspective view of the drive system and transmission of the tractor.

FIG. 4 is a schematic diagram of the electric control system of the tractor.

FIG. 5 is a detailed schematic of the tach/overspeed circuit.

DETAILED DESCRIPTION OF THE PREFERRED EMBODIMENTS

Battery-powered electric tractor 10 of the present invention is illustrated generally in FIG. 1. Tractor 10 is very easy to operate and requires little maintenance. Studies have shown that the vehicle is well suited for many "chore-type" tasks, including scraping, hauling and feedlot operation.

As shown in FIG. 1, tractor 10 includes frame 12 upon which all mechanical structures of the vehicle are assembled. Positioned near a front of frame 12 is cab 14. An operator of electric tractor 10 will be seated within cab 14. Cab 14 will include all control apparatus required to operate the vehicle. Although not shown, this control apparatus will include a start switch, speed control levers, gear selection levers, and various instruments. Steering wheel 16 is also positioned within cab 14 and is used to steer the vehicle.

In preferred embodiments, tractor 10 is a four-wheel drive vehicle. As shown in FIG. 1, ground-engaging wheels 22 are mounted to axles 23. Ground-engaging wheels 22 are driven by an electric motor and drive system which will be fully described. Tractor 10 is powered by batteries 18 which are shown mounted near a rear of frame 12. Batteries 18 are enclosed by panels 20.

A. Frame

Frame 12 of tractor 10 is best illustrated in FIG. 2. In a preferred embodiment, frame 12 is articulated and includes first frame member 30 and second frame member 32. As shown, first and second frame members 30 and 32, respectively, are generally rectangular in shape. Support gussets 34 are rigidly mounted to frame 12 and are used as supports onto which other structural elements of tractor 10 are mounted.

First and second frame members 30 and 32, respectively, are pivotally connected together by pivot apparatus 36. Pivot apparatus 36 includes a plurality of brackets 37 (two are shown in FIG. 2), which are mounted to first and second frame members 30 and 32. Pivot pin 39 interconnects brackets 37. Pivot apparatus 36 allows first and second frame members 30 and 32, respectively, to pivot with respect to one another about a generally vertical axis.

In preferred embodiments, hydraulic means such as hydraulic jacks 38 are used to move the first and second frame members with respect to each other about pivot apparatus 36. As shown in FIG. 2, each hydraulic jack 38 includes a cylinder 40 which is pivotally mounted to an outer edge of second frame member 32. Each hy-

draulic jack 38 also includes piston 42 which is pivotally mounted near an outer edge of first frame member 30. Hydraulic jacks 38 are supplied with hydraulic fluid carried within a reservoir on frame 12 (not shown). The reservoir is in turn driven by hydraulic pump 42. The hydraulic control system is used to actuate hydraulic jacks 38 in response to motion of steering wheel 16. Although not shown, hydraulic control systems of this type are common and well known within the art.

Although preferred embodiments of tractor 10 have been described with reference to frame 12 which is articulated, it must be understood that a conventional frame and steering mechanism may also be used. In preferred embodiments, frame 12 is comprised of an articulated frame manufactured by the Versatile Company of Canada.

B. Electric Motors

Electric tractor 10 of the present invention utilizes two independently-controlled electric motors. Traction motor 50, as best shown in FIG. 2, is used to drive ground-engaging wheels 22. PTO motor 52 is used to drive a power-take-off. Through the use of two separate motors, each individually controlled, it is possible to independently vary vehicle speed and power-take-off speed. This feature significantly enhances the capabilities of electric tractor 10.

As shown in FIG. 2, traction motor 50 is mounted by brackets 54 to second section 32 of frame 12. In preferred embodiments, traction motor 50 is comprised of a 50 horsepower DC series wound motor manufactured by the General Electric Company. This motor has a one hour rating of 50 HP at 1500 rpm. Operating speed range of traction motor 50 is between 930 and 2750 rpm. Although traction motor 50 can operate at speeds lower than 930 rpm, these speeds are undesirable due to large current demand. Operation at speeds in excess of 2750 rpm can result in damage to traction motor 50. These speeds are prevented by an "overspeed" switch which will be described subsequently. Traction motor 50 can supply 37 kW for one hour and 81 kW for 3.3 minutes. Also included within traction motor 50 is a thermistor (shown in FIG. 4), which controls the operation of a blower for cooling the motor when a particular temperature is reached.

PTO motor 52 is preferably mounted to first section 30 of frame 12. In preferred embodiments, PTO motor 52 is a DC series wound 25 HP motor manufactured by the General Electric Company. This motor has a one hour rating of 17 kW. Like traction motor 50, PTO motor 52 includes a thermistor controlled blower for cooling and overspeed protection.

C. Batteries

Electric tractor 10 is powered by industrial grade lead-acid batteries 18. Batteries 18 are preferably installed in two units, each having 32 cells. This arrangement provides a nominal operating voltage of 128 volts. The batteries currently used have a capacity of 340 amp-hours at a six hour discharge rate. Batteries 18 are capable of powering tractor 10 for four to eight hours in a typical farm chore routine. Recent interest in electric power has been generating advances in battery technology. It is expected that batteries having characteristics far exceeding those described above will be available within the upcoming years.

The capacity and discharge energy of lead-acid batteries 18 are severely affected by low temperatures.

This can create problems for a tractor which is used in colder environments. One method utilized in the present invention to overcome the problem is to provide a layer of insulation around batteries 18. An alternative technique might be to include a heating system within the battery compartment.

The current charge condition of batteries 18 is important information for the operator of tractor 10. Electric tractor 10 therefore includes instrumentation within cab 14 which displays information on the current state of batteries 18. Voltmeters register the effective voltage which is being applied to traction motor 50 and PTO motor 52. Ammeters display instantaneous current consumption of both motors. A tachometer indicates the rotational speed of each motor. Also included is a "fuel gauge" which provides the operator with an indication of the state of charge of the batteries. The initial battery condition is used as a reference point and each watt-hour consumed is subtracted from this reference.

Batteries 18 require periodic maintenance. Specific gravity of the electrolyte within each battery cell must be measured periodically, at least once per month. In addition, the specific gravity in two pilot cells, one in each unit of the battery, is checked on a daily basis. Batteries 18 must be re-charged when their capacity has been reduced to 20% of its nominal rating. Recharging typically takes from six to eight hours, depending on the final discharge rate of the battery.

D. Transmission and Drive System

The transmission and drive system for electric tractor 10 is best illustrated in FIGS. 2 and 3. Rotational motion is transferred from traction motor 50 to transmission 60 by first drive shaft 62. As shown in FIG. 2, transmission 60 is mounted to second member 32 of frame 12. In a preferred embodiment, transmission 60 is a three-range gear box. The first gear setting has an overall ratio of 72:1, the second gear has a ratio of 36.4:1, while the third gear has a ratio of 17.67:1. Ground speed of tractor 10 within these three gears is 0-8, 0-16, and 0-24 km/hr., respectively. Gear ratio of transmission 60 is selected by the operator through controls within cab 14.

In a preferred embodiment, electric tractor 10 is a four-wheel drive vehicle and includes first differential 64 mounted to first frame member 30 and a second differential 66 mounted to second frame member 32. Transmission 60 drives first differential 64 and second differential 66 through second and third drive shafts 68 and 70, respectively. First, second and third drive shafts 62, 68 and 70, respectively, each include at least one universal joint.

Differentials 64 and 66 transmit power through axles (not shown) to axle gear boxes 72. Each axle gear box 72 includes axle 74 upon which ground-engaging wheels 22 are mounted. The transmission and drive system described above is identical to that manufactured by the Versatile Company and included on the Versatile 160 Tractor.

PTO motor 52 is used to drive power-take-off shaft 80 shown in FIG. 1. As best shown in FIG. 2, PTO motor 52 is coupled to power-take-off shaft 80 through fourth drive shaft 82 and PTO gear box 80. Driving PTO output shaft 80 by PTO motor 52 has been found to be very advantageous. The system allows an operator to vary the speed of PTO output shaft 80 anywhere within the operating speed range of PTO motor 52. Output speed of PTO shaft 80 is therefore independent of

traction motor 50 and vehicle speed. This feature is very convenient and useful in many applications.

Although the hydraulic system of electric tractor 10, including pump 42, could be driven by a third electric motor, it has been found to be both cost and power efficient to drive hydraulic pump 42 by PTO motor 52. As shown in FIG. 2, hydraulic pump 42 is driven from PTO motor 52 by belt 86 and pulley 88.

E. Electric Control System

An electric control system for electric tractor 10 is illustrated in FIG. 4. The electric control system is used to regulate the flow of electric energy from batteries 18 to both traction motor 50 and PTO motor 52. In preferred embodiments, the electrical control system includes two controllers manufactured by the Cableform Company. Controller 90 is used to regulate the flow of electric energy from batteries 18 to traction motor 50. Similarly, controller 92 regulates the flow of electric energy from batteries 18 to PTO motor 52.

Controllers 90 and 92 operate in an identical manner. Each controller applies pulse width modulated (PWM) and/or frequency modulated (FM) voltage pulses to the respective motor.

To vary the speed of either motor, an operator will adjust the position of a control lever located within cab 14. The control lever is attached to a potentiometer which supplies a voltage of zero to five volts to input logic circuitry within the controller. Circuitry within the controller converts this voltage signal to a signal of proportional frequency. This signal is further processed and applied to switching terminals 94 and 96 of silicon controlled rectifiers (SCR) 97 and 98. When turned on, SCR 97 interconnects batteries 18 with traction motor 50. Similarly, batteries 18 are interconnected with PTO motor 52 when SCR 98 is switched on. When SCRs 97 and 98 are turned on, the full 128 volt potential of batteries 18 is applied across traction motor 50 and PTO motor 52, respectively. The pulse width modulated and frequency modulated signals applied to switching terminals 94 and 96 result in voltage pulses of varying duty cycle being applied to traction motor 50 and PTO motor 52, respectively. Speed of motors 50 and 52 is thereby varied since they respond only to an average of the applied voltage.

The electric control system shown in FIG. 4 also includes a tach/overspeed circuit 100. Traction motor speed and PTO motor speed are monitored by transducers 102 and 104, respectively. Transducer 102 supplies an electrical signal indicative of speed of traction motor 50. Similarly, transducer 104 supplies an electrical signal indicative of PTO motor 52. When either the PTO or traction motor reaches its maximum operating speed, tach/overspeed circuit 100 detects this state and actuates a device such as a relay (not shown) which overrides the respective controller and disconnects batteries 18 from the motor. The principal object of tach/overspeed circuit 100 is, therefore, to provide protection for traction motor 50 and PTO motor 52.

A preferred embodiment of tach/overspeed circuit 100 is illustrated in FIG. 5. Traction motor speed sensor 102 provides an electrical signal indicative of traction motor rpm. Frequency-to-voltage conversion circuit 106 converts that signal into a voltage signal representative of traction motor speed. Comparator 108 compares the voltage signal produced by frequency-to-voltage conversion circuit 106 to a reference voltage indicative of maximum motor rpm. When traction motor speed

reaches its maximum rpm, comparator 108 will drive transistor 110 thereby actuating a switching device, such as relay 112. When actuated, relay 112 will cause batteries 18 to be disconnected from traction motor 50.

Tach/overspeed circuit 100 protects PTO motor 52 from overspeed in an identical manner. PTO shaft speed sensor 104 supplies frequency-to-voltage circuit 114 with a signal indicative of the speed of PTO motor 52. Frequency-to-voltage conversion circuit 114 supplies a voltage signal proportional to the speed of PTO motor 52 to comparator 116. When a voltage indicating the maximum speed of PTO motor 52 is reached, comparator 116 will drive transistor 118 thereby actuating relay 112. In this way, electrical energy from batteries 18 is disconnected from PTO motor 52. As previously described, traction motor 50 includes thermostatic switch 120 which will close when traction motor 50 reaches a predetermined temperature. Upon the closure of the switch 120, traction motor blower 122 will be actuated to assist in cooling the motor. In the event a second and higher predetermined temperature is reached, thermostatically controlled switch 124 will open and cause batteries 18 to be disconnected from the motor. A similar thermostatic control system is included within PTO motor 52. Thermally controlled switch 126 will close when the first predetermined temperature is reached. This will actuate PTO motor blower 128. Likewise, thermostatic switch 130 will open when the second predetermined temperature is reached. PTO motor 52 is thereby disabled.

An amount of current being drawn by traction motor 50 is monitored by ammeter 132 which is mounted within cab 14. Similarly, the current drawn by PTO motor 52 is monitored by ammeter 134. A voltage of batteries 18 is monitored within cab 14 by voltmeter 136. Switch 140 is actuated by an operator and initiates the application of electric energy to traction motor 50 and PTO motor 52.

To summarize, the present invention is an electric tractor which is clean and efficient to operate. The tractor is especially well suited for performing "chore-type" tasks on a farm.

Although the present invention has been described with reference to preferred embodiments, workers skilled in the art will recognize that changes may be made in form and detail without departing from the spirit and scope of the invention.

What is claimed is:

1. A battery-powered electric tractor comprising:
 - a frame;
 - ground-engaging wheel means for supporting the frame for over-the-ground travel;
 - storage battery means for storing electric energy;
 - power-take-off means mounted on the frame for driving implements;
 - first dedicated electric motor means mounted on the frame for driving only the ground-engaging wheel means and supplied with electric energy from the storage battery means;
 - mechanical linkage means for transferring motion from the first electric motor means to the ground-engaging wheel means, the mechanical linkage means including transmission means for selecting one of a plurality of ratios between rotational speeds of the first motor means and the ground-engaging wheel means;
 - second dedicated electric motor means mounted on the frame for driving only the power-take-off

means and supplied with electric energy from the storage battery means;

- first electric control means for controlling the flow of electric energy from the storage means to the first motor means in response to operator controlled first transducer means; and
- overspeed means for preventing the flow of electric energy from the storage means to the motor means when the motor speed reaches an overspeed limit.
2. The tractor of claim 1 wherein the ground-engaging wheel means include four wheels, each wheel being driven by the first electric motor means.
3. The tractor of claim 1 wherein the frame is an articulated frame including a front and a rear frame member pivotally connected for movement about a substantially vertical axis.
4. The tractor of claim 3 and including articulation means for pivoting the front and rear frame members with respect to each other.
5. The tractor of claim 4 wherein the articulation means includes at least one hydraulic cylinder.
6. The tractor of claim 5 and including a hydraulic pump which is driven by the second electric motor means.
7. The tractor of claim 3 wherein the first electric motor means is mounted to the rear frame member.
8. The tractor of claim 7 wherein the second electric motor means is mounted to the front frame member.
9. The tractor of claim 7 wherein the power-take-off means is mounted to the front frame member.
10. The tractor of claim 9 wherein the storage battery means are mounted to the rear frame member.
11. The tractor of claim 9 wherein the power-take-off means includes a rotating shaft.
12. The tractor of claim 1 and including gear means for transferring rotational motion from the second motor means to the power-take-off means.
13. The tractor of claim 1 wherein the control means varies speed of the first motor means by varying a frequency of voltage pulses applied to the first motor means.
14. The tractor of claim 13 wherein the control means varies width of the voltage pulses applied to the first motor means.
15. The tractor of claim 1 wherein the overspeed means includes:
 - sensor means for providing an electric signal proportional to speed of the first motor means;
 - circuit means for comparing the electric signal to a reference voltage indicative of the overspeed limit and for providing an overspeed signal when speed of the first motor means reaches the overspeed limit; and
 - relay means responsive to the circuit means for disconnecting the storage battery means from the first motor means when the overspeed signal is detected.
16. The tractor of claim 1 and including second electric control means for controlling the flow of electric energy from the storage battery means to the second motor means in response to operator controlled second transducer means.
17. The tractor of claim 16 wherein the control means varies speed of the second motor means by varying a frequency of voltage pulses applied to the second motor means.

18. The tractor of claim 17 wherein the control means varies width of the voltage pulses applied to the second motor means.

19. The tractor of claim 16 and including overspeed means for preventing the flow of electric energy from the storage battery means to the second motor means when speed of the second motor means reaches an overspeed limit.

20. The tractor of claim 19 wherein the overspeed means includes: sensor means for providing an electric signal proportional to speed of the second motor means; circuit means for comparing the electric signal to a reference voltage indicative of the overspeed limit and for providing an overspeed signal when speed of the second motor means reaches the overspeed limit; and relay means responsive to the circuit means for disconnecting the storage battery means from the second motor means when the overspeed signal is detected.

21. The tractor of claim 1 wherein the first and second motor means are DC, series wound motors.

22. An articulated battery-powered electric vehicle comprising: front and rear members pivotally connected for movement about a substantially vertical axis; a plurality of wheel means for supporting the frame members for travel over the ground; articulation means for pivoting the front and rear frame members with respect to each other; power-take-off means mounted to one of the front and rear frame members for driving implements; storage battery means mounted to one of the front and rear frame members for storing electric energy; first dedicated electric motor means mounted to one of the front and rear frame members for driving only the wheel means and supplied with electric energy from the storage battery means; second dedicated electric motor means mounted to one of the front and rear frame members for driving only the power-take-off means and supplied with electric energy from the storage battery means; mechanical linkage means for transferring motion from the first electric motor means to the wheel means, the mechanical linkage means including transmission means for selecting one of a plurality of ratios between rotational speeds of the first motor means and the wheel means; first electric control means for controlling the flow of electric energy from the storage means to the first motor means in response to operator controlled first transducer means; and overspeed means for preventing the flow of electric energy from the storage means to the motor means when the motor speed reaches an overspeed limit.

23. The vehicle of claim 22 wherein the articulation means is driven by the second electric motor means.

24. The vehicle of claim 23 wherein the articulation means includes hydraulic means.

25. The vehicle of claim 24 and further including hydraulic pump means for driving the hydraulic means, the hydraulic pump means being driven by the second motor means.

26. An articulated battery-powered electric vehicle comprising:

- front and rear members pivotally connected for movement about a substantially vertical axis;
- a plurality of wheel means for supporting the frame members for travel over the ground;
- articulation means for pivoting the front and rear frame members with respect to each other;
- power-take-off means mounted to one of the front and rear frame members for driving implements;
- storage battery means mounted to one of the front and rear frame members for storing electric energy;
- first dedicated electric motor means mounted to one of the front and rear frame members for driving only the wheel means and supplied with electric energy from the storage battery means;
- second dedicated electric motor means mounted to one of the front and rear frame members for driving only the power-take-off means and supplied with electric energy from the storage battery means;
- mechanical linkage means for transferring motion from the first electric motor means to the wheel means, the mechanical linkage means including transmission means for selecting one of a plurality of ratios between rotational speeds of the first motor means and the wheel means;
- second electric control means for controlling the flow of electric energy from the storage means to the second motor means in response to operator controlled second transducer means; and
- overspeed means for preventing the flow of electric energy from the storage means to the motor means when the motor speed reaches an overspeed limit.

27. A battery-powered electric tractor comprising: a frame; ground-engaging wheel means for supporting the frame for over-the-ground travel; storage battery means for storing electric energy; power-take-off means mounted on the frame for driving implements; first electric motor means mounted on the frame for driving only the ground-engaging means supplied with electric energy from the storage means; second electric motor means mounted on the frame for driving the power-take-off means supplied with electric energy from the storage means; second electric control means for controlling the flow of electric energy from the storage means to the second motor means in response to operator controlled second transducer means; and overspeed means for preventing the flow of electric energy from the storage means to the motor means when the motor speed reaches an overspeed limit.

28. The tractor of claim 27 wherein the overspeed means includes: sensor means for providing an electric signal proportional to motor speed; circuit means for comparing the electric signal to a reference voltage indicative of the overspeed limit and for providing an overspeed signal; and relay means responsive to the circuit means for disconnecting the storage means from the motor means when the overspeed signal is detected.

* * * * *

In March 1988, the Louisville Free Public Library became a member of the U.S. Patent Depository Library Program, a network of over 60 U.S. libraries having retrospective and current U.S. patent files and reference resources. As the only patent depository library in Kentucky, the library provides unique access to over 4.8 million U.S. patents, the most comprehensive collection of technological information in the world.

U.S. PATENT COLLECTION

Utility Patents: 1971 to date*
Design Patents: 1988 to date*
Official Gazettes: 1872 to date
Patent Status Changes*
Statutory Invention Registrations*

*on Microfilm Cartridges

PATENT REFERENCE COLLECTION

Basic Facts about Patents
Classification Definitions
Directory of Registered Patent Attorneys and Agents
General Information Concerning Patents
Index to the U.S. Patent Classification Manual of Classification
Manual of Patent Examining Procedures
Patent and Trademark Forms Booklet
Patentee/Assignee Index

CASSIS CD-ROM DATABASE

CASSIS (Classification And Search Support Information System) is a U.S. Patent and Trademark CD-ROM database which may be used free of charge to access:

all patents assigned to a class/subclass
assignee identification
classification titles
current classification of a given patent
keyword searching to identify classification titles
keyword searching a patent title and the most recent year of patent abstracts

REFERENCE SERVICE

Louisville Free Public Library reference staff can provide specific patent information by telephone when patent numbers are known. Generally, the complexity of patent searching necessitates a visit to the library where trained staff can guide you in the use of patent reference resources.

