



**Broadband Non-Infrastructure Application
Submission to NTIA – Public Computer Centers**

Submitted Date: 3/15/2010 4:14:23 PM	Easygrants ID: 5683
Funding Opportunity: Public Computer Centers	Applicant Organization: LOUISVILLE-JEFFERSON COUNTY METRO
Task: Submit Application - Public Computer Centers	Applicant Name: Lee S Burchfield

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A. General Application Information

1. Applicant Information	
Name and Federal ID for Applicant	
DUNS Number	105370931
CCR # (CAGE)	5NCP9
Legal Business Name	LOUISVILLE-JEFFERSON COUNTY METRO
Point of Contact (POC)	MELANIE LILLY 5025741815 Ext. Melanie.Lilly@LFPL.org
Alternate POC	BELINDA CATMAN 5025741631 Ext. Belinda.Catman@LFPL.org
Electronic Business POC	KEVIN MOORE 5025744416 Ext. Kevin.Moore@louisvilleky.gov
Alternate Electronic Business POC	DANIEL FROCKT 5025746095 Ext. Daniel.Frockt@louisvilleky.gov

2. Name and Contact Information of Person to be Contacted on Matters Involving this Application:	
Prefix	
First Name	Lee
Middle Name	S
Last Name	Burchfield



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Suffix	
Telephone Number	502-574-1691
Fax Number	
Email	Lee.Burchfield@LFPL.org
Title	Manager of Computer Services

3. Additional Contact Information of Person to be Contacted on Matters Involving this Application:

Project Role	Name	Phone	Email
Secondary Point of Contact	Melanie E, Lilly	5025741845	Melanie.Lilly@LFPL.org

4. Other Required Identification Numbers

Easygrants ID	5683
Funding Opportunity Number	500000
Catalog of Federal Domestic Assistance Number	BTOP CFDA Number: 11.557 BTOP CFDA Title: Broadband Technology Opportunities Program

5. Organization Classification

Type of Organization	City or Township Government
Is the organization a small business?	No
Does the organization meet the definition of a socially and economically disadvantaged small business concern?	No

6. Authorized Organizational Representative



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AOR	LILLY, MELANIE
Result	Applicant Authorized

7. Project Title and Project Description

Project Title: Metro Louisville Public Library Computing Centers Expansion

Project Description: This project provides a 1,340% increase in Internet bandwidth at 18 public computing centers in public libraries in Jefferson County, Kentucky. It adds 137 new public computers (an increase of 26%). At 3 locations it creates or expands specialized programs including workforce learning and services to youth and families, with primary impact on the most economically vulnerable neighborhoods.

8. Other Applications

Is this application being submitted in coordination with any other application being submitted during this round of funding?

- No

Easygrants ID	Project Title

If YES, please explain any synergies and/or dependencies between this project and any other applications.

9. Is the Applicant exempt from the Department of Commerce requirements regarding individual background screening in connection with any award resulting from this Application?

- Yes, Applicant is exempt because it is a unit of a state or local government

If the answer to the above question is "No," please identify each key individual associated with the Applicant who would be required to complete Form CD-346, "Applicant for Funding Assistance," in connection with any award resulting from this Application:

Name	Title	Employer



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B. Executive Summary, Project Purpose and Benefits

Essay Question

10. Executive Summary of the proposed project:

The Metro Louisville Public Library Computing Centers Expansion is a project of the Louisville Free Public Library (an agency of Louisville-Jefferson County Metro Government) in partnership with the 501(c) Louisville Free Public Library Foundation. Other important resources will come from preexisting partnerships with Kentuckiana Works and Jefferson Community and Technical College. In addition to these existing partnerships, cooperative efforts will include other local agencies from throughout the Metro Louisville region. The end results will be expanded access to broadband services throughout the county, and better access to jobs and education resources for vulnerable segments of the population including the unemployed and underemployed, teens, and children. Bandwidth expansion improves access for all 18 existing public computing centers which serve all of Jefferson County, Kentucky. The computer centers expansion program adds availability in areas with the greatest need for additional resources. And the service program creates 4 new specialized service centers at 3 locations in economically challenged areas of the community.

As a whole, the project solves three related challenges that currently prevent the library from fully realizing its service goals. There are consistently not enough public computers to meet demand. There is inadequate Internet bandwidth to meet public demand. And services to children, for teens, and for the unemployed/underemployed need to be either created or expanded.