COPIES OF PATENTS

Coin-operated microfilm printers are available for making photocopies at 20¢ per copy. The library will bill patrons who request patent photocopies by telephone, mail, or interlibrary loan. Telefacsimile service is also available.

SUMMARY

The Six Basic Steps in Searching a New Invention at a Patent Depository Library

1. Index to the U.S. Patent Classification
Begin with the alphabetical subject index to the *Manual of Classification*. Search terms describing invention, noting class and subclass numbers.

2. Manual of Classification
Locate class and subclass numbers here for the organization of subject matter being searched. Note where terms fall within the U.S. Patent Classification System and reorganize search strategy if needed.

3. Classification Definitions (on microfiche)
Find full definition for every class and subclass title listed in the *Manual of Classification*. Also include the very important search notes to assist in refining search strategy.

4. Classification/Subclass Listings (on microfilm cartridge or CASSIS)
Once a search strategy has been completely outlined, obtain a list of patent numbers for every class and subclass that needs to be searched.

5. Official Gazette-Patent Section
Use for preliminary searching of patent summaries.

6. Full-Text Patent (on microfilm cartridge)
Search appropriate patents to ascertain novelty requirement of invention.

RESOLUTION
OF THE
LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION

WHEREAS, The Louisville Free Public Library Commission is charged with the policy decisions affecting the Louisville Free Public Library;

WHEREAS, The Louisville Free Public Library Commission utilizes a committee system in addressing such policy decisions and information gathering;

WHEREAS, The Louisville Free Public Library Commission deems it necessary to revise its bylaws to include for the provision of an Executive Committee;

BE IT HEREBY RESOLVED, that the Bylaws of the Louisville Free Public Library Commission, Sections III. and IV. are amended for the inclusion of an Executive Committee. The new sections shall read:

III.

COMMITTEES

At each annual meeting, or as soon thereafter as may be necessary, the Chairperson shall appoint the following standing committees, to be composed of three Trustees each, to serve until duly succeeded, viz:

- (a) Committee on Finance;
- (b) Committee on Broadcasting;
- (c) Committee on Planning;
- (d) Executive Committee.

The Chairperson, with the concurrence of the Commission, may appoint ad hoc committees as needed.

IV.

DUTIES OF COMMITTEES

A New Section:

EXECUTIVE COMMITTEE. The Executive Committee shall consist of the Chairpersons of the Committee on Finance, the Committee on Planning, the Committee on Broadcasting, and the Advisory Commission of the Louisville Free Public Library. The Executive Committee shall act upon all business of the Library requiring, in its sole discretion, immediate action with the exception of execution of contracts which shall bind the Library. All such necessary action shall be submitted to the Advisory Commission at the next regular meeting of the Commission as an information item and for concurrence of the action taken, if such is deemed necessary by the Chairperson.

This Resolution was passed by the Louisville Free Public Library Commission on the _____ day of April, 1989, and I hereunto set my hand.

KEITH HANLEY, CHAIRPERSON

WILLIAM PTACEK, SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

APRIL 18, 1989

The Louisville Free Public Library Advisory Commission met on April 18, 1989, at 4:00 P.M. at Middletown Branch Library.

Present: Ms. Carle, Ms. Dinnen, Ms. Goldberg, Ms. Orr, Dr. Byers, Mr. Hanley, and Mr. Reeves. Ms. Cambron, Bon Air Branch; Mr. Evans, Business Office; Ms. James, Children's Services; Mrs. Masuhr, Community Relations; Mr. Pennington, Physical Facilities; Ms. Perkins, Middletown Branch; Ms. Roby, Extension Services; Ms. Biemer, City Law Department; Commissioner Gorman, Jefferson County Fiscal Court; Mr. Ryce, Courier-Journal; the Director and Assistant Director also attended.

Absent: Ms. Miller and Mr. Noyes.

Mr. Hanley presided.

Mr. Hanley introduced Commissioner Gorman and extended the Commission's appreciation for his continued support of the Library.

Minutes: Dr. Byers moved approval of the minutes of the March 21, 1989, meeting. Ms. Carle seconded the motion which passed.

Finance Committee: Ms. Orr read the certification of bills which was accepted.

Planning Committee: Mr. Ptacek reported on the work of the Committee in reviewing library plans. Major needs of the Library are: opening five new branches, attaining the national minimum of two volumes per capita, increasing all branch hours to 65 hours per week, increasing levels of staffing, and implementing a program of proactive maintenance. Mr. Hanley complimented the Committee on its work and indicated the next step was for the Commission to prioritize the needs.

Library Broadcasting Committee: Ms. Biemer reported that the A.T.E. contract had been introduced before the Board of Aldermen and acceptance of it is expected at the next meeting.

Continuing Education Committee: Ms. Goldberg reviewed the status of the Western Black History Collection project. See attached Annex A.

The report on community outreach was deferred to the May meeting.

President's Report: Mr. Hanley announced the appointments of Mr. Reeves to the Finance Committee and Mr. Noyes to the Planning Committee.

Mr. Hanley introduced, for a second reading and action, the resolution changing Commission By-Laws to establish an Executive Committee. See attached Annex B. Dr. Byers moved acceptance, Ms. Orr seconded, and the resolution passed.

Librarian's Report: Mr. Ptacek introduced Ms. Cambron who reviewed a staff report on variable loan periods. See attached Annex C. He also introduced Ms. Perkins, Middletown Branch Head.

Mr. Ptacek announced the State Library program on planning to be held in Louisville, May 31 - June 1, 1989. He also reported on a visit to the new Lexington Public Library building.

Adjournment: There being no further business, the meeting adjourned at 4:50 p.m., for a tour of the branch.

LOUISVILLE FREE PUBLIC LIBRARY

MEMORANDUM

TO: W. Ptacek
FROM: W. H. Garnar
DATE: April 17, 1989
RE: Western Black History Collection Update

1. The hydrothermograph has been ordered and delivery is expected within two weeks.
2. Ms. Samuels has recommended that the Librarian's Office would be a better location for the Collection. It is easier to control the physical environment and monitor patron use because of its location. This will be the area monitored by the hydrothermograph.
3. The City Law and Insurance Departments have been contacted and alerted to the project.
4. Ms. Samuels has been removing first editions and other unique items from open shelves.
5. Concerning a project director: Ms. Arnita Jones has contacted Western Branch, but has not reviewed the collection. Ms. Samuels has gotten another possible name for project director: Ms. Gina Kinchlow. Her resume is attached.
6. Jim Nelson, State Librarian, has been contacted and is arranging for Archives staff to review the collection. Archives presently deals with microfilming, encapsulation, and lamination. They are also getting into the area of photograph preservation. Some of these services may be provided for the collection. Archives will also be able to help us construct a budget for the project.
7. Ms. Roby and I would recommend that the advisory group meet once more in May, after the visit of State Archives staff, to make final recommendations on the project.

cc: Darlene Roby
Carmen Samuels
W. H. Garnar

GINA L. KINCHLOW
1330 South 6th Street - #16
Louisville, Kentucky 40203
502-637-8439

CAREER OBJECTIVE

To obtain a challenging and motivating position in Research Development as a Project Director or some closely related dimension in which analytical, technical, and organizational skills will be utilized and developed in the fullest capacity.

EDUCATION

Master of Arts degree in Folk Studies. Western Kentucky University, Bowling Green, Kentucky.
(1984 - 1985)

Bachelor of Arts degree in Psychology. Western Kentucky University, Bowling Green, Kentucky.
(1974 - 1978)

PROFESSIONAL EXPERIENCE

Executive Director (January 1987 - Present) Direct all major responsibilities affiliated for a non-profit research facility including project selection and design, grantwriting and fundraising, and conducting research projects for which responsibilities include oral history fieldwork and transcription, telephone interviews, library and archival research, mail surveys and questionnaires and all written material from the research.

Private Eyes, Inc., PO Box 2825, Louisville, Kentucky 40201

Research Analyst (September 1987 - Present) Collect the necessary data as required for various research projects; design a computational plan for analyzing the data; manipulate the data by writing various computer programs to accommodate the information desired; analyze the data; write reports pertaining to the various research projects.

University of Louisville, Urban Studies Center, Louisville, KY

Facilitator/Counselor (March 1986 - November 1987) Design and direct educational classes suitable for the adult student returning to the traditional classroom setting.

Watterson College-Adult Skills Center, 1015 Chestnut, Louisville.

Research Assistant (June - September, 1985) Assisted in the treatment, analysis and interpretation of data accumulated for two social history projects. This included conducting comparative studies of project materials and compiling and organizing data into programs for computer use.

Smithsonian Institution, National Museum of American History, Washington, D. C.

Graduate Research Assistant (August 1984 - May 1985, September -December 1985) Assisted the Folk Studies Department in undergraduate classroom instruction and preparation, conducted library and archival research for personal projects of professors, organized and compiled data from research projects for computer use and for written reports.

Western Kentucky University, Bowling Green, Kentucky.

Trainer/Supervisor (August 1978 - August 1984) Trained hourly and salaried employees on various technical changes from within the Quality Control Division. Supervised the work activity of hourly employees in various areas of the plant.

Lorillard, 30th and Muhammad Ali Boulevard, Louisville, Kentucky.

Trainer/Supervisor (August 1978 - August 1984) Trained hourly and salaried employees on various technical changes from within the Quality Control Division. Supervised the work activity of hourly employees in various areas of the plant.
Lorillard, 30th and Muhamad Ali Boulevard, Louisville, Kentucky.

TECHNICAL SKILLS

Word Processing - WordPerfect, Displaywrite 3, Apple IIe

Computer Proficiency - SPSSX, StatPac, IBM Assistant Series

Audio/Visual Equipment - 35mm camera, camcorder, tape recorder, VCR and some television equipment

QUALITATIVE RESEARCH PROJECTS

African-American Oral Traditions (Kentucky Educational Television 1988)
Second Baptist Church (New Albany, Indiana 1988)
Plymouth Settlement House (Louisville, Kentucky 1986-87)
Family Folklore - Celebrating Easter (Bowling Green, Kentucky 1985)
Music in the Black Church (Bowling Green, Kentucky 1985)
"Juneteenth": An African-American Celebration (Bowling Green, Kentucky 1984)

AWARDS AND ACCOMPLISHMENTS

1986 Recipient of a grant from the Kentucky Foundation for Women to conduct a historical research project on the Plymouth Settlement House

1985 Smithsonian Fellow - National Museum of American History

1984-86 Minority Graduate Scholarship - Western Kentucky University, Bowling Green, KY

1985 Paper Presentation - "Zora Neale Hurston: The Novelist" at Hurston Conference, University of Illinois, Urbana, Illinois

1987 Founder and Executive Director of Private Eyes, Inc. - Historical Research & Development

1988 Facilitator - YWCA Workshop: "The History of Women & Its Utilization in the Workplace"

MEMBERSHIPS AND AFFILIATIONS

Delta Sigma Theta Sorority, Inc.

Mimosa

Smithsonian Associates

Association of Black Women Historians

American Association for State and Local History

American Folklore Society

Professional Vita
(continued)

Quality Control Trainer/Supervisor (August 1978 - August 1984) Responsible for the total design and development of specific training programs which included use of audio/visual equipment, "hands on" learning, and oral presentations. Trained hourly and salaried employees on various technical changes from within the Quality Control Division. Supervised the work activity of hourly employees in various areas of the plant.

Lorillard, 30th and Muhamad Ali Boulevard, Louisville, Kentucky.

TECHNICAL SKILLS

Computer Proficiency - SPSSX
StatPac
IBM Assistant Series
Some SAS and Lotus

Word Processing - WordPerfect
Apple IIe
DisplayWrite 3

Audio/Visual Equipment - 35mm camera, camcorder, tape recorder, VCR and some television equipment

RESEARCH PROJECTS

Project CONNECT: A Study of Homeless, Alcoholic Men in Louisville, Kentucky. (May 1988-Present)

The AIS/MR Waiver Project: An Assessment. Department of Medicaid Services. Kentucky. (January 1987 - Present)

Clinical Nurse Specialists: An Evaluation of the Master of Science in Nursing Degree Program at the University of Louisville. Humana University Hospital, Humana Audubon Hospital, Louisville, Kentucky. (January 1987 - Present)

Management-Labor Relations: A Study of Industries in Louisville, Kentucky. Gheens Foundation. Louisville, Kentucky. (September 1987)

MEMBERSHIPS AND AFFILIATIONS

Delta Sigma Theta Sorority, Inc.

Mimosa

Smithsonian Associates

Association of Black Women Historians

REFERENCES

Dr. Spencer Crew - Historian
National Museum of American History
Archives Center
14th and Constitution Avenues, NW
Washington, D. C. 20560
202-357-1991

Dr. James O. Horton - Historian
National Museum of American History
Archives Center
14th and Constitution Avenues, NW
Washington, D. C. 20560
202-357-3182

Ms. Gwenda L. Willingham - Corporate Accountant
Brown and Williamson Tobacco
Brown and Williamson Towers
Louisville, Kentucky
502-568-7366

Dr. Lynwood Montell - Professor
Programs in Folk Studies
Western Kentucky University
Bowling Green, Kentucky 42101
502-745-2401

Mr. Gene Rains - Plant Manager
Lorillard
30th and Muhamad Ali Boulevard
Louisville, Kentucky
502-778-4421

Mrs. Flora Ponder, R.N. - Emeritus Director of Nursing Program
CareerCom Adult Learning Center
Breckinridge
Louisville, KY 40203
502-772-9073

PRIVATE EYES, INCORPORATED
Historical Research & Development

P.O. Box 2825
Louisville, Kentucky
40201

502-634-3811

Mission Statement:

- . To bring about historical equity by unveiling the history of those people, places and events that have been consistently excluded from formal history texts;
- . To research, document and preserve the history of those people, places and events that have been consistently excluded from formal history texts;
- . To develop creative and intelligent public programs from the corporation's historical research efforts that can be used for the education and enlightenment of the general public;
- . To explore new research methods that will enhance and encourage the study of obscure historical events.

Corporate History:

- 1987 January Private Eyes, Inc. - Historical Research & Development founded by Gina L. Kinchlow.
- March Charter Board of Directors announced.
- April Organization became incorporated.
- June First major press release went out about the corporation as well as mass mailing campaign of first brochure.
- 1988 March Amendments to Articles of Incorporation were filed.
- April Corporation is granted 501(c)(3) status from Internal Revenue Service.

Research Projects:

- . **Plymouth Settlement House.** A study of the African-American women who migrated to Louisville between 1917 and 1920 and lived in the third-floor dormitory at the settlement house.
- . **Second Baptist Church.** A 5-part research project looking at the folk history of the members at one of the oldest standing African-American churches in the state of Indiana.
- . **Parkland Neighborhood History Project.** An oral history/call for artifacts undertaking that will unveil the culture and traditions of the "Little Africa" neighborhood that was once a part of Louisville's Parkland.
- . **Mrs. Willie Emma Jackson Gossom: An Oral History.** An oral history with photographs and indexes of a 100-year old woman in Bowling Green, Kentucky.

RESOLUTION
OF THE
LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION

WHEREAS, The Louisville Free Public Library Commission is charged with the policy decisions affecting the Louisville Free Public Library;

WHEREAS, The Louisville Free Public Library Commission utilizes a committee system in addressing such policy decisions and information gathering;

WHEREAS, The Louisville Free Public Library Commission deems it necessary to revise its bylaws to include for the provision of an Executive Committee;

BE IT HEREBY RESOLVED, that the Bylaws of the Louisville Free Public Library Commission, Sections III. and IV. are amended for the inclusion of an Executive Committee. The new sections shall read:

III.

COMMITTEES

At each annual meeting, or as soon thereafter as may be necessary, the Chairperson shall appoint the following standing committees, to be composed of three Trustees each, to serve until duly succeeded, viz:

- (a) Committee on Finance;
- (b) Committee on Broadcasting;
- (c) Committee on Planning;
- e.(d) Executive Committee.

The Chairperson, with the concurrence of the Commission, may appoint ad hoc committees as needed.

IV.

DUTIES OF COMMITTEES

A New Section:

EXECUTIVE COMMITTEE. The Executive Committee shall consist of the Chairpersons of the Committee on Finance, the Committee on Planning, the Committee on Broadcasting, and the Advisory Commission of the Louisville Free Public Library. The Executive Committee shall act upon all business of the Library requiring, in its sole discretion, immediate action with the exception of execution of contracts which shall bind the Library. All such necessary action shall be submitted to the Advisory Commission at the next regular meeting of the Commission as an information item and for concurrence of the action taken, if such is deemed necessary by the Chairperson.

This Resolution was passed by the Louisville Free Public Library Commission on the _____ day of April, 1989, and I hereunto set my hand.

KEITH HANLEY, CHAIRPERSON

WILLIAM PTACEK, SECRETARY

LOUISVILLE FREE PUBLIC LIBRARY

M E M O

TO: DARLENE ROBY
FROM: LOIS TUCKER, BARBARA CAMBRON, AMELIA DEBUSMAN
DATE: APRIL 11, 1989
RE: VARIABLE LOAN PERIODS

COMMITTEE REPORT ON VARIABLE LOAN PERIODS FOR
HIGH-DEMAND MATERIALS

The committee examined the feasibility of establishing varying loan periods of seven or fourteen days for materials of high demand in order to make those materials available to an increased number of patrons. The shorter loan periods were considered for such items as best sellers, other books with long reserve lists, and science fair materials. Among the topics discussed were the potential advantages and disadvantages of such loan periods to patrons, planning and policy considerations, and staff requirements for selecting and converting materials.

PATRON CONSIDERATIONS

While the seven or fourteen-day loan period could provide high-demand materials for an increased number of patrons in a given period of time, some problems are anticipated.

Materials checked out on the same date could have different due dates. This may result in confusion or inconvenience for some patrons, or overdue fines for the patron who is not aware that certain materials are due before others checked out on the same date.

The patron who could not finish a book in seven or fourteen days would not be able to renew the book. This problem would be compounded for the patron who reserves a number of books that become available at the same time. The patron may be discouraged from reserving books if it is thought that the shorter loan period does not provide enough time to finish one or more books.

A patron may prefer to pay an overdue fine of thirty cents per week in order to finish a book. That book would not be available more quickly for the next patron as anticipated by the shorter loan period.

Patron complaints can be expected when a patron has waited some time for a reserve book and is informed that it must be returned in less than 28 days or when a patron does not realize a book is due in a shorter period of time and incurs fines. Although it is assumed that all materials with shorter loan periods would be clearly marked as such on both the outside of the book and on the due date card, occasional processing or circulation problems (a seven or fourteen-day loan period sticker comes loose, or the wrong due date card is put in the pocket) would result in further complaints.

The patron who could not finish a book in seven or fourteen days would not be able to renew the book. This problem would be compounded for the patron who reserves a number of books that become available at the same time. The patron may be discouraged from reserving books if it is thought that the shorter loan period does not provide enough time to finish on or more books.

A patron may prefer to pay an overdue fine of thirty cents per week in order to finish a book. That book would not be available more quickly for the next patron as anticipated by the shorter loan period.

POLICY AND PLANNING CONSIDERATION

Planning and policies are necessary to provide for consistency in establishing shorter loan periods for high-demand materials.

Categories of materials (best sellers, books with long reserve lists, science fair materials, etc.) must be identified for short-term loan periods. The length of those loan periods (seven or fourteen days) must be determined, as well as the length of time particular categories of materials would be circulated for shorter periods.

The specific staff positions responsible for the selection and conversion of individual titles for short-term loan periods must be determined.

STAFF CONSIDERATIONS

When guidelines are established and duties are assigned, it is necessary to allocate sufficient staff time for the selection and conversion of materials to the shorter loan period.

Selection of titles will require staff time at branches and Main Library departments in three areas. Initially, collections in branches or departments must be searched for titles within pre-selected categories that are suited for short-term loan periods. Secondly, on an ongoing basis, this determination must be made for new or replacement titles and for titles and for titles that will be part of a temporary short-term loan period

collection. Third, one or more staff members will require time to determine when the short-term loan period is no longer necessary for particular titles. Although general policy guidelines are recommended for categories of materials for short-term loan periods, and for the length of time materials have short-term loan periods, staff time will invariably be necessary in branches and Main Library departments for these decisions regarding individual titles.

Clerical staff time requirements will fall into the same areas. Three immediate tasks will initially require staff time at branches and in the Main Library's Circulation Department or Technical Services. A change in the material code in the "item maintenance" record must be made to reflect a loan period of less than 28 days (as with reference books when circulated and videos). The front cover and/or spine of a book must be clearly labelled, as well as the pocket of the book, so that patrons are aware of the shorter loan period. The same process is necessary for new and replacement titles (either centrally in Technical Services or at the branches) or those selected temporarily for short-term loan periods. The material code will have to be changed again, the labels removed, and the pockets replaced when it is determined that the short-term loan period is no longer preferred.

In addition, staff time and attention will be necessary on a constant basis in the circulation of short-term loan period materials. Varying due dates must be stamped on due cards. (For the benefit of the patron and the person working the circulation desk the short-term due date cards should be of a contrasting color.) Careful attention must be paid at the circulation desk to placing the correct due date card in the pocket at checkout and calling the patron's attention to the shorter loan period.

Procedures for shelving short-term loan period materials must be established at branches and in departments. The question of whether these materials would be shelved separately must be addressed, especially in light of the fact that a shortage of space now exists in some branches and some Main Library departments.

Extra supplies -- labels or stickers for covers, pockets and/or due date cards of contrasting color -- are necessary.

CONCLUSION

Given adequate opportunity for careful planning, selection, and conversion, the library could loan high-demand materials for periods of less than 28 days. However, it can not be assumed that the wait for reserve books would be reduced noticeably enough to offset potential problems for and with patrons. Considering present staff and time constraints, the committee does not recommend that the library institute loan periods of less than 28 days at this time.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

MAY 16, 1989

The Louisville Free Public Library Advisory Commission met on May 16, 1989, at 4:00 P.M. at the Main Library.

Present: Ms. Carle, Ms. Dinnen, Ms. Goldberg, Ms. Miller, Ms. Orr, Dr. Byers, Mr. Hanley, and Mr. Reeves. Mr. Evans, Business Office; Mr. Hellner, Automation; Ms. James, Children's Services; Ms. Masuhr, Community Relations; Mr. Pennington, Physical Facilities; Ms. Pickett, Bibliographer; Mr. Rees, Main Library; Ms. Roby, Extension Services; Ms. Biemer, City Law Department; Ms. Downing, County Physical and Environmental Services Cabinet; Ms. Yancy, League of Women Voters; the Director and Assistant Director also attended.

Absent: Mr. Noyes.

Mr. Hanley presided.

Minutes: Ms. Orr moved approval of the minutes of the April 18, 1989, meeting. Ms. Dinnen seconded the motion which passed.

Finance Committee: Ms. Orr read the certification of bills, which was accepted.

Mr. Ptacek reviewed the April monthly financial statement.

Library Broadcasting Committee: Ms. Goldberg moved acceptance of the Committee's May 10, 1989, recommendation that the Library establish a separate restricted fund to cover production costs for unanticipated local programs and performances. See attached Annex A. Ms. Carle seconded the motion, which passed.

Continuing Education Committee: Ms. Carle reported on the Library's community outreach projects. Contacts with the community are varied and include class visits, homebound and housing project programs, work with business groups, literacy and adult basic education programs, and participation in neighborhood festivals and fairs. Many programs are done in cooperation with other community groups and agencies. Additional staff would permit expansion of such outreach programs and activities.

Ms. Orr reported on the duties of reference librarians. Answering questions is only one of the many tasks done by reference librarians. Others include: indexing and abstracting, periodical and equipment maintenance, training of new staff, coordinating volunteers, selecting and discarding materials, grant administration, preparation of special bibliographies and catalogs such as the Large Print Catalog, interlibrary loan, inservice training, and assistance to branch libraries.

Planning Committee: Ms. Miller called on Mr. Ptacek and Ms. Roby to report on branch needs as they relate to the long range plan. Ms. Roby indicated the need for five additional branches

located in the following areas: Pleasure Ridge Park, Fairdale, Fern Creek, Outer Highlands, and Northeast, based on geography and population served. She also noted the need for, and potential impact on circulation, Louisville's collections to reach 2 books per capita instead of the current 1 book per capita. Mr. Ptacek discussed the upgrading of branch staffing patterns from 5 to 8 persons per branch and the impact on reference services, delineation of duties, and community outreach.

President's Report: Mr. Hanley indicated that the amended by-laws had been distributed and that an updated roster would be given to Commission members. Mr. Hanley also requested that the City/County compact be checked concerning attendance of Commission members.

Librarian's Report: Mr. Ptacek distributed the Annual Report and explained the new publication: Book Paths.

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

ANNEX A

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

LIBRARY BROADCASTING COMMITTEE

MAY 10, 1989

The Library Broadcasting Committee at its May 10, 1989, meeting unanimously approved the following recommendation, to be brought to the full Commission on May 16, 1989:

The Library will establish a separate restricted fund entitled: Production Fund. The fund will be used to cover production costs for unanticipated local programs and performances.

Those present and voting were: Mrs. Goldberg, Ms. Dinnen, and Ms. Orr.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

JUNE 20, 1989

28

The Louisville Free Public Library Advisory Commission met on June 20, 1989, at 4:00 P.M. at the Main Library.

Present: Ms. Dinnen, Ms. Goldberg, Ms. Miller, Dr. Byers, Mr. Hanley, Mr. Reeves, Mr. Evans, Business Office; Mr. Hellner, Automation; Ms. James, Children's Services; Ms. Masuhr, Community Relations; Mr. Pennington, Physical Facilities; Mr. Perkins, Attorney; Mr. Rees, Main Library; Ms. Roby, Extension Services; Mr. Weston, Library Broadcasting; Ms. Brown, Courier-Journal; Ms. Downing, County Physical and Environmental Services Cabinet; Ms. Shealey, League of Women Voters; the Director and Assistant Director also attended.

Absent: Ms. Carle, Ms. Orr, and Mr. Noyes.

Mr. Hanley presided.

Minutes: Dr. Byers moved acceptance of the minutes of the May 16, 1989, meeting. Mr. Reeves seconded the motion, which passed.

Finance Committee: Mr. Hanley read the certification of bills, which was accepted.

Planning Committee: Copies of a draft of the Long Range Plan were distributed. (See Annex A). Ms. Miller stated that the Committee had approved the plan and the Commission would discuss and vote on the plan at the July meeting. Mr. Ptacek commented on various items in the plan and indicated that all of the individual items had been before the Commission in other documents and memoranda. Mr. Hanley requested that members identify two or three priority items for the Commission to undertake in the next year.

Mr. Ptacek called upon Mr. Pennington to report on Physical Facilities as it relates to long range plans. Mr. Pennington reviewed the work of the Department and indicated the need for: Increasing daily maintenance such as cleaning, increasing preventive maintenance, and establishing depreciation accounts for furniture and equipment.

Library Broadcasting Committee: Mr. Weston reported that there would be an image change for WFPK, as of July 3, 1989, to classical music and the arts. The new theme for the station is: "Where the arts come alive."

Continuing Education Committee: Mr. Reeves reported on science and technology resources at the Main Library. (See Annex B). Of special note was the impact that Foundation funds have had on updating and expanding the science and technology collections.

Chairman's Report: Mr. Hanley distributed a proposed amendment to the Commission by-laws concerning the creation of a new section of Article VII. (See Annex C). The resolution will be voted on at the July meeting.

Mr. Hanley announced that the next meeting was scheduled to be held at Newman Branch Library.

Mr. Hanley expressed the feelings of the Commission on Mr. Ptacek's resignation as Library Director and presented Mr. Ptacek with a memento from the Commission for his more than five years of energetic, exemplary and innovative work.

Dr. Byers moved that the chair be instructed to draft a resolution to Mr. Ptacek in appreciation of his achievements as Library Director. The motion was seconded and accepted by acclamation. A copy of that letter is attached. (See Annex D).

Mr. Ptacek thanked the Commission for its support during his tenure and expressed his optimism for the Library's future because of the Commission's dedication.

Mr. Hanley requested approval for the formation of a selection committee comprised of the Executive Committee and a representative from the Foundation and the Mayor's Office. Dr. Byers so moved, Ms. Dinnen seconded, and the motion passed. Mr. Hanley noted that he had spoken to the Mayor who had endorsed the concept of employing a national search firm and had indicated that the City would underwrite the costs.

Mr. Hanley requested a motion that the Assistant Director be named Acting Director during the interim. Ms. Dinnen so moved, Ms. Miller seconded, and the motion passed.

Mr. Hanley then requested that, during the interim, the Acting Director be authorized to sign Foundation and Restricted Fund checks. Dr. Byers so moved, Ms. Miller seconded, and the motion passed.

Mr. Hanley indicated that Mr. Ptacek's evaluation had been mailed to Commission members for review and that no revisions or changes had been received. Ms. Miller moved that the evaluation be accepted as mailed and given to Mr. Ptacek. Mr. Reeves seconded the motion, which passed.

Old Business: Ms. Goldberg announced that the Western Black History project plans would be presented at the July meeting.

Adjournment: There being no further business, the meeting adjourned at 5:06 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

JULY 18, 1989

The Louisville Free Public Library Advisory Commission met on July 18, 1989, at 4:00 P.M. at the Newman Branch Library.

Present: Ms. Carle, Ms. Dinnen, Ms. Goldberg, Ms. Miller, Ms. Orr, Dr. Byers, and Mr. Hanley. Mr. Evans, Business Office; Mr. Harris, Newman Branch Library; Mr. Hellner, Automation; Ms. James, Children's Services; Ms. Masuhr, Community Relations; Mr. Pennington, Physical Facilities; Mr. Rees, Main Library; Ms. Roby, Extension Services; Mr. Weston, Library Broadcasting; Mr. O'Daniel, Mayor of Shively; and the Acting Director also attended.

Absent: Mr. Noyes and Mr. Reeves.

Mr. Hanley presided.

Minutes: Dr. Byers moved acceptance of the minutes of the June 20, 1989, meeting. Ms. Carle seconded the motion, which passed.

Finance Committee: The Acting Director announced the June financial report and certification of bills would be distributed as soon as preliminary year end data was received from the City Finance Department.

Ms. Orr called upon Mr. Rees to review a staff recommendation, approved by the Finance Committee, concerning on-line search charges. See attached Annex 1. Ms. Orr moved approval of the recommendation, with a review in six months. Dr. Byers seconded the motion, which passed.

The Acting Director distributed copies of the 1989-90 budget, as approved by the City, and the 1989-90 Library Materials budget. See attached Annexes 2 and 3. Both items had been reviewed and discussed by the Finance Committee.

Planning Committee: Ms. Miller noted that the Long Range Plan had been reviewed and approved by the Committee, introduced at the June Commission meeting, and was now ready for discussion. Dr. Byers moved adoption of the Long Range Plan, as distributed. Ms. Orr, seconded the motion, which passed.

Mr. Garnar called upon Ms. James and Mr. Rees to report on personnel in relation to the Library's long range needs. Current staffing patterns were reviewed and note was made to increase the staff complement, salary levels, and support for staff development and training. Ms. Goldberg requested that additional salary information be supplied on libraries in the area.

Library Broadcasting Committee: Mr. Weston reported positive response to WFPK broadcasting 24 hours per day. He also noted that it was too early to judge the impact of programming changes on WFPK.

Continuing Education Committee: Ms. Goldberg reported on acquisitions policy and procedures. Selection is basically done by staff directly working with the public. However, the Bibliographer monitors the general growth and direction of the collection. Emphasis continues on building up reference collections and amounts are stipulated for popular and ephemeral materials.

Ms. Goldberg also reported that she had met with Ms. Gina Kinchlow, potential director for the Western Black History project. Ms. Goldberg indicated that the Commission needed to consider a name for the collection. Mr. Hanley requested that the Planning Commission bring a recommendation to the next meeting.

Chairman's Report: Mr. Hanley introduced Mr. William O'Daniel, Mayor of Shively, and thanked him for his support of the Library. Mayor O'Daniel indicated his pleasure at having Newman Branch in Shively and his commitment to improving and expanding the facilities, as resources become available.

Mr. Hanley noted that the change in Commission by-laws, concerning absences, had been introduced at the June meeting and was on the floor for discussion and a vote. Dr. Byers moved approval of the resolution as distributed at the June meeting and included as Annex C of the minutes of that meeting. Ms. Orr seconded the motion, which passed. Mr. Hanley will write Mr. Noyes concerning his attendance.

Mr. Hanley announced that Korn/Ferry International would conduct the search for a new Director. Ms. Terry Miller Campbell would direct the search and meet with the Search Committee on July 19. He requested Commission members to contact him if there were questions or comments. The consensus of the Committee was to go into executive session following this meeting to discuss the selection process.

Director's Report: Ms. James reported that Summer Cool had been successful during its first few weeks. Over 1,700 children have attended. A complete report will be made after the project ends in August.

Mr. Garnar announced receipt of a \$15,742 U. S. Department of Education grant to provide basic mathematics and reading skills classes at Western Branch. He also announced receipt of a Kentucky Department for Libraries and Archives grant of \$63,782 for Shawnee Branch renovation.

Mr. Charles Harris, Newman Branch Head, was introduced.

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

LOUISVILLE FREE PUBLIC LIBRARY

M E M O

TO: W. GARNAR
FROM: L. REES, C. BROWN
RE: CHARGES FOR ON-LINE SEARCHING
DATE: JULY 10, 1989

After July 13, 1989 the scheduled date for a training session in the use of the on-line component of our computerized Wilson Indexes we would like to begin doing on-line searching when appropriate.

Use of Wilson's on-line component will be a way to get comfortable with searching before beginning use of other on-line services in the future.

Cost: The use of Wilson on-line will cost about \$60 per hour, with a typical search averaging around ten minutes in length.

Charges: Approaches to charging patrons for on-line searching varies widely from library to library. After reviewing the literature and talking with librarians in other areas we recommend the following: An individual or company will be given \$20.00 free searching per month and be charged the full cost of searching beyond \$20.00.

This approach will not prohibit any individual or organization from using the service while at the same time placing a reasonable limit on cost.

A budget of \$5,000 could be established for on line search cost. Our policy on charging could be reviewed at the end of the six months or at a time when three fourth's of the budget is expended.

LOUISVILLE FREE PUBLIC LIBRARY

City Approved Budget

1989-90

RECEIPTS	<u>ACTUAL 1987-88</u>	<u>BUDGET 1988-89</u>	<u>ESTIMATED 1988-89</u>	<u>APPROVED BUDGET 1989-90</u>
Prior Year Funds	<u>196,749.84</u>			
City General Op. Funds	2,602,960.00	2,860,180.00	2,860,180.00	2,995,230.00
City Capital Funds	33,500.00	441,060.00	441,060.00	772,060.00
Community Development		411,010.00	411,010.00	411,010.00
County Gen. Opr. Funds	2,597,960.00	2,840,620.00	2,840,620.00	2,995,230.00
Summer Cool				15,820.00
Fines	121,889.03	115,000.00	115,000.00	120,000.00
Reimbursed Expenses	15,059.09	18,000.00	18,000.00	18,000.00
Investments	74,420.50	78,000.00	78,000.00	78,000.00
State/Federal Funds				
State: Non Categorical	181,090.00	222,215.00	222,215.00	181,090.00
State: Books	28,271.00	28,261.00	28,261.00	28,261.00
Federal: MURL (Books)	32,960.00	65,359.00	65,359.00	32,960.00
Federal: Blind (TBL)	81,070.00	91,070.00	91,070.00	91,070.00
CPB	133,679.00	135,838.00	135,838.00	135,838.00
NPPAG	41,371.00	42,258.00	42,258.00	42,258.00
CPB Added Grant	3,453.00	956.00	956.00	956.00
State/Federal Total	<u>501,894.00</u>	<u>585,957.00</u>	<u>585,957.00</u>	<u>512,433.00</u>
Library Broadcasting	265,837.07	343,457.00	343,457.00	343,457.00
Sunday Funds	30,000.00			
City/County Brown-Match		420,000.00	420,000.00	
Total Receipts:	6,440,269.53	8,113,284.00	8,113,284.00	8,261,240.00
DISBURSEMENTS				
Personnel				
Salaries	3,134,583.82	3,576,252.00	3,576,252.00	3,601,665.00
Social Security	214,876.66	250,920.00	250,920.00	265,565.00
Pension	150,456.27	176,370.00	176,370.00	172,000.00
Hospitalization	228,879.35	228,960.00	228,960.00	255,000.00
Unemployment Insurance	21,604.27	24,250.00	24,250.00	22,910.00
Personal Contracts	1,000.00	1,200.00	1,200.00	1,200.00
Workers Comp.	8,822.17	12,460.00	12,460.00	12,200.00
Total Personnel:	<u>3,760,222.54</u>	<u>4,270,412.00</u>	<u>4,270,412.00</u>	<u>4,330,540.00</u>
Contractual Services				
Equipment Maintenance				109,150.00
Postage	32,614.99	45,000.00	45,000.00	49,280.00
Equipment Rental	32,958.66	45,017.00	45,017.00	45,000.00

City Approved Budget
1989-90

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	<u>ACTUAL</u> 1987-88	<u>BUDGET</u> 1988-89	<u>ESTIMATED</u> 1988-89	<u>APPROVED</u> <u>BUDGET</u> 1989-90
Contractual Services (Cont'd)				
SOLINET (Cataloging)	48,183.73	25,000.00	25,000.00	25,000.00
Subscriptions	92,841.21	112,810.00	112,810.00	123,000.00
Binding	11,139.11	15,000.00	15,000.00	15,000.00
Local Travel In-State	1,997.33	3,000.00	3,000.00	3,000.00
Out-of-State Travel	6,236.22	10,000.00	10,000.00	10,500.00
Training/Education	4,850.16	14,000.00	14,000.00	14,000.00
Special Programming	24,026.68	38,910.00	38,910.00	42,400.00
Electricity	250,200.22	254,000.00	254,000.00	261,620.00
Heating Fuel	56,034.49	60,000.00	60,000.00	62,400.00
Telephone	76,671.94	80,010.00	80,010.00	82,410.00
Water	683.47	700.00	700.00	740.00
Sewer	9,103.33	11,500.00	11,500.00	12,070.00
Legal Services	5,054.75	9,000.00	9,000.00	9,000.00
Cleaning Services	90,130.00	105,500.00	105,500.00	111,830.00
Repairs - Facilities				105,300.00
Professional-Audits	19,310.24	17,700.00	17,700.00	17,700.00
Protection-Guards	62,415.62	63,000.00	63,000.00	73,000.00
Insurance Premiums	34,887.11	65,000.00	65,000.00	75,000.00
Other-Miscellaneous	3,226.56	6,610.00	6,610.00	6,000.00
Total Contractual:	862,565.82	981,757.00	981,757.00	1,253,400.00
Interagency Cont. Services				
Labor Costs-Vehicles	8,033.26	10,000.00	10,000.00	12,000.00
Fuel Costs-Vehicles	6,899.75	7,160.00	7,160.00	7,000.00
Depreciation-Vehicles	17,783.04	17,780.00	17,780.00	17,780.00
Total Interagency	32,716.05	34,940.00	34,940.00	36,780.00
Supplies				
Books and Materials	1,047,270.15	1,056,130.00	1,056,130.00	1,091,300.00
Library Supplies		67,000.00	67,000.00	67,000.00
Office Supplies	66,616.14	30,000.00	30,000.00	30,000.00
Printing	38,026.64	41,650.00	41,650.00	41,650.00
Household Supplies	10,169.90	13,650.00	13,650.00	14,000.00
Maintenance	282,157.13	361,850.00	361,850.00	183,500.00
Supplies Total:	1,444,239.96	1,570,280.00	1,570,280.00	1,427,450.00

City Approved Budget
1989-90

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	<u>ACTUAL</u> <u>1987-88</u>	<u>BUDGET</u> <u>1988-89</u>	<u>ESTIMATED</u> <u>1988-89</u>	<u>APPROVED</u> <u>BUDGET</u> <u>1989-90</u>
Capital Outlay				
Furniture & Equipment	5,446.20	51,825.00	51,825.00	30,000.00
Bon Air-Info Access	30,000.00			
Main Carpeting				90,000.00
Crescent Hill	3,500.00	207,560.00	207,560.00	207,560.00
Iroquois		200,000.00	200,000.00	400,000.00
Lift-Main		13,500.00	13,500.00	
Portland		180,700.00	180,700.00	180,700.00
Shawnee		250,310.00	250,310.00	250,310.00
Automation				22,000.00
Data Authority Control		32,000.00	32,000.00	
City/County Brown-Match		320,000.00	320,000.00	
Branch Shelving				25,000.00
Bookdrops				7,500.00
	<hr/>	<hr/>	<hr/>	<hr/>
Capital Total	38,946.20	1,255,895.00	1,255,895.00	1,013,070.00
TOTAL:	6,138,690.57	8,113,284.00	8,113,284.00	8,261,240.00