Overall, the project will benefit a total service population of 713,877 and has three primary measurable objectives. (1) The number of public computers will increase by 24% from 524 to 661, allowing access for an additional 5,754 users per week. Seven of the 18 existing libraries will get more public computer workstations. Each of these locations serves an area with specific socioeconomic challenges. (2) The speed of the Internet connection shared by all locations will increase from the current 45Mb/s to 650Mb/s, thus providing true broadband speed of 768Kb/s at



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the desktop level on all public computers. (3) New and expanded training and educational services will be added: 1 new center dedicated to job skills technology and employment services, 2 new and innovative centers for library services to teens, and 1 creatively reinvented family computing center. All of the new services will be focused on geographic areas which have some of the regions' greatest needs for these specific economic, educational, and cultural opportunities.

With the increase in Internet bandwidth that will affect all 18 library locations throughout the county, the entire population of the Metro region will be served in some significant way by this project. But the computer deployment and service development aspects of the larger program will be targeted specifically at some of the neighborhoods most negatively affected by the current economic climate. The 7 locations that will receive additional public computers serve areas in the county with the lowest rates of home computer ownership and with the least access to residential Internet services. And 3 of these locations which will see the development of new and expanded services are in neighborhoods that are ethnically diverse, centers of settlement for new Americans, and facing some of the area's greatest educational and economic challenges.

Louisville Free Public Library has been offering computer access to library patrons since 1997. In 1999, Computer Learning Centers at 4 locations were opened to provide classroom space for teaching courses in basic computer literacy. In the decade since 1999 the number of public computers has increased dramatically, from less than 100 to 524. The technology initiatives of the library have received critical support from the Louisville Free Public Library Foundation, which has provided funds to initially build the network and since then, to develop important new services. And for the past 10 years, the library has partnered with Jefferson Community and Technical College which provides contract employees to work in our 4 computer learning centers. These student workers, majoring in information technology, provide technical training and assistance to library users and gain employment experience in addition to their earnings.

The project will directly create 3 new staff positions whose primary job focus will be on technology and/or job skills training. All will be professional librarians. A Youth & Technology librarian will develop and present training programs targeting the unique needs of young people. A Business Technology Librarian will be the day-to-day supervisor of the 2 JobShop centers at the library, and will also develop and present training that meets the specific needs of the unemployed and underemployed. A Technology Training Specialist will focus on developing and presenting training in general technology areas.



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In addition to these 3 direct jobs, we expect the project to indirectly create 6 additional jobs. Another 4 jobs will be induced during the 3 year project. These estimates were calculated using the methodology suggested by the Council of Economic Advisors to estimate job creation.

The total cost of the project is \$1,230,806. As the project has three components, these costs can be summarized as follows: Computing Center Expansion - \$475,817; Programming - \$533,441; and Network Upgrade - \$221,548.

11. Project purpose:

Two BTOP goals are addressed directly by this proposal and a third to a lesser degree. The service area includes neighborhoods that are clearly underserved by broadband Internet access. By adding Internet bandwidth system-wide and more computers in selected areas, this project “improves access to broadband services for consumers” as directed by goal 2. Consistent with goal number 3, the project will greatly improve access to the Internet for libraries throughout the county. With its provision for job skills training and other career services the project also speaks to a lesser degree to goal number 5. Finally, the project generates improved broadband access and literacy services for teens and children in 2 underserved neighborhoods.

Statistical reports show that each day 3700 patrons use one of our 524 public computers. Users often make a reservation and have to wait because there are not enough computers to meet demand. So people also often do not have enough time to complete all their work before they must give up the computer at the end of their 1 hour session.

All 18 libraries share a single 45Mb/s Internet connection. Access in branch libraries is also limited by a 10Mb/s Metro Ethernet connection to the Main Library, so that the actual available Internet bandwidth at each computer is 100Kb/s or less. This is well short of the 768Kb/s accepted standard for broadband Internet access. During most of our business day problems with slow response times are common. This particularly affects patrons with deadline-based needs such as testing, submitting job applications, or pursuing online education. The slow connection has at times meant that they are unable to complete a job application or a timed test during their session. And where streaming video is involved, online learning can be very difficult.

Amid these challenges we have seen a steady increase in patrons with job-seeking needs. Many employers now require online applications while many people lack the basic computer skills needed to apply online. Job listings may only be available online and to find them requires an



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ability to search the Internet. Resume creation and uploading add another layer of complexity. And with great regularity, even entry level jobs require applicants to have computer skills. All of these factors coincided with a spike in unemployment, creating a more time-consuming need for assistance than our libraries are prepared for.

At our Bon Air Regional library a facility issue creates unique challenges for families. The branch is in a 2 story building with the adult computing center on the 2nd floor while computers for children are on the 1st floor. Parents who bring their children to the library must choose between one of the two areas. Children often accompany their parents upstairs to an area where there is little access to age appropriate materials or specialized staffing.