* Capital Outlay funds carried over from 1988-89 (\$200,000 carried over for Iroquois expansion)

Capital Budget

Library Broadcasting Equipment

47,000.00

LOUISVILLE FREE PUBLIC LIBRARY
BUDGET 1989-90
LIBRARY MATERIALS
FUND SOURCES

	Budgeted 88-89	1989-90
LIBRARY BROADCASTING (1)		
Membership	\$ 37,000	\$ 37,000
CPB	<u>50,310</u>	<u>50,310</u>
Total (1)	<u>\$ 87,310</u>	<u>\$ 87,310</u>
LIBRARY (2)		
General Funds	\$ 764,939	\$ 748,930***
Uri/O'Donovan	10,000	10,000
MURL/Patents	32,960	32,960
State Funds	28,261	209,350**
County Summer Project \$420,000 Grant		2,750
Total (2)	<u>\$ 836,160</u>	<u>\$1,003,990</u>
BOOKS & MATERIALS (1 & 2)****	<u>\$ 923,470</u>	<u>\$1,091,300</u>
LIBRARY ADDITIONAL (3)		
Subscription Reduction	\$ 9,000	\$ 7,000
Additional State Funds	41,125	46,910
Gannett	49,710	
Information Access	65,000*	
Film Services	30,000*	
Black History Western	8,600*	
Housing Authority	<u>7,000*</u>	
Total (3)	<u>\$ 210,435</u>	<u>\$ 53,910</u>
LIBRARY TOTAL (2 & 3)	<u>\$1,046,595</u> =====	<u>\$1,057,900</u> =====

*From \$420,000 Grant
**NC: 181,090, BK: 28,261
***City figure \$758,930 includes 10,000 U/O'D
****Figure which shows on monthly report

LOUISVILLE FREE PUBLIC LIBRARY
BUDGET 1989-90
LIBRARY MATERIALS

	Allocations	1988-89	1989-90
SYSTEM-WIDE/BIBLIOGRAPHER			
Film Services		\$ 30,000	\$ 30,000
Centralized Reserves		20,000	20,000
Software		5,000	5,000
Encyclopedias		22,000	22,000
Core		40,000	25,000
Special Purchases		<u>5,000</u>	<u>10,000***</u>
Subtotal		<u>\$ 122,000</u>	<u>\$ 112,000</u>
MAIN LIBRARY* **			
Adult Books		\$ 132,170	\$ 132,170
MURL/Patents		32,960	32,960
Microforms		82,500	82,500
On-Line-Data Bases		11,900	11,900
Art Reproductions		500	500
Children's Books		27,000	40,000
Large Print Books		<u>12,000</u>	<u>12,000</u>
Subtotal		<u>\$ 299,030</u>	<u>\$ 312,030</u>
* \$200,000 from Foundation after 1/89			
** \$250,000 from Foundation after 1/90			
*** Includes \$2,750 for Summer Cool materials			
BRANCHES			
Regional Reference		\$ 33,500	\$ 32,000
Children's Books		164,000	164,900
Adult Books		291,465	301,465
Black History		8,600	2,000
Housing Authority		7,000	2,500
Books on Tape		30,000	30,000
Bookmobile III		4,000	4,000
Microforms		87,000	94,293
O E Reference		-0-	1,500
Special Projects		<u>-0-</u>	<u>1,212</u>
Subtotal		<u>\$ 625,565</u>	<u>\$ 633,870</u>
LIBRARY TOTAL		<u>\$1,046,595</u> =====	<u>\$1,057,900</u> =====

LOUISVILLE FREE PUBLIC LIBRARY

MEMORANDUM

TO: W. H. Garnar
 FROM: C. Brown
 DATE: July 12, 1989
 RE: RAS Materials Budget

Main Adult
 Materials Budget

FY 1989

FUNDS BUDGETED

City/County Funds	\$312,030
Foundation Funds (est.)	<u>250,000</u>
Total Funds Available	\$562,030 =====

FUNDS COMMITTED AS OF JULY 11, 1989

<u>City/County</u>	<u>Foundation</u>	<u>Total</u>	
\$129,000**	\$	\$129,000	Microforms (est.)
30,000	60,000	90,000	Serials (est.)
32,960		32,960	MURL (for patents)
6,850	18,000	24,850	Blanket Approval Plans
500		500	Art Reproduction
51,820	164,000	215,820	Book Funds
8,000*	4,000	12,000	Large Print
11,900		11,900	Online Database
1,000	4,000	5,000	On-demand
<u>40,000</u>		<u>40,000</u>	Childrens
\$312,030	\$250,000	\$562,030	
=====	=====	=====	

* \$5,150 is for new LT Approval Plans

** \$50,000 is for CD-ROM index additions

LOUISVILLE FREE PUBLIC LIBRARY

MEMORANDUM

TO: W. Garnar
 FROM: D. Roby, K. James
 DATE: July 11, 1989
 RE: 1989/90 Materials Budget

Branches will benefit from the following systemwide allocations:

Allocations	1988-89	1989-90
SYSTEM-WIDE/BIBLIOGRAPHER		
Film Services	\$ 30,000	\$ 30,000
Centralized Reserves	20,000	20,000
Software	5,000	5,000
Encyclopedias	22,000	22,000
Core	40,000	25,000
Special Purchases	5,000	10,000
Large Print	<u>12,000</u>	<u>12,000</u>
Subtotal	<u>\$134,000</u>	<u>\$124,000</u>

Total branch allocation is \$633,870, which is \$8,305 more than last year. The following allotments came off the top before the branch amounts were determined:

BRANCHES		
Regional Reference	\$ 32,000	\$ 32,000
Black History	8,600	2,000
Housing Authority (incl. R.I.F.)	7,000	2,500
Books on Tape	30,000	30,000
Bookmobile III	4,000	4,000
Microforms (Infotrac, etc.)	87,000	94,293
OE Reference	<u>1,500</u>	<u>1,500</u>
Subtotal	<u>\$170,100</u>	<u>\$166,293</u>

The only branch that received a cut from last year is Okolona, due to the delay in their expansion. Other branches which received a large increase last year remained the same this year. This includes Middletown, who still has many empty shelves to fill. Crescent Hill and Iroquois branches received the largest increases this year in anticipation of expansion projects. In dividing the allocation, we maintained previously used percentages of 36% for children's and 64% for adult, overall.

	1987/88	1988/89	1989/90	Difference
Crescent Hill				
Adult	\$ 23,500	\$ 25,500	\$ 30,000	\$ + 4,500
Children's	12,500	14,750	16,000	+ 1,250
Eline				
Adult	21,000	25,500	25,500	-0-
Children's	13,500	14,750	14,750	-0-
Highland				
Adult	13,500	14,000	15,000	+ 1,000
Children's	6,000	6,600	7,000	+ 400
Middletown				
Adult	13,500	30,265	30,265	-0-
Children's	8,500	18,750	18,750	-0-
East Region Total:	<u>\$112,000</u>	<u>\$150,115</u>	<u>\$157,265</u>	<u>\$ + 7,150</u>
Jeffersontown				
Adult	\$ 25,500	\$ 28,500	\$ 28,500	\$ -0-
Children's	16,500	18,500	18,500	-0-
Bon Air				
Adult	23,000	28,500	28,500	-0-
Children's	16,500	18,500	18,500	-0-
Okolona				
Adult	15,500	30,000	25,000	- 5,000
Children's	11,500	18,000	14,750	- 3,250
Southeast Region Total	<u>\$108,500</u>	<u>\$142,000</u>	<u>\$133,750</u>	<u>\$ - 8,250</u>
Shawnee				
Adult	\$ 15,000	\$ 15,500	\$ 15,500	\$ -0-
Children's	6,000	6,600	6,600	-0-
Portland				
Adult	12,500	13,000	15,000	+ 2,000
Children's	6,000	6,600	6,600	-0-
Shelby				
Adult	12,500	12,900	13,900	+ 1,000
Children's	5,500	5,600	6,000	+ 400
Western				
Adult	13,000	13,400	14,400	+ 1,000
Children's	5,000	5,150	6,000	+ 850
West Region Total:	<u>\$ 75,500</u>	<u>\$ 78,750</u>	<u>\$ 84,000</u>	<u>\$ + 5,250</u>

Iroquois				
Adult	\$ 23,500	\$ 25,500	\$ 30,000	\$ + 4,500
Children's	12,500	14,750	16,000	+ 1,250
Newman				
Adult	13,500	13,900	14,500	+ 600
Children's	7,500	7,725	7,725	-0-
Valley				
Adult	14,500	15,000	15,400	+ 400
Children's	<u>7,500</u>	<u>7,725</u>	<u>7,725</u>	<u>-0-</u>
Southwest Region				
Total	<u>\$ 79,000</u>	<u>\$ 84,600</u>	<u>\$ 91,350</u>	<u>\$ + 6,750</u>

Total Branches:	<u>\$375,000</u>	<u>\$455,465</u>	<u>\$466,365</u>	<u>\$ + 10,900</u>
	=====			=====

O E Contingency:			<u>\$ 1,212</u>	
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GRAND TOTAL FOR BRANCHES		<u>\$625,565</u>	<u>\$633,870</u>	
		=====	=====	

If any money becomes available throughout the year, it will be added to O E Contingency. This money can be petitioned for by senior librarians or children's librarians, who have a specific need for developing a collection in a particular area. It will not be used to cover branches who overspend their budgets.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

AUGUST 15, 1989

The Louisville Free Public Library Advisory Commission met on August 15, 1989, at 4:00 P.M. at the Main Library.

Present: Ms. Dinnen, Ms. Goldberg, Ms. Miller, Ms. Orr, Dr. Byers, and Mr. Reeves. Mr. Brown, Main Library; Mr. Evans, Business Office; Mr. Pennington, Physical Facilities; Mr. Rees, Main Library; Ms. Roby, Extension Services; Mr. Weston, Library Broadcasting; and the Acting Director also attended.

Absent: Ms. Carle, Mr. Hanley, and Mr. Noyes.

Ms. Orr presided.

Minutes: The minutes of the July 18, 1989, meeting were approved as distributed.

Finance Committee: Ms. Dinnen read the certification of bills. Mr. Garnar reviewed format changes in the financial and service statistics reports for July.

Planning Committee: Ms. Miller called upon Mr. Brown and Mr. Rees to report on Main Library in relation to the Library's long range needs. With the needed growth in the collections, caused by Foundation funds, space will be totally used in the next 10 to 15 years. New technologies and use of microforms will impact how quickly current space is filled. New technologies such as CD-Roms and Fax machines, while expediting the exchange of information, will necessitate additional personnel. The increase in the size of the collections will also necessitate additional staff to maintain them. New sources of information and larger collections will also necessitate increasing staff expertise through staff development and in-service training.

Library Broadcasting Committee: Ms. Goldberg reported on the regular committee meeting and requested that Mr. Weston review the summary of Library Broadcasting activities, which had been distributed. Mr. Weston also reported on Library Broadcasting's use of telemarketing as a new source of funds.

Continuing Education Committee: Ms. Goldberg reported that a luncheon would be held on September 5, 1989, to introduce the African American Historical Collection project to leaders in the community. Naming the collection was deferred.

Ms. Miller reported on the Main Library's Special Collection. The collection contains a wide variety of items and is especially strong in 19th century natural history items. Many of the items are in need of restoration. The Friends of the Library are considering underwriting the costs of a visit from SOLINET staff to assess the preservation needs of the collection.

President's Report: Ms. Orr reported that the Search Committee had met with Ms. Terry Miller Campbell of Korn/Ferry. The search process is underway. The Committee will meet again with Ms. Campbell before the next Commission meeting.

Librarian's Report: Mr. Garnar distributed copies of the new lap learners brochure, Best Seller, and the organization chart. He also reviewed the status of capital projects. See attached Annex A.

Adjournment: There being no further business, the meeting adjourned at 5:07 p.m.

LOUISVILLE FREE PUBLIC LIBRARY
CAPITAL PROJECTS
1989-90

CRESCENT HILL EXPANSION

Budgeted: \$171,060
Architect: Tucker & Booker
Status: Architect chosen last week. Planning to begin.
Some preliminary work done by Public Works
through Landmarks Commission.

IROQUOIS EXPANSION

Budgeted: \$400,000
Architect: City in negotiation for architect
Status: Planning to begin after architect is chosen

PORTLAND RENOVATION

Budgeted: \$210,700
Architect: Weber & Associates
Status: Near completion. Anticipate interior work will
be complete in two weeks.

SHAWNEE RENOVATION

Budgeted: \$314,092
Architect: Louis & Henry
Status: Work begun on exterior and interior. Completion
expected in late October.

HIGHLAND RENOVATION

Budgeted: \$20,000
Status: Auditorium painted and relamped. Carpeting and
other items still to be done.

OKOLONA EXPANSION

Budgeted: \$250,000
Architect: New architect to be chosen
Status: Bids received in June for renovating another
building were too high. County Public Works is
reassessing alternatives.

MAIN CARPET REPLACEMENT

Budgeted: \$90,000
Status: Checking to see whether remaining \$90,000 will be forthcoming from County. If not, plans will be made to recarpet most worn areas. City Public Works will probably supply technical expertise.

DATA PROCESSING EQUIPMENT

Budgeted: \$22,000
Status: Equipment list being developed. Order should be sent to Purchasing in September.

SHELVING

Budgeted: \$25,000
Status: Needs assessed. Order placed in late July. Shipment due in late September or early October.

BOOKDROPS

Budgeted: \$7,500
Status: Order to be placed next week.

LIBRARY BROADCASTING EQUIPMENT

Budgeted: \$47,000
Status: Equipment list developed. Awaiting decision on federal equipment grant before order placed.

8/15/89

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LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

SEPTEMBER 19, 1989

The Louisville Free Public Library Advisory Commission met on September 19, 1989, at 4:00 P.M. at the Main Library.

Present: Ms. Carle, Ms. Dinnen, Ms. Goldberg, Ms. Miller, Ms. Orr, Dr. Byers, Mr. Hanley, and Mr. Reeves. Mr. Brown, Main Library; Mr. Hellner, Automation; Ms. James, Children's Services; Ms. Masuhr, Community Relations; Ms. Roby, Extension Services; Mr. Weston, Library Broadcasting; Ms. Biemer, City Law Department; Ms. Downing, County Physical and Environment Services; and the Acting Director also attended.

Mr. Hanley presided.

Minutes: Ms. Orr moved approval of the minutes of the August 15, 1989, meeting. Mr. Reeves seconded the motion and the motion was approved.

Finance Committee: Ms. Orr read the certification of bills.

Planning Committee: Ms. Miller reported that the Committee had met prior to this meeting. The Summer Cool Program, funded by Commissioner Gorman, was a success. Children's Services staff will assess whether it is feasible and necessary to continue the program year round. In October, a tutoring program will begin in all 14 branches.

County plans for the expansion of Okolona Branch are now being reviewed by library staff.

Ms. Miller also reported that Extension Services and Physical Facilities are currently updating and revising maintenance and capital programs. The preliminary plan for the Iroquois branch expansion was also reviewed.

Mr. Weston reported on the long range needs for Library Broadcasting. Space is the prime concern, followed by more staff.

Library Broadcasting: Ms. Goldberg referred Commission members to the memorandum of activities, which was distributed prior to the meeting. Note was made of the \$45,762 matching federal grant for equipment. The matching funds have already been approved by the City.

Continuing Education: Ms. Goldberg reported that a luncheon had been held on September 5, 1989, for community leaders, to introduce the plan for restoring the African American Historical Collection housed at the Western Branch Library. Ms. Goldberg commended Commissioner Owens for his support of the project and his pledge of \$7,500 to cover the costs of the project director. Reverend Arthur Smith, Alderman, has introduced an ordinance for \$28,000 to cover the costs of room renovation and restoration of the materials. A local firm has been approached to underwrite the \$45,000 cost of cataloging the materials. A \$500 donation has been received toward the \$30,000 endowment to maintain the collection, and future additions to it.

Ms. Goldberg recommended that a small advisory board be established, as a support group, to oversee the future upkeep of the collection. Ms. Miller and Dr. Byers concurred and indicated that a mission statement and objectives should be developed for the advisory board. This met with the general consensus of the Commission.

Mr. Hanley commended Ms. Goldberg and Ms. Miller on their activities in connection with the collection.

Ms. Dinnen reported on the variety of children's programming. Large systemwide programs, such as Summer Reading, are planned centrally. Other programs, such as Parents and Tots, and holiday programs, are devised in individual branches. Ms. Dinnen pointed out that children's programming funds are limited. Mr. Hanley requested that the Planning Committee look into the matter.

President's Report: Mr. Hanley reported that there had been no response from Mr. Noyes concerning his attendance. He requested a motion to remove Mr. Noyes from the Commission, in accordance with the City/County Compact and the Commission By-Laws, and to so inform the County Judge/Executive. Dr. Byers so moved, Ms. Dinnen seconded the motion, and the motion passed.

Mr. Hanley reported on the work of the Search Committee. The list of applicants has been winnowed from 33 to 9. Those 9 will be interviewed by Korn/Ferry and 4 to 5 will be brought to Louisville for interviews with the Committee, Mayor, County Judge/Executive, and others. Scheduling of the interviews will depend on the availability of the applicants. Mr. Hanley expressed the hope that a new Director would be on board by December 1, 1989. He noted that the Foundation should have a new Executive Director about the same time.

Mr. Hanley announced that the October meeting would be held at the Eline Branch Library.

Librarian's Report: Mr. Garnar announced that the Kentucky Library Association's Trustee Luncheon would take place on October 12, 1989.

The Library's data base is being reindexed in connection with authority control. When the reindexing is complete, improvements in the public access catalog will take place.

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

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

OCTOBER 17, 1989

The Louisville Free Public Library Advisory Commission met on October 17, 1989, at 4:00 P.M. at the Main Library.

Present: Ms. Dinnen, Ms. Goldberg, Ms. Miller, Ms. Orr, and Dr. Byers. Mr. Brown, Main Library; Mr. Pennington, Physical Facilities; Ms. Pickett, Bibliographer; Mr. Rees, Main Library; Ms. Roby, Extension Services; Mr. Weston, Library Broadcasting; Ms. Biemer, City Law Department; Ms. Downing, County Physical and Environment Services Cabinet; Mr. Perkins, Attorney; Ms. Henderson, newly appointed Library Director; and the Acting Director also attended.

Absent: Mr. Hanley and Mr. Reeves.

Ms. Orr presided.

Minutes: The minutes of the September 19, 1989, meeting were approved as distributed.

Finance Committee: Ms. Dinnen read the certification of bills. Ms. Orr reported that Physical Facilities had supplied preliminary information on increasing security at branches and the Main Library.

Planning Committee: Ms. Miller reported that she had received information concerning special programming funds for children's programs and the Committee would review it. The Acting Director was requested to distribute the information to Commission members.

Library Broadcasting: No report.

Continuing Education: Ms. Goldberg noted that the African American Historical Collection project was moving forward. Ms. Goldberg referred to the minutes of October 18, 1988, which indicated the Commission's intention to restore the collection and continue to maintain it as an integral part of Western Branch Library. After general discussion, the Commission members concurred that this was still the intent of the Library.

President's Report: Ms. Orr indicated that Ms. Carle had submitted her resignation from the Commission to the Mayor. The Commission requested that Mr. Hanley write Ms. Carle and express their regrets.

Ms. Orr announced that the November meeting would be held at the Eline Branch and that the Science Fair Readiness Program would be held at the Main Library on November 4, 1989.

Ms. Orr then introduced Ms. Harriet Henderson, newly appointed Library Director. Ms. Henderson expressed her appreciation and indicated her keen anticipation of working with the Commission, staff, and community, to further library services in Louisville and Jefferson County. Ms. Henderson will begin no later than December 1, 1989.

Librarian's Report: The Acting Director announced that the County had begun working on plans for an expanded facility in Okolona. As plans are available, they will be shared with the Planning Committee.

He also noted that the Authors Dinner, scheduled for November 11, 1989, was anticipated to be sold out.

Adjournment: There being no further business, the meeting adjourned at 4:25 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

NOVEMBER 21, 1989

The Louisville Free Public Library Advisory Commission met on November 21, 1989, at 4:00 P.M. at the Eline Branch Library.

Present: Ms. Orr, Dr. Byers, Mr. Hanley, and Mr. Reeves. Mr. Evans, Business Office; Mr. Hellner, Automation; Ms. James, Children's Services; Ms. Masuhr, Community Relations; Mr. Pennington, Physical Facilities; Ms. Roby, Extension Services; Ms. Underwood, Eline Branch; Mr. Weston, Library Broadcasting; Ms. Downing, County Physical and Environmental Services Cabinet; Mayor Arthur Draut, City of St. Matthews; and Acting Director also attended.

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

Mr. Hanley presided.

Minutes: The minutes of the October 17, 1989, meeting were approved as distributed.

Finance Committee: Ms. Orr read the certification of bills. The Acting Director reviewed the October financial report which was distributed at the meeting.

Planning Committee: No report.

Library Broadcasting: Mr. Weston reported that \$107,257 had been pledged during the fall drive. A record \$12,100 was pledged in one day and 531 new pledges were made to WFPL.

Mr. Hanley suggested that Library Broadcasting investigate the use of the Foundation's software program so that pledgers would be alerted to renew their pledges on an annual basis.

Continuing Education Committee: Dr. Byers distributed copies of Ms. Roby's memorandum on adult programming. See Annex A. He requested that it be reviewed at the next meeting.

President's Report: Mr. Hanley introduced Mr. Arthur Draut, Mayor of St. Matthews, and extended the Commission's appreciation for his support of Eline Branch Library. Dr. Byers moved acceptance of a resolution acknowledging the efforts of Mayor Draut and the City of St. Matthews. See Annex B. Ms. Orr seconded the motion, which passed.

Mayor Draut expressed his appreciation for the job done by Eline staff and made particular note of the cooperation of Irene Underwood and Terry Pennington.

Mr. Hanley reported on preliminary discussions concerning a potential countywide program called, City of Readers. He also noted that the Library Foundation had selected an Executive Director, whose name would be announced in the near future.

Mr. Hanley also reported on Ms. Sharon Darling's speech concerning the problem of illiteracy in Kentucky, which was given at the Community Foundation's annual luncheon.

Mr. Hanley also reviewed the success of the Authors Dinner and thanked the staff for their part in making it such a success.

Librarian's Report: The Acting Director announced that the last payment from the Mary Louise Bald bequest, for the Talking Book Library, had been received and had been placed temporarily in a restricted fund. Mr. Hanley referred the matters of its use and investment to the Finance Committee.

The Acting Director also announced that Ms. Harriet Henderson would begin her duties as Director on November 27, 1989.

Adjournment: There being no further business, the meeting adjourned at 4:45 p.m. for a tour of the library.

LOUISVILLE FREE PUBLIC LIBRARY

MEMORANDUM

TO: Dr. Byers
FROM: Darlene Roby
DATE: November 20, 1989
RE: Adult Programming in Branches

Although there have been attempts at programming for adults throughout the library's history, we have mainly been known for children's programs. Three years ago we decided to reinstitute adult programming. Last year, alone, the branches hosted 500 programs with over 12,000 adults attending.

Just as we build our book collections to support the educational and recreational reading needs of the community, we also try to provide educational and recreational programming. To educate, we have presented programs on history, health, current interest topics, parenting skills, literature, travel, and many more subjects. For recreation we have hosted craft classes, film series, and musical performances. Sometimes education and recreation are combined, as evidenced by the 2,000 plus people who attended the Fontaine Ferry video program series. We learned about the history of our community while reminiscing about one of our favorite childhood memories.

Each program presented represents a lot of planning on the part of several people. First, you must decide what kind of program your community is interested in, then you must determine who to contact who may be a speaker. Once a presenter has agreed to come, a date and time must be chosen. All of this information is then turned into promotion. A flyer is designed, printed, mailed to a mailing list created for each branch, and then distributed to patrons at each branch library. A press release is written and sent to all media. On the day of the program, the meeting room needs to be rearranged to accommodate the anticipated audience, equipment needs to be checked to assure it is in working order, and refreshments are prepared. One individual, usually the branch head, meets and greets the speaker and audience beforehand and then introduces the speaker. After the program, there is still clean-up, thank you notes, and program reports to file. All-in-all, programming is a labor intensive proposition.

Programming ideas are developed in several ways. Most often, branch heads plan programs using community contacts. Occasionally programs are planned through the Extension Office. These programs are usually series and are held at more than one branch. Often a program is tried out at one branch and, if it is successful, it will be offered to other branches.

Through the past three years, we have developed close alliances with other agencies or institutions, such as the University of Louisville's Office of Continuing Education. With that office we coordinate a spring and fall lecture series each year. This series is gaining popularity. Two years ago we worked with County Government's Jefferson Discovery to present a series on local history. This kind of community networking is invaluable.

We strive not to duplicate the programming efforts of other groups and churches, but attempt to find a unique niche in the community. It has been stated in past monthly reports that the number of programs is down, but attendance is up, and this indicates that what we are doing is being well-received.

RESOLUTION
OF THE
LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION

WHEREAS, Mayor Arthur Draut and the City of St. Matthews have supported the Eline Branch Library by initiating improvements in the landscaping of the Branch;

WHEREAS, Mayor Arthur Draut and the City of St. Matthews have provided labor to assist in reorganizing and improving the Eline Branch Library;

WHEREAS, Mayor Arthur Draut and the City of St. Matthews have provided a security system for the protection of the Eline Branch Library and its contents;

WHEREAS, Mayor Arthur Draut and the City of St. Matthews have provided significant funds over the years to purchase books and new interior fixtures for the Eline Branch Library;

WHEREAS, Mayor Arthur Draut and the City of St. Matthews have expended \$128,000 to expand and improve the Eline Branch Library;

WHEREAS, Mayor Arthur Draut and the City of St. Matthews have been a constant source of encouragement and support for the Eline Branch Library and its services;

BE IT HEREBY RESOLVED, that the Louisville Free Public Library Advisory Commission acknowledge its gratitude to Mayor Arthur Draut and the City of St. Matthews for all they have done on behalf of the Eline Branch Library and the enrichment of the services it provides.

This Resolution was passed by the Louisville Free Public Library Advisory Commission on the _____ day of November, 1989, and I hereunto set my hand.

KEITH HANLEY, Chairperson

W. H. GARNAR, Secretary

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

MINUTES

The Director conducted a telephone poll of Commission members on November 27, 28, and 29, 1989, concerning approval of the attached resolution. Those polled were: Ms. Dinnen, Ms. Goldberg, Ms. Miller, and Dr. Byers. All the Commission members contacted indicated their approval of the resolution.

Attachment

RESOLUTION OF THE
LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION

WHEREAS, the City of Jeffersontown has provided for the recarpeting of the Jeffersontown Branch Library;

WHEREAS, the City of Jeffersontown has improved the facilities of the Jeffersontown Branch Library to make them handicapped accessible;

WHEREAS, the City of Jeffersontown has renovated and enlarged the childrens and adult areas of the Jeffersontown Branch Library;

WHEREAS, the City of Jeffersontown has been a source of encouragement and support for the Jeffersontown Branch Library and its services;

BE IT HEREBY RESOLVED, that the Louisville Free Public Library Advisory Commission acknowledges its gratitude to the City of Jeffersontown for all that has been done on behalf of the Jeffersontown Branch Library and the enrichment of the services it provides.

This Resolution was passed by the Louisville Free Public Library Advisory Commission on the 30th day of November, 1989, and I hereunto set my hand.

KEITH HANLEY, Chairperson

HARRIET HENDERSON, Secretary

**RESOLUTION OF THE
LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION**

WHEREAS, the City of Jeffersontown has provided for the recarpeting of the Jeffersontown Branch Library;

WHEREAS, the City of Jeffersontown has improved the facilities of the Jeffersontown Branch Library to make them handicapped accessible;

WHEREAS, the City of Jeffersontown has renovated and enlarged the childrens and adult areas of the Jeffersontown Branch Library;

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This Resolution was passed by the Louisville Free Public Library Advisory Commission on the 30th day of November, 1989, and I hereunto set my hand.

KEITH HANLEY, Chairperson

HARRIET HENDERSON, Secretary

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

DECEMBER 19, 1989

The Louisville Free Public Library Advisory Commission met on December 19, 1989, at 4:00 P.M. in the Board Room of the Main Library.

Present: Ms. Dinnen, Ms. Goldberg, Ms. Miller, Ms. Orr, Dr. Byers, and Mr. Hanley. Mr. Evans, Business Office; Mr. Hellner, Automation; Ms. James, Children's Services; Ms. Masuhr, Community Relations; Mr. Pennington, Physical Facilities; Mr. Rees, Main Library; Ms. Roby, Extension Services; Mr. Weston, Library Broadcasting; Ms. Biemer, City Law Department; Ms. Cobb, Library Foundation; Ms. Shealey, League of Women Voters; the Director and Assistant Director also attended.

Absent: Mr. Reeves.

Mr. Hanley presided.

Minutes: The minutes of the November 21, 1989, meeting were approved as distributed.

Finance Committee: Ms. Orr read the certification of bills. Ms. Orr reported that the Committee recommended the Mary Louise Bald bequest be invested through the Louisville Community Foundation. The interest income will be used for Talking Book Library projects.

Planning Committee: Ms. Miller reported that she had discussed support for children's programming with the Director and it will be reviewed during the 1990-91 budget preparation process.

Library Broadcasting: Mr. Weston reported that \$107,000, a record, had been pledged during the Fall drive.

He also reported the stations had received the first installment of a \$45,000 Federal grant for equipment. This grant had been matched earlier by a \$47,000 City appropriation. Library Broadcasting is drafting another Federal grant request for 1990-91.

Continuing Education Committee: Dr. Byers reviewed the November 20, 1989, memorandum on adult programming in branches. The diversity and number of programs, as well as attendance, were specifically noted.

President's Report: Mr. Hanley introduced Ms. Reba Cobb, newly appointed Executive Director of the Library Foundation, and reported on the December 19, 1989, Foundation meeting.

Mr. Hanley then officially introduced Ms. Harriet Henderson, Library Director, and expressed the Commission's pleasure at her arrival.

Mr. Hanley announced that the January meeting of the Commission will be held at the newly renovated Portland Branch Library. He also suggested that the Commission meet to discuss preparation of the 1990-91 budget request.

Librarian's Report: Ms. Henderson indicated her need for the Commission's priorities on programs and services, in order to construct the 1990-91 budget request. Review of the Long Range Plan will serve as the basis for developing priorities.

Ms. Henderson noted that the Children's Gift Fair was most successful and grossed \$1,400.

Ms. Henderson also distributed information concerning potential changes in state aid for libraries. She will follow up with additional information when the Governor's budget is released.

New Business: Ms. Goldberg requested excused absences for the January, February, and March meetings, because she will be out of the state. Ms. Orr requested excused absences for the January, February, April, May, and June meetings, because she will be out of the country. Dr. Byers so moved, contingent on Ms. Goldberg's and Ms. Orr's reappointment to the Commission. Ms. Dinnen seconded the motion, which passed. Ms. Goldberg and Ms. Orr abstained from the vote.

Ms. Henderson distributed a draft of a letter to Mayor William O'Daniel, Mayor of Shively, requesting the opportunity to discuss Newman Branch Library's space needs. See Annex A. The Commission concurred with the letter.

Old Business: Ms. Goldberg reported that Brown and Williamson had given a \$15,000 grant to the Western Branch, African American Historical Collection, for cataloging the materials. She indicated that the Library Foundation could be a source for the additional \$30,000. Ms. Orr indicated she would request it at the next Foundation Planning Committee meeting.

Adjournment: There being no further business, the meeting adjourned at 4:45 p.m.

301 York Street
Louisville, Kentucky
40203-2257

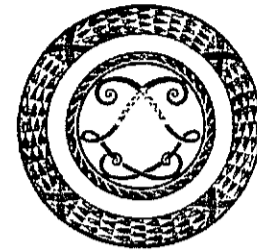
(502) 561-8600

FAX (502) 561-8657

ANNEX A

December 19, 1989

The Honorable William O'Daniel
Mayor, City of Shively
P. O. Box 16007
Shively, KY 40216



LOUISVILLE FREE
PUBLIC LIBRARY

Dear Mayor O'Daniel:

Library service statistics at the Newman Branch are impressive. Approximately 10,000 books, magazines, records, and cassettes are checked out each month. In addition, over 1,000 children visit the library each quarter and adult programming attendance is on the rise. A look at statistics for the past decade show a dramatic increase in library use:

	<u>1978/79</u>	<u>1988/89</u>
Circulation	64,290	122,304
Number of volumes	21,608	41,589
Program attendance	N/A	*2,605

*This figure represents a 73% increase over 1987/88

The West Wing Reading Area provides a place of study for serious students and a quiet reading area for adults. We are currently hosting a tutoring program there on Saturday mornings. Over 330 children and adults were entertained at the 2nd Annual Haunted House which you helped us present.

These impressive figures indicate the growth of Newman Branch and support our need for additional space. We would like to discuss our space needs with you. Two possibilities are additional space from the building's auditorium, or reversing some of the existing library and city space.

The Library Advisory Commission appreciates the continued assistance and support of you and the Shively City Council. We would welcome the opportunity to discuss our space needs with you in the near future.

Sincerely,

Harriet Henderson
Director

HH:gf

Advisor Comm.

LOUISVILLE FREE PUBLIC LIBRARY

MEMORANDUM

TO: Library Commission Members
FROM: Harriet Henderson
RE: Budget Priority Discussion

The time of our budget priority meeting has been changed, but the location remains the same:

January 4, 1990
3:30 p.m.
1135 Cherokee Road

Keith Hanley will host our session. I will provide written information for us to work from.

Please notify my office if you will be unable to attend.

HH:ca

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

JANUARY 16, 1990

The Louisville Free Public Library Advisory Commission met on January 16, 1990, at 4:00 P.M., at the Portland Branch Library.

Present: Ms. Dinnen, Ms. Miller, Dr. Byers, Mr. Reeves, and Mr. Hanley. Mr. Evans, Business Office; Mr. Hellner, Automation; Ms. Herman, Portland Branch; Ms. James, Children's Services; Mr. Pennington, Physical Facilities; Ms. Roby, Extension Services; Mr. Bather, Alderman; the Director and Assistant Director also attended.

Absent: Ms. Goldberg, excused absence, and Ms. Orr, excused absence.

Mr. Hanley presided.

Minutes: The minutes of the December 19, 1989, meeting were approved as distributed.

Finance Committee: Certification of December, 1989, bills was deferred to the next meeting, due to the late arrival of the City's financial report.

Planning Committee: Ms. Miller reported that several members of the Commission had reviewed information concerning a patron's objections to the B. Bright statuette in the Main Library Children's Room. The consensus of those Commission members was to retain the statuette in its present location. See attached Annex A.

Library Broadcasting Committee: No report.

Continuing Education Committee: Mr. Hanley reported on the work of the Technical Services department. Over 110,000 books, microforms, etc. were ordered and processed last fiscal year. During the same period, 16,200 new titles were cataloged. The next large project will be automating the ordering procedures.

President's Report: Mr. Hanley introduced Mr. Paul Bather, 12th Ward Alderman, and thanked him for his continued support of the Library. Mr. Bather expressed his belief in the importance of the Library and the need for it to continue to grow and improve.

Mr. Hanley also thanked Commission members for the time they had taken to review library budget issues, and reminded them of the remaining task to set Commission goals and priorities.

Librarian's Report: Ms. Henderson reviewed a December 28, 1989, letter from Mr. R. Matlow, indicating that the Public Library of Bullitt County would extend free borrowing privileges to Jefferson County residents. See attached Annex B. Dr. Byers moved that the Commission accept the offer. Ms. Dinnen seconded the motion, which passed.

Ms. Henderson reviewed the status of capital projects and the budget process. Commission members will be notified of staff meetings to finalize the budget request.

Ms. Henderson also reported on the Friends Planning Committee meeting held in December. A major project will be to develop grass roots support at the branch level. It will be coordinated with Foundation activities. The Friends are also developing plans to hold two book sales a year.

New Business: Ms. Henderson recommended that analyses of financial and service statistics be done quarterly instead of monthly. The Commission agreed.

Dr. Byers moved that the Commission go into an executive session. Ms. Dinnen seconded the motion, which passed. The executive session began at 4:45 p.m. The Commission came out of executive session at 5:15 p.m. and adjourned to tour Portland Branch and see the renovation work which had been done.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

FEBRUARY 20, 1990

The Louisville Free Public Library Advisory Commission met on February 20, 1990, at 4:00 P.M., at the Main Library.

Present: Ms. Dinnen, Ms. Miller, Dr. Byers, Mr. Reeves, and Mr. Hanley. Mr. Brown, Main Library; Mr. Evans, Business Office; Mr. Hellner, Automation; Ms. Masuhr, Community Relations; Mr. Pennington, Physical Facilities; Ms. Roby, Extension Services; Mr. Weston, Library Broadcasting; Ms. Bryant, Courier-Journal; Ms. Downing, County Physical and Environmental Services; the Director and Assistant Director also attended.

Absent: Ms. Goldberg, excused absence, and Ms. Orr, excused absence.

Mr. Hanley presided.

Minutes: The minutes of the January 16, 1990, meeting were approved as distributed.

Finance Committee: Mr. Hanley read the certification of bills. Ms. Henderson noted the use of the City's Financial Management System report as the library's monthly report and reviewed format changes. Mr. Hanley announced that the Finance and Planning Committees would meet jointly to review the 1990-1991 budget request.

Planning Committee: No report.

Library Broadcasting Committee: No report.

President's Report: Mr. Hanley announced the Sophie Preston Albert bequest which should be received sometime in July. See Annex A. Dr. Byers moved that the bequest be placed with the Library's restricted funds, following established procedures, adopted December 6, 1986, and that the Finance Committee make a recommendation concerning the use of the money. Ms. Dinnen seconded the motion, which passed.

Mr. Hanley also announced that the Library had received a \$4,000 grant from the Nettleroth Fund for the purchase of children's science books. The Nettleroth Fund has made several prior grants to the Library.

Mr. Hanley noted that Christies was reappraising the Bierstadt painting. He requested that the Finance Committee contact the Speed Museum Director while forming a recommendation as to what to do with the painting.

Librarian's Report: Ms. Henderson reported that Ms. Cobb had held focus group meetings at Shawnee, Crescent Hill, and Jeffersontown branches. The meetings have supplied valuable community reaction as to where the library is now and where it should be heading. Each group has organized and will continue to meet. After focus groups have met in all the branches, Ms. Cobb will submit a report to the Commission, Foundation, and Friends. Mr. Hanley requested that the Planning Committee review the report.

Ms. Henderson noted that the budget submission deadline had not been received from the County. However, the combined meeting of the Finance and Planning Committees would be held prior to submission of the budget.

Ms. Henderson also noted that the Okolona Branch bid opening had been postponed to February 27, 1990.

Ms. Henderson reported that she had responded to an inquiry from My Old Kentucky Home concerning the Stephen Foster statue by Roop. The Commission will be apprised of any developments.

Ms. Henderson also reported that a Committee on Collection Development had been formed, chaired by Ms. Pickett. Its purpose is to review the overall book purchasing process. The committee report will be done in six months.

New Business: Mr. Hanley suggested that the Commission be supplied an annual or semi-annual report on number of materials in Main and Branch libraries.

Old Business: Ms. Dinnen inquired on the status of Commission members and vacant positions. Dr. Byers indicated that all County members presently serving should be reappointed and that a new board member will be appointed soon.