Finally, the traditional organization of our libraries has been a challenge for teens. Whether doing homework after school or just enjoying the social aspects of the library, their presence can create issues for other patrons whose pursuits may genuinely require a quiet environment. Trying to create spaces where patrons can pursue their interests without affecting the activities of others has yielded some insights which now should be implemented at other locations in our library system.

To address this array of problems we developed a plan with three components: increase Internet bandwidth to broadband standards; add 137 new public computers; and develop new or expanded programs for children, teens, and the unemployed /underemployed.

By year 3, Internet bandwidth is increased to 650Mb/s to provide true broadband speed at each public computer. To accommodate this we will also increase the capacity of WAN circuits that connect our Main Library and branches. Currently at 10Mb/s, by the end of the 3 year project the Main Library will have a 1Gb/s connection to branches, and each branch will have a minimum of a 100Mb/s connection. Since these services are e-rate eligible and we expect to receive those discounts, the costs included in this funding request are net costs after all e-rate discounts have been applied.

We add more public computers at the 7 locations with the greatest needs. Of the 137 new computers, 48 are for use by children or teens, 12 are located in a technology learning center dedicated to use by job seekers, and the remaining 77 are for general use. Included in the project budget are the costs for 1 full-time employee to develop and provide general technology training.



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To address the floor plan issues at our Bon Air branch we will redesign the current first floor computing area for children to create an innovative space where parents and their children can share library resources in the same area. Tables and chairs will be of mixed height and adjustable or movable to flexibly accommodate groups of adults and children. Computers will be available with age appropriate learning and literacy resources for children and the Internet and productivity resources sought by adults. Access to the area will be limited to children and their responsible adults. A new area is created for teens by adding 3 walls. The budget includes funding for 1 full-time employee to develop programs for teens emphasizing education, college readiness, and career planning.

The needs of job seekers are currently being met at our Main Library through a recently launched “JobShop” program. Space in an existing computer lab has been dedicated to providing job skills training, resume assistance, and other career services. With this project we expand those services to a second site and also create new programs that can be offered at all locations. The budget includes funding for 1 full-time employee to develop programs and training for those seeking employment.

12. Recovery Act and Other Governmental Collaboration:

Louisville Free Public Library was recently awarded \$100,000 in Federal grant funds to provide “Library Resources for Employment Training and Information.” This grant is funded by Statewide Reserve Funding of American Recovery and Reinvestment Act through a partnership of the Kentucky Department for Libraries and Archives and the Kentucky Workforce Investment Office of Employment and Training (OET). It provides funding to public libraries to assist them in providing workforce information to their customers.

That grant provides funding for 2 full-time librarians to develop and provide workforce training and information at 18 locations in Jefferson County, Kentucky. Resources already in place include a workforce resource center at the Main Library (“The JobShop”) and computer training labs at 3 other locations. Meetings rooms with wireless Internet access at other locations will be available for scheduled programs. These staff will focus specifically on providing information, services, and training to job seekers, and promoting use of resources available from the Kentucky Department of Workforce Investment and the OET.

The library is also a participant in a BTOP application being submitted by the Kentucky Department for Libraries and Archives that includes public libraries throughout the state. If



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funded, that project will provide up to \$20,000 which will be used by the library to install 12 new general use public computers at our Southwest Regional Library.

The library is also a partner in a BTOP Comprehensive Community Infrastructure project being submitted by NUCLEUS, a subsidiary of the University of Louisville Foundation. If funded, the “Metro Louisville Access Network Project” will enable the Louisville Free Public Library to enhance our research services at all 18 locations by providing access to Internet 2 in exchange for payments to be offered as part of that application’s matching funds.

13. Technology Strategy:

A competitively bid 5-year Internet service contract has recently been awarded to Insight Communications. Specifications for the contract included optional pricing for increases in Internet bandwidth. On July 1, 2010, we will be increasing our Internet bandwidth speed from the current 45Mb/s to 150Mb/s. No changes to the outside wiring or inside cabling will be necessary to increase bandwidth as needed in the future, up to 1Gb/s.

Hardware acquired prior to commencement of this grant period will facilitate the bandwidth increase to 150 Mb. In order to exceed 150 Mb, the current firewall must be replaced with a device rated for higher throughput. Pricing for a suitable firewall is included in this proposal, a Cisco ASA 5540 with AIP-SSM-40 module. And as bandwidth capacity grows additional capacity for Internet filtering will be needed, so those costs are included as well. In the absence of grant funding those purchases will not be affordable.

As part of this project the Internet bandwidth would be increased to 300 Mb/s on or before July 1, 2011. Internet bandwidth will be increased again to 650 Mb/s on or before July 1, 2012. In the absence of grant funding those increases will not be affordable.