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

ANNEX A

BROWN, TODD & HEYBURN

GEORGE E DUDLEY
JOSEPH B. HELM
MARK B. DAVIS
W.C. FISHER, JR.
JAMES PARK, JR.
JOHN T. BONDURANT
CHARLES S. CASSIS
MARSHALL P. ELDRED, JR.
CARL ARTHUR HENLEIN
DAVID W. CRUMBO**
JOHN R. MCCALL
D. PATTON PELFREY
KENNETH J. TUGGLE
C. EDWARD GLASSCOCK
WINSTON E. MILLER
WILLIAM L. SNEES, JR.†
PAUL E. SULLIVAN*
IRVIN ABELL III
TIMOTHY W. MARTIN
R. JAMES STRAUS
STEPHEN R. SCHMIDT
CHARLES R. KEETON
HAL NANCE BOGARD
F. GERALD GREENWELL
JOSEPH L. ARDERY
CHARLES E. ALLEN III
DALE E. HEARN
JOHN G. HEYBURN II
KATHERINE RANDALL*
MICHAEL R. MERCER
FREDERIC H. DAVIS
D. DUANE COOK*
KEITH G. HANLEY
E. LAMBERT FARMER, JR.*
STEPHEN E. EMBRY
MARK R. FEATHER†
HAPPY R. PERKINS

RICHARD E. PLYMALE*
DEBBIE F. REISS
ROBERT Y. GWIN
VICTOR B. MADDOX
JAY MIDDLETON TANNON
SCOTT W. DOLSON*
DAVID B. TACHAU
RICHARD M. HOPGOOD*
MICHAEL A. LUVISI
DAN L. OWENS
CHARLES M. PRITCHETT, JR.
JAMES A. HUGUENARD
DONALD L. MILLER II†
THOMAS C. WALKER*
C. DAVID JOHNSTONE***†
SUSAN S. WETTLER
RICHARD L. WOOD
HELEN LUCIER
KATHERINE K. YUNKER*
PAUL B. WHITTY
KEITH MOORMAN*
MARY ROSS TERRY
MARY ANN GUENTHER***†
JOEL B. TURNER
DAVID R. RHEIN
WARREN J. HOPFMANN*
MARC S. MURPHY***†
JOHN G. HUNDLEY
JO ANN ALEXANDER*
ROBERT W. DIBERT
CHRISTOPHER R. FITZPATRICK***†
ALAN K. MacDONALD
ROBERTA J. LICHTENSTEIN
DAVID S. KLINESTIVER†
JOHN S. DOWDS
ROBERT L. TREADWAY*
SCOTT T. DICKENS

JEFFREY M. KOLTUN
JAMES A. GIESEL
CYNTHIA L. STEWART
KATHY P. HOLDERT
V. MICHELE HULSEY
ALICE B. HERRINGTON
TERESA P. JOHNSON
JEFFREY P. STODGHILL
R. GREGG HOVIDUS
W. BRUCE BAIRD
LINDA J. THOMAS
LINDA S. SPEED
WILLIAM O. FLOWERS II
JAMES D. COCKRUM
ELIZABETH J. TURLEY*
DONNA JO JENKINS
ROBERT J. DEANGELIS, JR.
JOHN L. DOTSON
DEBRA HAYS EUCKER*
BARTON T. ROGERS
FRANCES B. JONES BERRY
TIMOTHY MAZE HARTLEY
TERESA C. BUCHHEIT
JOHN DAVID DYCHE
ROBERT L. MADDOX III
GARY W. NAPIER*
H. POWELL STARKS
THOMAS M. QUINN
THOMAS J. BIRCHFIELD†
JOHN W. HAYS*
STEPHEN G. FRYE
COLIN HUGH LINDSAY
DAVID L. BECKMAN, JR.
BRENT W. YESSIN
MICHAEL S. MAYS
R. KYLE WOODS*
DOUGLAS W. LANGDON***†

MAUREEN P. TAYLOR
JO ANN HEPPERMAN
LOUANNE S. LOVE
DONNA KING PERRY
ALAN S. MEEK*
CHRISTOPHER S. BURNSIDE
TWYLA K. SCUDDER
DINA L. ABBY
LOWERY W. ANDERSON
STEVEN D. DeBROTA†
PATRICK W. MADDEN*
JAMES F. ROSE*
ALISON M. STEMLER

†ADMITTED TO BAR
KENTUCKY AND INDIANA

RUCKER TODD
HENRY R. HEYBURN
PHILIP P. ARDERY
MARSHALL P. ELDRED
RANDOLPH A. BROWN
EDWARD S. BONNIE
KENT P. HOLLINGSWORTH*
OF COUNSEL

ELI H. BROWN III (1906-1974)
SAMUEL R. WELLS (1911-1988)

SIXTEENTH FLOOR
CITIZENS PLAZA
LOUISVILLE, KENTUCKY 40202-2873
(502) 589-5400
TELEX: 852958
TELECOPIER (502) 581-1087
(502) 589-6475

*LEXINGTON OFFICE
2700 LEXINGTON FINANCIAL CENTER
LEXINGTON, KENTUCKY 40507-1742
(606) 233-4068
TELEX: 852961
TELECOPIER (606) 252-5108

**INDIANA OFFICE
SUITE 204
ELSBY EAST
400 PEARL STREET
P.O. BOX 558
NEW ALBANY, INDIANA 47150-0558
(812) 948-2800
TELECOPIER (812) 948-7994

February 2, 1990

Mr. Keith G. Hanley
Chairman of the Board
Louisville Free Public Library
301 York
Louisville, Kentucky 40203

Re: Estate of Sophie Preston Albert

Dear Keith:

Sophie Preston Albert died on December 29, 1989, leaving the residue of her estate to the Louisville Free Public Library. I enclose a copy of her Will, which was probated in the Jefferson District Court on January 16, 1990, at which time I was appointed Executor of her estate.

I presently estimate the net amount of the residue to be distributed to the Library to be approximately \$200,000.00. The distribution should be made in July or August of 1990.

I will be in touch with you at a later date regarding the distribution of these funds. If, in the meantime, you should have any questions, please let me know.

Sincerely,



Marshall P. Eldred, Jr.
Executor

Enclosure

A23.A3615

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

MARCH 20, 1990

The Louisville Free Public Library Advisory Commission met on March 20, 1990, at 4:00 P.M., at the Main Library.

Present: Ms. Dinnen, Ms. Miller, Ms. Orr, Ms. Telford, Dr. Byers, and Mr. Hanley. Mr. Brown, Main Library; Mr. Evans, Business Office; Mr. Hellner, Automation; Ms. Masuhr, Community Relations; Mr. Pennington, Physical Facilities; Ms. Roby, Extension Services; Mr. Weston, Library Broadcasting; Ms. Downing, County Physical and Environmental Services; Ms. Temes, Mayor's Office; the Director and Assistant Director also attended.

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

Mr. Hanley presided.

Mr. Hanley introduced Ms. Sally Telford, City appointee, and welcomed her to the Commission.

Minutes: The minutes of the February 20, 1990, meeting were approved as distributed.

Finance Committee: Ms. Orr read the certification of bills.

Ms. Orr reported that the Finance Committee had met and discussed the 1990-91 budget request. Ms. Henderson reviewed various elements of the budget as they related to the goals and priorities set earlier by the Commission.

Planning Committee: Ms. Miller reported that she would pursue information concerning an additional grant to the African-American Historical Collection project.

Library Broadcasting Committee: No report. Ms. Henderson indicated that the Library Broadcasting budget and telemarketing would be reported on at the next meeting.

President's Report: Mr. Hanley reported that he signed an application for a Kentucky Department for Libraries and Archives repair grant in the amount of \$4,000 for Crescent Hill roof repairs. He requested authorization for the Chair to make applications for grants, upon the recommendation of the Director and in instances where no unbudgeted library funds are committed. Such action would be reported to the full Commission at the next regular meeting. Dr. Byers so moved, Ms. Dinnen seconded the motion, which passed.

Mr. Hanley also reported that continuing commitment to the Library was evident at the Library Foundation meeting.

Mr. Hanley indicated that the City of Readers project was progressing and plans for hiring a coordinator had been developed.

Librarian's Report: Ms. Henderson reported on the success of the branch focus groups. Task assignments have been developed for the groups. Report will be made in December.

Ms. Henderson also reported on the work of the staff Collection Development Committee and the need to select and process books more quickly.

Ms. Henderson distributed a revised library meeting room policy. See Annex A. Ms. Miller moved approval of the policy, Ms. Orr seconded the motion, which passed.

Ms. Henderson also distributed a copy of a letter to The Staempli Galleries indicating the Library's interest in receiving the sculpture entitled Blue Life Book as a gift. See Annex B.

New Business: Ms. Dinnen inquired about nominees to the White House Conference on Libraries and expressed the need for coordinated action. Mr. Hanley requested that anyone interested in being considered should contact the Director.

Ms. Dinnen also indicated that she would report on Library Advocates' plans and projects as appropriate.

Adjournment: There being no further business, the meeting adjourned at 5:17 p.m.

- D. General Administration
5. 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 for fundraising events, press conferences or similar events.

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 meeting room arrangements should be made with the Branch Librarian. By the first of each month, branch librarians are to send to the Coordinator of Extension Department, for distribution to the Administrative Office and Community Relations Department, a list of all organizations that will hold meetings at their branches during that month. Dates and times should also be included. Any additional meetings scheduled after the first of the month, should also be reported to Extension Department.

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.

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

D. General Administration

3/90

5. 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

e. Food

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

f. Smoking

Smoking is permitted, providing ash trays are available.

g. Cancellations

The Library retains the right to cancel any reservation granted an outside group for a Library room, but only in order to use the room for Library purposes or as a discipline in the event of abuse. Whether the Library cancels a reservation or the group itself cancels its reservation, notice should be given well in advance.

h. 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 and telephone number).

301 York Street
Louisville, Kentucky
40203-2257

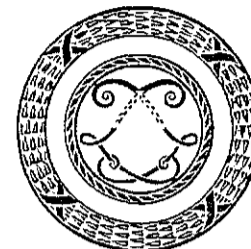
(502) 561-8600

FAX (502) 561-8657

ANNEX B

4-15

March 8, 1990



LOUISVILLE FREE
PUBLIC LIBRARY

Scott Thatcher
The Staempli Galleries
415 W. Broadway
New York, NY 10012

Dear Mr. Thatcher:

This will confirm our telephone conversation expressing the library's interest in receiving Blue Life Book as a gift.

As you know, the library has been unable to raise any funds for the purchase of the sculpture. We would commit, however, to have the sculpture moved from the Speed Museum and installed outside the Main Library in a permanent, appropriate setting.

The City of Louisville has just received a conceptual study for development of our downtown area. The addition of art in public places, such as Blue Life Book, is certainly congruent with this study's recommendations.

I look forward to hearing from you regarding the artist's willingness to contribute Blue Life Book to the Louisville Free Public Library.

Sincerely,

Harriet Henderson
Director

cc: Peter Morrin
J.B. Speed Museum

HH/asf

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

SPECIAL CALLED MEETING

APRIL 12, 1990

The Louisville Free Public Library Advisory Commission met on April 12, 1990, at 3:00 p.m., at the Main Library.

Present: Ms. Dinnen, Ms. Goldberg, Ms. Miller, Mr. Hanley, and Mr. Reeves. The Director and Assistant Director also attended.

Absent: Ms. Orr, Ms. Telford, and Dr. Byers.

The Commission went into executive session to discuss personnel matters at 3:01 p.m. The Commission came out of executive session at 4:20 p.m.

Adjournment: There being no further business, the meeting adjourned at 4:31 p.m.

/gf

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

APRIL 17, 1990

The Louisville Free Public Library Advisory Commission met on April 17, 1990, at 4:00 P.M., at the Main Library.

Present: Ms. Dinnen, Ms. Goldberg, Ms. Miller, Dr. Byers, and Mr. Hanley. Mr. Brown, Main Library; Ms. James, Children's Services; Ms. Masuhr, Community Relations; Mr. Pennington, Physical Facilities; Ms. Roby, Extension Services; Mr. Weston, Library Broadcasting; Ms. Downing, County Physical and Environmental Services; Mr. Frank, City Law Department; Ms. Shadburne, League of Women Voters; the Director and Assistant Director also attended.

Absent: Ms. Orr, Mr. Reeves, and Ms. Telford, excused absences.

Mr. Hanley presided.

Minutes: The minutes of the March 20, 1990, meeting were approved as distributed.

Finance Committee: Ms. Dinnen read the certification of bills. Discussion of the Bierstadt painting was deferred to the next meeting. Ms. Henderson will contact the Speed Museum director.

Planning Committee: No report.

Library Broadcasting Committee: Mr. Weston reported that the WFPK Spring membership drive went well. Final figures will be available in a week. The telemarketing drive has been completed and is being evaluated as a method of raising funds.

President's Report: No report.

Librarian's Report: Ms. Henderson distributed a memorandum concerning staff development. See Annex A. Ms. Miller moved that the Library system close on September 21, 1990, for Staff Development Day. Ms. Dinnen seconded the motion, which passed. Ms. Goldberg requested that the Library's staff development efforts be coordinated with the City's efforts.

Ms. Henderson also reported that a tentative agreement had been reached on the union contract and that the City's Cultural Coordinator had indicated that funds were available to restore the Lincoln statue. No further word has been heard concerning the gift of the sculpture entitled Blue Life Book.

The Commission entered into executive session at 4:20 p.m. to discuss personnel matters. The session lasted until 5:10 p.m.

Adjournment: There being no further business, the meeting adjourned at 5:12 p.m.

ANNEX A

LOUISVILLE FREE PUBLIC LIBRARY

MEMORANDUM

TO: Library Advisory Commission
FROM: Harriet Henderson
DATE: April 16, 1990
RE: Staff Development Day

We have discussed, on several occasions, the importance of continuing education and training for staff at all levels of the organization, and the importance of recognizing staff achievements.

Therefore, I have begun planning an annual Staff Development Day, with the assistance of our Staff Association and our bargaining unit's Training Committee. Our preliminary model includes morning speakers for the staff as a whole, with afternoon workshops on specific topics related to individual job assignments.

In addition, the Friends of the Library have established the Florinne Kammerer Award to recognize excellence in service at the branch library level. This award was made possible by contributions made in memory of Miss Kammerer, who was coordinator of branch libraries until her retirement. A staff committee will be determining award criteria.

I recommend that the library system be closed on Friday, September 21, for Staff Development Day.

/gf

LOUISVILLE FREE PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION
MINUTES OF SPECIAL CALLED MEETING
APRIL 30, 1990

The Library Advisory Commission met in a special session at 4:00 p.m. on Friday, April 27, 1990, in the library's Board Room.

Attending were: Dinnen, Goldberg, Miller and Telford, with Henderson as staff. A quorum was not present, and no action was taken.

Ms. Henderson reviewed the anticipated budget recommendations that Judge Armstrong would announce on Monday, April 30, with ramifications for the library system. The Commission members present recommended that Judge Armstrong be thanked for his consideration of the library's budget needs, and request that funding be restored to pre-FY'91 levels if and when the county's budget crisis is ended.

The meeting was adjourned at 4:45 p.m.

/gf

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

MAY 15, 1990

The Louisville Free Public Library Advisory Commission met on May 15, 1990, at 4:00 P.M., at the Main Library.

Present: Ms. Dinnen, Ms. Goldberg, Ms. Miller, Ms. Telford, Dr. Byers, and Mr. Hanley. Mr. Brown, Main Library; Mr. Evans, Business Office; Mr. Hellner, Automation; Ms. James, Children's Services; Ms. Masuhr, Community Relations; Mr. Pennington, Physical Facilities; Ms. Roby, Extension Services; Mr. Weston, Library Broadcasting; Mr. Spalding, Courier-Journal; Ms. Shadburne, League of Women Voters; the Director and Assistant Director also attended.

Absent: Ms. Orr and Mr. Reeves, excused absences.

Mr. Hanley presided.

Minutes: The minutes of the April 17, 1990, meeting were approved as distributed.

Finance Committee: Ms. Dinnen read the certification of bills. Discussion of the Bierstadt painting was deferred to the next meeting so that Ms. Henderson could contact the Speed Museum director.

Planning Committee: No report.

Library Broadcasting Committee: Mr. Weston reported that the Winter '90 Arbitron ratings for both WFPK and WFPL were the highest ever attained. Mr. Weston also reported on telemarketing, indicating that it was not as successful a source of funding as had been anticipated. Telemarketing will continue and will also be re-evaluated as a funding source.

Ms. Goldberg read the recommendation of the Library Broadcasting Committee to request funds from the Library Foundation to fund an analysis of future space and equipment needs of the stations. See Annex A. After discussion, the recommendation was approved.

President's Report: No report.

Librarian's Report: Ms. Henderson reported the Murder We Write program at Middletown and the Derby Arts Festival program at Main were very successful.

Ms. Henderson also noted that she would be meeting with county commissioners on May 16, 1990, to review the budget request. She also noted that the Foundation had paid for outdoor signs at the branches and the Friends were conducting a survey concerning the impact on services of the proposed budget.

Adjournment: There being no further business, the meeting adjourned at 4:25 p.m.

ANNEX A

LOUISVILLE FREE PUBLIC LIBRARY

M E M O

TO: LIBRARY ADVISORY COMMISSION
FROM: ELEANOR GOLDBERG
RE: ADDENDUM TO COMMISSION AGENDA
DATE: MAY 11, 1990

The Broadcasting Committee met May 10 for its quarterly meeting. The Committee has the following recommendation for Commission approval at the May 15 Commission meeting:

The Library Advisory Commission has previously reviewed future space needs for WFPK/WFPL-FM, with the intention that the radio stations would move from the Main Library into studios that can more appropriately meet our staff, equipment and programming needs. We recommend that funding be requested from the Library Foundation at this time to fund an analysis of specific space and equipment needs, an analysis of the impact a relocation may have on the transmission tower, and possible sites for studio relocation.

/asf

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

JUNE 19, 1990

(As approved July 17, 1990)

The Louisville Free Public Library Advisory Commission met on June 19, 1990, at 4:00 P.M., at the Main Library.

Present: Ms. Dinnen, Ms. Goldberg, Ms. Miller, Ms. Orr, Ms. Telford, Mr. Hanley, and Mr. Reeves. Mr. Brown, Main Library; Mr. Hellner, Automation; Ms. James, Children's Services; Ms. Masuhr, Community Relations; Mr. Pennington, Physical Facilities; Ms. Roby, Extension Services; Mr. Weston, Library Broadcasting; Mr. Bond and Mr. Tedder, County Judge's Office; Ms. Major and Ms. Shadburne, League of Women Voters; Ms. Temes, Mayor's Office; Ms. LeRoy, Law Department; Mr. Spalding, Courier-Journal; the Director and Assistant Director also attended.

Absent: Dr. Byers, excused absence.

Mr. Hanley presided.

Minutes: The minutes of the May 15, 1990, meeting were approved as distributed.

Finance Committee: Ms. Orr read the certification of bills. Ms. Henderson reported that she had contacted the Speed Museum concerning the Bierstadt painting and that the Museum had no interest in it. Ms. Orr requested action on the Finance Committee's recommendation that Christies be authorized to sell the painting in September, with a reserve of \$40,000. The recommendation was approved. It was noted that this was the last painting to be sold.

Planning Committee: No report.

Library Broadcasting Committee: Ms. Henderson announced that a planning committee was being formed to work on the 40th anniversary celebration this fall. Ms. Dinnen volunteered to serve as the Commission representative.

Mr. Hanley requested that Ms. Goldberg and Ms. Orr serve as Commission representatives on the Advocates Board.

President's Report: Mr. Hanley reported on the quarterly meeting of the Library Foundation. The final installment of the \$200,000 for Main library materials, fiscal year 1989/90, was approved by the Foundation. The Foundation board members were also pledged to raise \$10,000 each, by December 30, 1990, to fund additional projects such as books for branches, costs attendant to installation of the stone book sculpture, purchase of a van for children's outreach, and funding a program aimed at reaching parents of new babies.

Librarian's Report: Ms. Henderson reported there were favorable indications that the City and County each would provide an additional \$50,000 to the proposed budget for fiscal year 1990/91. In that case, branch hours and staff would not need to be cut. Ms. Henderson reviewed actions undertaken concerning layoffs, if the additional funds are not forthcoming.

Ms. Henderson reviewed her recommendation concerning transfer of the 16mm film collection to the State Library. See Annex A. Ms. Miller moved approval of the recommendation and Ms. Dinnen seconded the motion. Ms. Goldberg indicated that action on the recommendation should not be construed as precedent setting as it was the wish and desire of the Commission that such recommendations be first reviewed by a Commission committee. The motion passed.

Ms. Henderson reported that Diane LeRoy was replacing Bonnie Biemer as the City Law Department's attorney assigned to Library matters.

Ms. Henderson announced that Ms. Dawn Summers had been selected to head the City of Readers project and would assume her duties in the next few weeks.

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

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

JULY 17, 1990

The Louisville Free Public Library Advisory Commission met on July 17, 1990, at 4:00 P.M., in the Shively City Hall meeting room.

Present: Ms. Dinnen, Ms. Miller, Ms. Orr, Ms. Telford, Dr. Byers, Mr. Hanley, and Mr. Reeves. Mr. Harris, Newman Branch; Ms. Masuhr, Community Relations; Mr. Pennington, Physical Facilities; Ms. Roby, Extension Services; Mr. Weston, Library Broadcasting; Ms. Downing, County Physical and Environmental Services; Ms. LeRoy, City Law Department; Mr. Tedder, County Judge's Office; the Director and Assistant Director also attended.

Absent: Ms. Goldberg (excused).

Mr. Hanley presided.

Minutes: The minutes of the June 19, 1990, meeting were approved with an amendment to the President's Report to indicate that the Foundation had approved the final \$200,000 for Main Library materials for fiscal year 1989/90.

Finance Committee: Due to the year end closing of accounts by the City, the certification of June bills will be distributed at the August meeting.

Ms. Orr reported on the meeting of the Finance Committee. The Committee recommended that a special audit be made of the Library's restricted funds. There was general agreement that an audit be done, funded from restricted funds.

Ms. Orr also reported the Committee recommended that a new sign be placed on the 3rd Street side of the Main Library and banners be used on the 4th Street side to indicate library entrances. Ms. Orr moved that up to \$8,000 in restricted funds be used to fund these two signage projects. Ms. Miller seconded the motion, which passed.

Ms. Orr requested Commission members review grant proposals, which had been distributed, and make suggestions as to sources which might be approached for funding. Ms. Orr also indicated that the Bierstadt would be placed for sale by Christie's in September. However, Christie's has indicated that the picture's condition could limit interest and affect the reserve price.

Ms. Henderson reported that a collection agency was being considered as a means of getting back more overdue books. The fine structure, length of loan period, when overdue notices are sent, and a one-time amnesty week will all be included in a report to the Finance Committee.

Planning Committee: Ms. Miller reported that the Committee had met and discussed the status of the Peat Marwick study. The Commission will be involved during the next six weeks in outlining what kind of library is needed by the community.

President's Report: Mr. Hanley announced that Ms. Telford would replace Ms. Dinnen on the Finance Committee.

Librarian's Report: Ms. Henderson reported the State Library had rejected the request for a grant for the Iroquois Branch expansion. The Library is gathering documentation to appeal the decision. Ms. Henderson has been working with Alderman Denning for alternate City funding to complete the project, which is now out for bid.

Ms. Henderson introduced Mayor William O'Daniel of Shively, and Charles Harris, Newman Branch Library Head, who reported on the services of the branch head and its task force. Dr. Byers moved that Mayor O'Daniel be commended by letter for his continuing support of the Newman Branch Library. Ms. Orr seconded the motion, which passed.

Ms. Henderson also reported on the Western Branch African-American collection. The room is almost complete, and applicants are being interviewed for the cataloging position. Ms. Miller suggested an open house for the collection in the Fall.

Adjournment: There being no further business, the meeting adjourned at 4:50 p.m. to tour Newman Branch Library.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

AUGUST 21, 1990

The Louisville Free Public Library Advisory Commission met on August 21, 1990, at 4:00 p. m., in the Board room.

Present: Ms. Dinnen, Ms. Goldberg, Ms. Miller, Ms. Orr, Dr. Byers, Mr. Hanley, and Mr. Reeves. Mr. Brown, Reference and Adult Services, Main Library; Mr. Hellner, Automation; Ms. James, Children's Services; Ms. Masuhr, Community Relations; Mr. Pennington, Physical Facilities; Ms. Pickett, Bibliographer; Ms. Roby, Extension Services; Mr. Weston, Library Broadcasting; Ms. Cobb, Library Foundation; Ms. Temes, Mayor's Office; Ms. Major, League of Women Voters; Ms. LeRoy and Ms. Kaukas, City Law Department; and the Assistant Director also attended.

Absent: Ms. Telford, excused absence.

Mr. Hanley presided.

Minutes: The minutes of the July 17, 1990, meeting were approved as circulated.

Finance Committee: Ms. Orr read the certification of bills for June. The June financial report was distributed. Discussion of it was deferred to the September meeting. The July financial report and certification of bills will be distributed at the September meeting.

Planning Committee: Ms. Miller noted that the Community Design Center had made preliminary recommendations concerning renovation of Crescent Hill Library including essential repairs, and handicapped accessability. The final report will be reviewed by the Committee.

Library Broadcasting Committee: Ms. Goldberg reported that Ms. Dinnen and Ms. Orr were working with the group planning the WFPL 40th anniversary celebration. A concert, with "Riders In The Sky", and a reception are planned for October 11, 1990. The Advocates will underwrite expenses for the celebration and a poster to be designed by Julius Friedman.

President's Report: Mr. Hanley reported on Ms. Henderson's speaking engagements for the past six months and announced that she was participating in the Leadership Louisville program.

Mr. Hanley distributed copies of a proposed revision to Section V of the Commission By-laws covering the regular scheduling of meetings for standing committees. See Annex A. The revision was approved by the Executive Committee and will be voted on at the next Commission meeting.

Mr. Hanley introduced Ms. Cobb, Executive Director of the Library Foundation. Ms. Cobb reported on the work of the task forces in branch libraries and that she and Ms. Henderson were meeting concerning fundraising for the Library.

Librarian's Report: The Assistant Director reported that the Library was chosen as one of 20 libraries to participate in an American Library Association program called Voices and Visions. The program, funded by the National Endowment for the Humanities, will center on modern American poetry.

He also requested that Commission members contact the Director if they wished to nominate citizen delegates to the 1991 White House Conference on Libraries and Information Services.

He also announced that the "Blue Life Book" sculpture was in place on the Southwest lawn and a reception and exhibition was scheduled for December 7, 1990. Mr. Hanley moved that the Commission express its gratitude and appreciation to Ms. Orr for her company's moving and installing the sculpture. The motion was seconded and passed by acclamation.

Ms. James reported the Summer Reading program began very slowly, possibly due to publicity concerning potential cuts in Library funding. However, by mid August, program registration had equaled 1989. Several Commission members requested consideration be given to holding the Summer Reading kick off at the Library.

New Business: Mr. Hanley requested that the Director develop a list of library topics to be reported on by Commission members at future meetings. The list will be reviewed by the Continuing Education Committee, comprised of Ms. Goldberg, chair; Ms. Miller, and Ms. Orr.

Old Business: Ms. Dinnen requested that the outcome of union negotiations be reported on at the next meeting.

Ms. Goldberg reported that E. David Meena was the new president of the Advocates, replacing Jerry David Melloy who resigned.

Ms. Miller reported that renovation of the African-American Historical Collection room had been completed and cataloging of the materials would begin when a cataloger was hired.

Adjournment: There being no further business, the meeting adjourned at 4:58 p.m.

PROPOSED REVISION TO SECTION V OF BY-LAWS

The Executive Committee proposes to amend Section V of the By-laws so it would read in its entirety as follows:

V.

STANDING COMMITTEE MEETINGS

Meetings of each standing committee shall be held at the following times (unless cancelled by the Chairperson of the standing committee), or upon the call of the Chairperson, or at the request of any two members of the committee.

Finance -- second Thursday of each month at 11:00 a.m.

Broadcasting -- second Wednesday of every third month at 11:00 a.m.

Planning -- first Tuesday of each month at 2:00 p.m.

Executive -- third Tuesday of each month at 3:00 p.m.

The Director shall deliver notices of the regular meetings by mail to every member of the standing committee three days before the time appointed for the meetings and the notices shall contain a statement, as far as possible, of the items to be discussed or determined at these meetings and other information relevant to that discussion. However, nothing in these By-laws shall preclude a discussion or determination of other items not included in the notice.

Unless the Chairperson determines otherwise due to emergency or similar circumstances, no vote on any matter involving policy shall be taken by the Commission in the absence of a recommendation of one of the committees.

Each standing committee shall at all times be subject to the direction and control of the Commission; and shall make no contracts, nor take any action involving matters of policy or expense, without full Commission approval.

LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
SEPTEMBER 18, 1990

The Louisville Free Public Library Advisory Commission met on September 18, 1990, at 4:00 p. m., in the Board room.

Present: Ms. Dinnen, Ms. Goldberg, Ms. Orr, Ms. Telford, and Mr. Hanley. Mr. Brown, Reference and Adult Services, Main Library; Mr. Hellner, Automation; Ms. James, Children's Services; Mr. Pennington, Physical Facilities; Ms. Roby, Extension Services; Ms. Downing, County Physical and Environmental Services Cabinet; Mr. Muhammad, Courier-Journal; Ms. Shadburne, League of Women Voters; the Director and the Assistant Director also attended.

Absent: Dr. Byers, Ms. Miller, and Mr. Reeves.

Mr. Hanley presided.

Mr. Hanley requested a motion to excuse the absences of Ms. Miller and Mr. Reeves who had called the Library indicating that other duties would cause them not to attend the meeting. Ms. Orr so moved. Ms. Dinnen seconded the motion, which passed.

Minutes: The minutes of the August 21, 1990, meeting were approved as circulated.

Finance Committee: Ms. Orr read the certification of bills for July and August, after distribution of the August financial statement. The next meeting of the Committee was announced as October 11, 1990.

Planning Committee: Ms. Henderson announced that the Committee would meet on September 25 and October 2, 1990, to discuss future needs of the library in the context of the Peat Marwick study.

Library Broadcasting Committee: Ms. Goldberg reported on the work of the Committee and noted that the study of broadcasting space needs, financed by the Advocates, was being bid; several programming changes were being made to coincide with WFPL's 40th anniversary celebration; and that the stations had won two awards for programs which WFPL produced. Ms. Dinnen also reported on further plans for the 40th anniversary celebration; and the Julius Friedman poster which will be produced in connection with the celebration.

Ms. Goldberg introduced Mr. David Meena, President of the Advocates for WFPK-WFPL, who summarized the current activities of the group.

President's Report: Mr. Hanley announced the Mary Smith Dorward bequest to the Library. See Annex A. Ms. Orr moved that, as the bequest is received, the funds be accepted and transferred to the Library Foundation in accordance with the Board resolution of 1986. Ms. Dinnen seconded the motion, which passed.

Librarian's Report: The Director reported that 8,000 overdue items had been returned during Amnesty Week. Ms. Henderson also reported on plans for Staff Development Day, September 21, 1990, and other staff training activities.

New Business: Mr. Hanley reviewed the By-Laws change which had been introduced at the August meeting, indicating a change in meeting times. See Annex B. Ms. Goldberg moved acceptance of the By-Laws change as presented. Ms. Orr seconded the motion, which passed.

Ms. Orr requested that Library staff develop a monthly calendar of library related activities and distribute it at the beginning of the month to the Commission, and other appropriate groups. The Director will implement the request.

Old Business: Ms. Goldberg announced that the Continuing Education Committee would meet to develop a new list of topics, based on the list supplied by the Director and the list of topics covered in the first series. *

Adjournment: There being no further business, the meeting adjourned at 5:02 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

ANNEX A

MEMORANDUM

TO: Keith Hanley
FROM: Harriet Henderson
DATE: September 13, 1990
RE: Mary Dorward Trusts

I have been notified by Citizens Fidelity Bank's Trust Division that the Louisville Free Public Library will soon receive approximately \$385,000 in distribution of two trusts established for Mary Smith Dorward.

The provisions of the trusts are as follows:

Mary Dorward Fund 3:

Upon the death of Mary Smith Dorward, the Trustee shall distribute all the then principal and income of the trust, other than any amount due Mary Smith Dorward, to the Board of Trustees of the Louisville Free Public Library, such funds to be held by the Board of Trustees of the Louisville Free Public Library in further trust, and the net income therefrom shall be annually paid to the Louisville Free Public Library to be used to purchase books for use in the Library. (Settlor requests, but does not require, the Board of Trustees of the Louisville Free Public Library, as Trustee, to utilize the services of Citizens Fidelity Bank and Trust Company as agent for investments in respect to this trust.)

Mary Dorward Fund 4:

Upon the death of MARY SMITH DORWARD, the Trustee shall distribute all the then principal and income of the trust, other than any amount due MARY SMITH DORWARD, to the Board of Trustees of the Louisville Free Public Library, such funds to be held by the Board of Trustees of the Louisville Free Public Library in further trust, and the net income therefrom shall be annually paid to the Louisville Free Public Library to be used to purchase books for use in the Library that are not provided for in regular budget of the Library.

I assume the Library Advisory Commission will follow past practice and accept these funds according to its resolution of 1986 (copy attached). Once this action is taken, I will arrange for the transfer of these funds to the Library Foundation.

Miss Dorward was the sister of Margaret Dorward Smock. Mrs. Smock named the library as the trusts' remainder beneficiary. I have asked Citizens Fidelity to assist us in locating and appropriately contacting any living relatives of Mrs. Smock.

Attachment

/gf

RESOLUTION OF BOARD OF TRUSTEES
OF LOUISVILLE FREE PUBLIC LIBRARY

WHEREAS, the Louisville Free Public Library Foundation, Inc., was established as a charitable and educational foundation to preserve capital assets of the Louisville Free Public Library and to obtain significantly larger donations from private sources through systematic fund-raising campaigns to supplement the public funds provided for the Library by governmental entities, including the City of Louisville and the Jefferson County Fiscal Court, and

WHEREAS, it has historically proved difficult for a tax-supported institution such as the Library to raise significant supplemental funds from private sources directly, and

WHEREAS, under the provisions of the Articles of Incorporation of the Foundation, its funds can be spent only for the purpose of benefiting, promoting, supporting, encouraging, and enhancing the programs and services of the Louisville Free Public Library, and

WHEREAS, the Board of Trustees of the Louisville Free Public Library has proposed to transfer certain of the Library's capital assets to the Foundation to insure their preservation and maximum possible benefit for the Library and all of its programs, and

WHEREAS, the Board of Trustees desires to transfer certain assets to the Foundation in aid of the Library and all of the programs aforesaid, and

WHEREAS, the Board of Trustees wishes to use the Foundation as a base to raise private donations and to establish adequate legal standards and safeguards to guide and control the Foundation in its custody and use of the transferred assets, and to insure proper accountability to the Trustees and sufficient recourse for the Trustees or the Library Commission to

remedy any possible errors or misapplication of assets on the part of the Foundation.

NOW, THEREFORE, be it resolved that the Board of Trustees of the Louisville Free Public Library hereby adopt the following criteria, regulations, and restrictions regarding all transfers of real and personal property, cash, contract rights, choses in action, and any other assets or property rights by it to the Louisville Free Public Library Foundation; it being understood, however, that none of these restrictions shall apply to any funds or property transferred directly to the Foundation and given to it in its name by private donors:

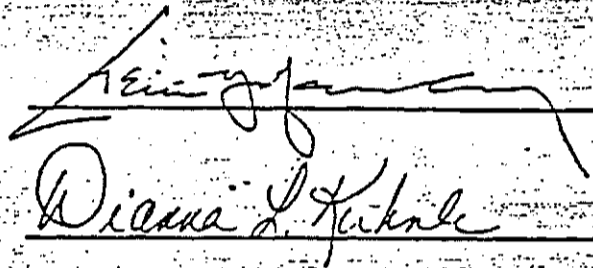
1. Although assets may be transferred by the Trustees to the Foundation through any form of legal conveyance including fee simple absolute or its equivalent, in trust, or the like, the Trustees shall permanently retain the power to revoke in its entirety, including the return of principal, interest, and income, any transfer of any asset or assets to the Foundation in the event that such asset is, in the judgment of the Trustees or Library Commission, not being properly utilized for the sole purpose of promoting, expanding, improving or otherwise benefiting the Library; or that the asset is not being properly and diligently invested, insured, or otherwise protected and preserved in compliance with the standard of care of a reasonable and prudent business person dealing with the money or property of another in a fiduciary capacity; or that the employment, use, investment, expenditure, or consumption of the asset by the Foundation contravenes any aspect of the rules and regulations of the Kentucky Department of Libraries and Archives, and the statutes or common law of the Commonwealth of Kentucky and the United States of America, including but not limited to Section 501(c)(3) of the Internal Revenue Code of 1954, as amended.

2. The Foundation's Board shall render a quarterly report to the Trustees or Library Commission detailing all receipts and expenditures of funds for any purpose or purposes; the status, value, disposition, mode of investment, and other relevant facts concerning each asset or fund transferred to it by the Trustees; and a summary of the Foundation's activities carried on during the month, with any and all benefits conferred upon the Library fully set forth.

3. The assets being transferred are set out in full in Schedule I attached to this resolution. They are hereby incorporated by reference as if set out in full herein. These

assets shall retain their restricted character in accordance with those enumerated restrictions set out in Schedule I and this Resolution does nothing to alter the restricted nature of these funds and the permissible expenditures contemplated by each individual endowment.

4. In the event, action of the Trustees in transferring assets to the Foundation or the Foundation's stewardship or the employment of the assets were unauthorized or improper, the Directors of the Foundation shall agree to return the principal or corpus of such asset or assets to the Library in that event, plus any accrued interest actually earned and the actual appreciation in value of those assets.


Diana L. Kikole

I, WILLIAM H. PTACEK, secretary of the Louisville Free Public Library, existing under the laws of the Commonwealth of Kentucky, do hereby certify that the foregoing is a true and correct copy of a resolution of the Board of Trustees passed at a duly convened meeting of the Board of Trustees held on the 9th day of December, 1986, as taken by me from the minutes of this meeting and compared by me with the original of this resolution recorded in the minutes of the Louisville Free Public Library.

IN WITNESS WHEREOF, I have set my hand this the 9th day of December, 1986.


WILLIAM H. PTACEK

PROPOSED REVISION TO SECTION V OF BY-LAWS

The Executive Committee proposes to amend Section V of the By-laws so it would read in its entirety as follows:

V.

STANDING COMMITTEE MEETINGS

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Finance -- second Thursday of each month at 11:00 a.m.

Broadcasting -- second Wednesday of every third month at 11:00 a.m.

Planning -- first Tuesday of each month at 2:00 p.m.

Executive -- third Tuesday of each month at 3:00 p.m.

The Director shall deliver notices of the regular meetings by mail to every member of the standing committee three days before the time appointed for the meetings and the notices shall contain a statement, as far as possible, of the items to be discussed or determined at these meetings and other information relevant to that discussion. However, nothing in these By-laws shall preclude a discussion or determination of other items not included in the notice.

Unless the Chairperson determines otherwise due to emergency or similar circumstances, no vote on any matter involving policy shall be taken by the Commission in the absence of a recommendation of one of the committees.

Each standing committee shall at all times be subject to the direction and control of the Commission; and shall make no contracts, nor take any action involving matters of policy or expense, without full Commission approval.

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

OCTOBER 16, 1990

The Louisville Free Public Library Advisory Commission met on October 16, 1990, at 4:00 p.m., in the Board Room.

Present: Ms. Dinnen, Ms. Goldberg, Ms. Orr, Ms. Telford, and Mr. Hanley. Mr. Brown, Reference and Adult Services, Main Library; Mr. Pennington, Physical Facilities; Ms. Roby, Extension Services; Mr. Weston, Library Broadcasting; Ms. Shadburne, League of Women Voters; the Director and Assistant Director also attended.

Absent: Dr. Byers, Ms. B. Miller and Mr. Reeves.

Mr. Hanley presided.

Minutes: The minutes of the September 18, 1990, meeting were approved as circulated.

Finance Committee: Ms. Orr read the certification of bills for September.

Ms. Orr reported that the Committee met on October 11, 1990, to discuss Library Business Office procedures concerning restricted fund accounts. The Finance Committee recommended to the Commission that principal and

interest of the following miscellaneous accounts which are designated to purchase books, be expended completely in the interests of simplifying procedures:

Adams	\$ 1,425
Bartlett	3,114
Brown	2,500
Lewis	3,051
McLean	1,000
Mengel	1,000
St. Pius	100
Thomas	300
Younger Women	3,600
Middletown	175
Beidelman	265
Lord	1,000
Mysteries	215
Iroquois	663
Eagles	<u>200</u>
TOTAL:	\$ 18,608

Ms. Orr moved that the recommendation be approved. Ms. Dinnen seconded the motion, which passed.

Ms. Orr reviewed the Committee's recommendation concerning a policy for acceptance of monetary gifts. See Annex "A". Ms. Goldberg moved that the recommendation be approved. Ms. Telford seconded the motion, which passed.

Ms. Orr announced that the Bierstadt had been sold by Christies. Ms. Orr moved that the Director be authorized to transfer the funds from the sale to the Library Foundation for placement in the Library's Undesignated Fund account with the Louisville Community Foundation. Ms. Goldberg seconded the motion, which passed.

Planning Committee: Mr. Hanley reported that the Committee had met twice in connection with the KPMG Peat Marwick study. He also announced the two hearings which were scheduled for October 17, 1990, to gather information from citizens on the present state and future of the Library.

Library Broadcasting Committee: Mr. Weston reported on the fortieth anniversary celebration for WFPL. Ms. Dinnen congratulated Broadcasting staff for work on the celebration. Ms. Goldberg thanked Ms. Dinnen for her work on the celebration.

Ms. Goldberg moved that the WFPL poster by J. Friedman be framed and hung in the Board Room. Ms. Orr seconded the motion, which passed.

Continuing Education Committee: Ms. Goldberg distributed a copy of the topics which had been selected by the Committee for review during the next twelve months and requested Commission members to sign up. She also requested that Library staff distribute the list with the Commission packet.

Chairman's Report: Mr. Hanley invited Commission members to attend the Friends Author Dinner on November 10, 1990.

Mr. Hanley also announced that Carmen Miller had been appointed to the Commission and would be introduced at the next meeting. Ms. Orr requested that Ms. Miller be sent a packet of background information including such items as the long range plan, annual report, roster and minutes.

Mr. Hanley reported that the Library Foundation met October 16th. Its accounting procedures have been refined and an audit completed through June, 1990. He also indicated that another "Teachers For Books" fund drive was being considered for April, 1991.

Librarian's Report: Ms. Henderson indicated that there was a new roster, including Ms. Carmen Miller. She also announced the Iroquois Task Force celebration on Saturday October 20, 1990.

New Business: Ms. Orr moved the Main Library be closed at 3:00 p.m. on November 10, 1990, in preparation for the Authors Dinner, Ms. Dinnen seconded the motion, which passed.

Ms. Henderson noted that Mr. Reeves had called to say other business had precluded his attendance. Ms. Dinnen moved that the absence be excused. Ms. Telford seconded the motion, which passed.

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

ANNEX "A"

POLICY FOR ACCEPTANCE OF MONETARY GIFTS

1. The Library Advisory Commission encourages contributions to the Louisville Free Public Library for the enhancement of library services.
2. Donors may specify the intended use of their contribution. Common examples are the purchase of books in a particular subject area, or the purchase of equipment for a particular service unit.
3. The library will acknowledge all gifts in writing.
4. In general, gifts of less than \$5,000 will be expended as principal only.
5. At the donor's request, gifts of \$5,000 and above may be designated to have only the interest expended, retaining the principal.
6. In addition, a book endowment fund is established through the Library Foundation, which accepts monetary gifts for investment or for expenditure of principal.

Adopted:
October 16, 1990

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

NOVEMBER 20, 1990

The Louisville Free Public Library Advisory Commission met on November 20, 1990, at 4:00 p.m., in the Board Room.

Present: Ms. B. Miller, Ms. C. Miller, Ms. Orr, Dr. Byers, and Mr. Reeves. Mr. Brown, Reference and Adult Services, Main Library; Ms. James, Children's Services; Mr. Pennington, Physical Facilities; Ms. Varble, Business Office; Ms. Downing, County Physical and Environmental Services; Ms. Kaukus, City Law Department; Ms. Shadburn, League of Women Voters; Ms. Temes, Mayor's Office; the Director and Assistant Director also attended.

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

Ms. Orr presided.

Minutes: The minutes of the October 16, 1990, meeting were approved as circulated.

Finance Committee: Ms. Orr reported on the November 8, 1990, Committee meeting at which photocopying and faxing policies had been reviewed. The Committee had also instructed the Director to place the Abner T. White bequest of \$10,600.00 in the Library's restricted fund until there was further clarification as to its purpose. Ms. Henderson had since learned

that the will indicated it was to be used for books.

Ms. Orr announced that the sale of the Bierstadt painting realized \$35,800.00. The money has been placed in the Library's Undesignated Fund account with the Louisville Community Foundation.

Planning Committee: Ms. Miller reviewed the Director's November 7, 1990, memorandum concerning circulation procedures, which the Committee recommended be adopted. (See Annex A.) Ms. Miller moved the acceptance of the Committee's recommendation. Dr. Byers seconded the motion, which passed.

Ms. Miller distributed copies of the Committee's Main/Regional Libraries/Branches Model paper (See Annex B.) Ms. Miller moved Commission acceptance of the concepts as outlined; and that the Committee complete the model and present it to the full Commission for action. Dr. Byers seconded the motion, which passed.

Library Broadcasting Committee: Ms. Henderson reported the WFPL membership drive had been completed and was the best campaign to date.

Continuing Education Committee: The report on Adult Literacy Programs was deferred to the December meeting.

Chairman's Report: Ms. Orr reported the Authors Dinner has been a success.

Librarian's Report: Ms. Henderson extended an invitation to Commission members to attend the December 7, 1990, reception for the Kuback-Wilmsens.

New Business: Ms. Orr announced that the Speed Museum had approached the Library with an offer to restore the Canova Statue of Hebe, in return for the ability to display it for a time. (See Annex C.) Ms. Orr moved acceptance of the offer. Mr. Reeves seconded the motion, which passed. Ms. Orr requested Ms. Miller and the Director meet with representatives of the Speed Museum to work out details.

Old Business: Dr. Byers moved that the absences of Ms. Dinnen, Mr. Hanley, and Ms. Telford be excused on the basis that they had called to indicate other business precluded their attendance. Mr. Reeves seconded the motion, which passed.

Adjournment: There being no further business, the meeting adjourned at 4:42 p.m.

LOUISVILLE FREE PUBLIC LIBRARY
INTEROFFICE MEMORANDUM

TO: Library Advisory Commission
FROM: Harriet Henderson
DATE: November 7, 1990
RE: Circulation Procedures

=====

The Planning Committee has reviewed several changes affecting circulation practices. The recommended changes are the result of a staff committee studying our overall collection development policies.

The recommended changes listed here address our need to improve our "reserve" system.

A. Policy

1. Change the circulation period for all book materials from 28 days to 21 days.

This change will shorten the time that highly popular items are in one person's hands, without the logistical problems created by two circulation periods such as 14-day and 28-day circulation periods.

B. Procedures

2. Reduce the holding period for reserves from 14 days to 7 days.
3. Eliminate the automatic or personalized reserve. A personalized "interest" card will be used as needed.
4. Identify and purchase bestseller titles on "bookstore time," meaning order in advance of reviews and order a quantity of titles to be on the shelf at publication.

The maximum number of copies of a popular title that will be ordered is 75. Examples of titles where 75 copies would be purchased are "Burden of Proof" and "September." Other bestseller titles may indeed require less than 75 copies to meet demand.

HH 1:48:MLH

MAIN/REGIONAL LIBRARIES/BRANCHES MODEL

I. Characteristics of System

A. Main Library Provides:

1. Executive/Administrative Support.
2. Program Development and Coordination.
3. Research and Storage Collections.
4. Policy and Systems Oversight.

B. Structure *5. Technical Services support.*

1. Continue an executive group at the main library.
2. Acquire strong working collections for regional libraries and offer more specialized services in regional libraries.
3. Continue neighborhood-oriented branches.
4. Own main library, regional centers and branches.
5. Lease additional branches as needed.
6. Continue systems and network technology; computerized circulation systems; and other data bank technology.

II. Regional Libraries

A. Locate sites for construction of three, maybe four 20,000 square foot regional libraries. Suggested: southwest; northeast, southeast. Convert Bon Air Branch. Area between Okolona and Audubon Park to be considered for possible site.

B. Future Capital Needs:

1. Popular reading branches in heavily traveled areas. Leased space.

III. Collections

Size: 2 to 2.5 books per capita

IV. Hours

A. Main Library and Regional Libraries

Monday thru Thursday: 9:00 AM - 9:00 PM
Friday: 9:00 AM - 6:00 PM
Saturday: 9:00 AM - 5:00 PM
Sunday: 1:00 PM - 5:00 PM

B. Branch hours remain flexible to respond to their neighborhood service needs.

V. Staffing

A. Professional

1. Reference professionals in regional and branch libraries.

B. Professional Children's Librarians at regional libraries and large branches; library assistants for children's services may remain in branch libraries as is currently.

C. Clerical

2. Two clerical workers at every branch; four at some branches.

D. Main Library

1. Additional clerical staff in children's and reference.

2. Add a coordinator of volunteers

E. Branches

1. Essentially as now; perhaps more clerks.

F. Staff Development

1. System-wide. One professional with clerical help.

G. Collection Development

1. System-wide. One professional with clerical help.

H. Technical Services

1. Add professional and clerical as needed in response to growth in materials budget.

VI. Program

- A. Children's programs at all branches.
- B. Adult programs emphasis on quality rather than quantity.
- C. Encourage partnerships with schools and agencies serving aging population.

VII. Current Capital Items

- A. Asbestos removal.
- B. Telephone system upgraded.
- C. Automation upgraded.
- D. Every branch, where possible, made handicap accessible.
- E. Develop capital reserve fund for future.

VIII. Ongoing Maintenance

- A. Refer to report for specific building improvements and replacements.
- B. Increase cleaning to daily cleaning at all locations.
- C. Expand courier service as required as facilities/locations change.

LOUISVILLE FREE PUBLIC LIBRARY

Headquarters/Regional Center/Branch Model

Advantages

- * Builds on existing structure (both building and administration).
- * Significantly expands library into community, rebuilding library system into previous locations.
- * Creates a de-centralized structure placing professionals and collections directly into neighborhoods.
- * Optimizes ability to closely tailor library services/programs to neighborhoods and community.
- * Requires minimum of new sites.
- * Alleviate parking problem at main?

Disadvantages

- * Major change in method of delivery of library service, which will require education of the public.
- * Requires significant new resources.
- * Requires considerable time and expertise to implement successfully.

LOUISVILLE FREE PUBLIC LIBRARY

Headquarters/Regional Center/Branch Model

Characteristics

* Headquarters library providing:

- executive/administrative support
- program development and coordination
- research and storage collections
- policy and systems oversight
- technical services support

* Full-service regional center libraries:

- full range of collections
- full range professional services
- extended hours of operation
- regional reference and inter-library loan

* Branch libraries:

- existing branch libraries
- draw on resources of regional libraries and main library
- adequate, highly flexible hours and staffing to reflect changing neighborhood conditions
- administration and support from headquarters

**Make Investments in a Highly
Community Oriented
De-centralized Network**

- * Continue an executive group at headquarters library.
- * Create professional specialist groups in regional Center.
- * Acquire strong working collections for Regional Center.
- * Continue or create neighborhood-oriented branches.
- * Own Regional Center and Main facilities.
- * May lease (short-term) branches as needed.
- * Develop complex systems and network technology.

NOV 19 '90 16:28 JB SPEED ART MUSEUM

P.2/2

The JBSpeed Art Museum 2035 South Third Street
PO Box 2600
Louisville, Kentucky 40201-2600
502-636-2893 FAX 502-636-2899

Annex "C"

November 19, 1990

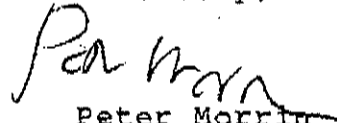
Ms. Harriet Henderson
Director
Louisville Free Public
Library
301 York Street
Louisville, KY 40203

Dear Ms. Henderson,

The J. B. Speed Art Museum would be interested in a five-year loan of your Canova sculpture of "Hebe". In return, The J. B. Speed Art Museum would arrange for and subsidize the conservation of this statue. During the period of loan, The Speed would prominently label the sculpture as a loan from the Louisville Free Public Library.

I hope you will have an opportunity to discuss this proposal with the Library's Board.

Sincerely,


Peter Morrin
Director

PM:mw

LOUISVILLE FREE PUBLIC LIBRARY

ADVISORY COMMISSION

DECEMBER 18, 1990

The Louisville Free Public Library Advisory Commission met on December 18, 1990, at 4:00 p.m., in the Board Room.

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

Absent: Ms. Goldberg.

Mr. Hanley presided.

Minutes: The minutes of the November 20, 1990, meeting were approved as distributed.

Finance Committee: Ms. Orr reported Abner T. White had indicated in his will that his bequest to the Library be used for books. It was the recommendation of the Committee that the bequest be transferred to the Library Foundation for placement in the Library's other designated funds (books) sub account at the Louisville Community Foundation. It was further

recommended that, although the will did not restrict use of the principal, at this time, only the interest earned be expended. Dr. Byers so moved. Ms. B. Miller seconded the motion, which passed.

Ms. Orr also reviewed the fax and photocopying procedures and charges which had been approved by the Committee. See Annex A. It was also noted that the certification of expenditures was now included as part of the monthly reconciliation report.

Planning Committee: Ms. B. Miller reported the Committee had met and discussed the planning document. See Annex B. Ms. Dinnen requested that the Library Broadcasting space study and department review be incorporated in the document when it was sent to KPMG Peat Marwick. Ms. B. Miller moved that the plan and the incorporated material be sent to KPMG Peat Marwick. Ms. Dinnen seconded the motion, which passed. Ms. Miller invited all Commission members to attend the Committee's January 8 and 15, 1991, meetings.

Ms. B. Miller also reported the Committee had reviewed and approved the Director's statement of Management Objectives which had been distributed to Commission members.

Library Broadcasting Committee: Ms. Orr reported \$108,000 had been pledged during the Fall campaign and ~~and~~ telemarketing will begin again in late January. She also reported that the Broadcasting space study, funded by the Advocates, had been received. It will be reviewed by the department before distribution to the Broadcasting and Planning Committees and the Commission.

Continuing Education Committee: Ms. Dinnen reported on library and other local adult literary programs. See Annex C.

Chairman's Report: Mr. Hanley introduced Evan Perkins, Attorney.

Mr. Hanley recommended that the next Commission meeting be moved to January 22, 1991, and be held at Shawnee Branch Library. The recommendation was accepted by acclamation.

Mr. Hanley also reviewed Committee appointments, as listed on the Commission roster which was distributed.

Librarian's Report: The Assistant Director introduced two new Managers: Jean Varble, Business Office, and Cissy Mills, Community Relations.

Old Business: Ms. Orr moved that Ms. Goldberg's absence be excused because of another pressing engagement. Dr. Byers seconded the motion, which passed.

Adjournment: There being no further business, the meeting was adjourned at 5:03 p.m.

LOUISVILLE FREE PUBLIC LIBRARY

M E M O R A N D U M

TO: LIBRARY ADVISORY COMMISSION

FROM: HARRIET HENDERSON
DIRECTOR *HH*

DATE: DECEMBER 13, 1990

RE: FAX AND PHOTOCOPYING CHARGES

Attached for your information are procedures and charges recently approved by the Finance Committee.

attachment

PHOTOCOPYING AND FAXING

Limitation for photocopying or faxing of materials by staff for patrons is 30 copies or five periodical articles. Patent requests are exempted from this limitation because of the Library's responsibility as a patent depository library.

Turn around time:

for pickup at source location, turn around time is 24 hours.

for pickup at library agency other than source location, turn around time is approximately four days.

unusual or emergency requests are handled in as flexible a manner as possible.

patron may be notified by phone if copies are ready sooner.

Resident individuals must have a valid library card in order to request photocopying or faxing service.

Businesses, institutions or non resident individuals must furnish valid address, phone number and name of the individual ordering.

Patrons should be advised they are responsible for the costs of copies regardless whether they are picked up.

1. Upon receipt of request, the citation shall be determined so the exact number of pages to be copied can be computed.
2. Copies requested by phone or mail to be picked up at the main library or any branch.
 - a. Individuals must furnish a valid library card number to request photocopies. Businesses, institutions or nonresident individuals must furnish valid address, phone number and name of person ordering.
 - b. Over \$5.00 in cost
 1. The customer should pay in advance either through the mail or at the branch.
 2. Upon receipt of monies, copies are made and mailed or left for pickup at customer's instructions.
 3. Handling charges are added for items mailed. Cost is determined based on number of pages. (Reference Rates Section 6)

- c. Under \$5.00 in cost
 - 1. At time of request, the cost is added to the patron's library account if appropriate.
 - 2. Customers shall pay at time of pickup.
 - d. Copies not picked up within three working days.
 - 1. Patron is billed for cost of charges plus \$5.00 handling charge.
 - 2. If individual, the total cost including the handling charge is run through library card account.
3. Copies requested by phone or mail to be faxed to the patron.
- a. Same as Section 2.a.
 - b. Copies which are faxed to a local phone will be billed at the same rates as copies which are mailed. (Reference Rates)
 - c. Copies which are faxed to a number outside the local area are billed at a rate per page. (Reference rates)
 - d. The charge is noted in the appropriate space of the FAX cover letter. The cover letter serves as a bill and the staff person forwards the original to the Business Office. If the materials are faxed to another library agency for the patron, the charge is collected at the receiving agency. (Reference Rates)
4. Faxing personal material for individuals.
- a. If material other than library materials are faxed for individuals, payment should be collected at the time the service is provided.
 - b. Reference Rates for charges.
5. BY-PASS COPIES (Copies made using key on coin operated copiers)

Per the library's contract with Duplicator Sales, \$.10 a copy for by-pass copies must be credited to the vendor. Staff shall never make copies for personal use on these machines unless proper payment is made.

- a. If copies are requested via phone or mail, the above appropriate procedure applies.

- b. By-pass copies are charged at the regular rate per copy.
- c. The patron or employee pays at the time of the copying.
- d. Place money received in a manila Receipt Envelope (form 681). Patrons should make checks payable to Duplicator Sales.
- e. Check "OTHER" on outside of envelope, and indicate that it is money received for by-pass copies.
- f. Indicate Department or Branch, date and amount enclosed in the spaces provided.
- g. Forward envelope to the Business Office.
- h. MAIN REFERENCE: Any by-pass copies that are billed to a patron need to have "by-pass copies" indicated on the billing form so as to distinguish these copies from other types of copies made.
- i. The Business Office forwards all funds received for by-pass copies to Duplicator Sales once a month.

6. RATES STRUCTURE

- a. The cost of photocopies:
 - \$0.10 -- copies made from paper original
 - \$0.20 -- copies made from cartridge film
 - \$0.25 -- copies made from microfilm or microfiche
- b. Handling charges for faxing to local number or mailing:
 - \$2.00 -- 10 pages or less
 - \$3.00 -- 11 to 20 pages
 - \$3.50 -- 21 to 30 pages
 - \$5.00 -- 30 or more pages

Handling charge is in addition to copy charges.
- c. Faxing long distance or personal materials to any number.
 - \$3.00 -- first page
 - \$2.00 -- per page for each sheet over 1 and less than 11
 - \$1.00 -- per page for each sheet over 10

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Annex C

Literacy Programs

The Louisville Free Public Library (LFPL) works with various partners in providing services to combat illiteracy. Let me enumerate a few of these partners. Jefferson County Public Schools (JCPS) Adult Literacy Program under the direction of Ms. Barbara Neilson is the largest provider of direct teaching services. The program has over 1,000 teaching volunteers instructing at churches, industries, businesses, Senior House, jails, and schools around the county.

JCPS also works with the National Center for Family Literacy. The Center, established in July 1989 with a grant from the William R. Kenan, Jr. Charitable Trust, is located in the Brown and Williamson Tower with a training center located on the ground floor of the Louisville Galleria. This training center offers an opportunity for teachers and administrators to learn about family literacy.

The Sisters of Charity of Nazareth at Spaulding University and several area churches have programs targeted at the English-as-a-second-language learner.

Lastly, we must mention the Kentuckiana Literacy Council, an advocacy group that underwrites and supports various literacy efforts. As an example, they underwrite the printing cost of the JCPS volunteer teaching manuals.

Programs and staff at the library work closely with both JCPS and the Kentuckiana Literacy Council (KLC). Barbara Neilson says she has had great cooperation from LFPL on every project and has had great support from our staff mentioning Carmen Samuels, Darlene Roby, and Harry Jacobsen-Byer as being especially helpful.

Ms. Amelia Debusman, Extension Coordinator, has provided a short overview of library support efforts, which include Adult Basic Education collections at several locations, Teachers' Collections, Books-on-Tape, and the Adult New Reader Collections from the State Library. There is also both computer hardware and software at the Western Branch that was purchased through a state grant and software at Jeffersontown that was purchased through a gift from Middletown Woman's Club.

Lap Learners, a program done in conjunction with JCPS, was designed for illiterate adult caregivers and their preschool children. Book/cassette packages and free books for home use are provided. Library skills and learning techniques are shared in a nonthreatening atmosphere. Recently the sessions have been conducted at literacy instruction sites.

Other efforts--such as sites for teaching, participation in grant writing, staff writing, staff training, and conferences--have been done both singly and in partnership with other literacy agencies.

In discussing the future possibilities of literacy education with Ms. Neilson, she pointed out some of them are not without drawbacks. Hosting on-site classes has suffered what she regards as a comfort problem. Illiterate adults are not comfortable in public libraries where they have no history of good feelings or support as they have at their churches, job sites, or other social venues. She also feels that many grant programs like Lap Learners suffer from grant writing restrictions wherein whole populations may be excluded.

The brightest light on the horizon in terms of library support may be the special tours. Ms. Neilson referred to them as "field trips" for the JCPS Adult Literacy Program (ALP). In the future, ALP students would take field trips to Main and the four regional branches where services specific to their needs

(i.e., newspapers, magazines, and applicable skills and self-help books) would be provided. Ms. Neilson pointed out that adult illiterates do not see any connection between their lives and a library, and they have to be introduced to any new educational opportunities. She feels this new "field trip" is just another way LFPL continues to support community education.