At branches, Metropolitan Ethernet (ME) circuits currently configured at 10Mb/s already have a native capacity of 100Mb/s. Site evaluations confirm that no construction will be necessary to increase the bandwidth on these circuits to 100Mb/s. The additional costs for these bandwidth increases are itemized in the budget section.

The backbone circuit between the Main Library and branches is currently a 100Mb/s ME circuit, and all physical facilities are already in place to increase bandwidth on this circuit to 1000Mb/s. The added costs for the bandwidth increase are itemized in the budget section.



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The library currently deploys a network of Cisco routers in the 1800, 2800, and 3800 series, all of which are suitable for the increased bandwidth.

All public computers purchased will be comparable to models currently in service. All-in-one form factor computers have proven to be time-saving and cost-effective for shipping, storage, deployment, security, and replacement. They eliminate the need for multiple locking cables between components needed to secure traditional desktop computers. They also eliminate the need to accommodate the PC chassis on or under furniture. This allows us to deploy more computers in a smaller space, with a greatly simplified single-cable system to secure them. Field replacement of the computers is easier, as is transport and storage of on-hand replacement units.

At present, Envisionware print and session management software has not yet been updated for Windows 7. Once it is available, any new computers will be deployed with the Windows 7 OS, purchased under the economical Academic Open licensing program. Prior to a Windows 7 version of Envisionware, computers will continue to be deployed with the Windows XP OS. All computers are imaged with a common build to ensure consistency across operations. This will also enable us to quickly install a new software image system-wide when Windows 7 becomes available.

All computers include the most recent version of MS Office and a suite of additional applications. The build currently includes IrfanView image editing software, Google Earth, the NVU web editor, the Celestia space simulator, Adobe Acrobat Reader, Arc GIS Reader & Explorer, and Type Faster typing tutor. Computers for children also include site-licensed educational software such as The Cat in the Hat, Blue's Clues, and National Geographic's GeoBee Challenge.

Security and stability are critical considerations in the deployment of hundreds of computers for use by the public. We have learned a great deal about the importance of consistent hardware and software standards, streamlined procedures, and centralized management including remote access capability. Every computer we install has Symantec Endpoint Protection software to provide protection against viruses, ad-ware, and other security threats. In addition, the public computers include drive protection software which each time the computer is restarted reverses any system changes made since the last system start. This eliminates many of the licensing, privacy, and copyright problems that are common with public-access computers. Patrons are able to install evaluation software. When the system restarts the added software is removed, as well as



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any patron-created documents, stored passwords, credit card or library account information, and Internet browsing history.

All Internet traffic on the network is routed through a Websense V10000 appliance where filtering takes place in accordance with Federal E-rate program guidelines. The V10000 also adds another level of content security by protecting against malware and Internet-based attacks like website spoofing and browser hijacking. The entire library network is further secured behind a Cisco ASA 5510 firewall with the SSM-10 Intrusion Protection module. To prevent bandwidth saturation from illegal file-sharing by public computer users, P2P protocol filtering takes place at 3 layers: on the Websense appliance, at the firewall, and on the Internet router that sits outside the library network and connects to our ISP.

Remote access to the local print and file servers at each of our 17 branch libraries enables system monitoring and management without the cost of travel time. All branch routers and network switches are configured for remote management enabling monitoring and upgrades without being on site. Maintenance contracts on mission-critical network and server equipment allows for prompt replacement during a failure. All servers also include redundant features like RAID disk arrays and dual power supplies. The result is a network that experiences very little downtime and can be managed by a very small staff without sacrificing performance or security.

14. Public Availability:

No fees are ever charged for any services. All public computer centers will be open and available to the public with the following exceptions. The job skills center will be dedicated to the needs of those who are unemployed or underemployed. An intake interview will collect demographic information and allow users to self-identify as either unemployed or underemployed. The teen center at the Main Library will be reserved for the use of patrons ages 13 – 19, with login restrictions based on library accounts being applied through the library’s computer session management software. The family computing center at the Bon Air Regional Library will be for children ages 13 and under, and for the responsible adults accompanying those children.

All computer classes, workshops, one-on-one consultation, training, and associated services will be provided at no cost. Library cards are not required to sign up for computer classes, workshops, or other library events. There will be some events that are targeted for children or teens where age restrictions may apply. For some events in the job skills center, registration priority will be given to those who are unemployed or underemployed.



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Public computer use requires a library card number to reserve a computer or sign in for a session. For those who do not qualify for a card, guest passes can be created to enable their use of all computer resources except for printing. Use of library computers is limited to 2 hours per user per day, and is limited to 1 hour when others are waiting for a computer. Printing is free, but limited to 100 pages per user per month. Computer sessions, reservations, and printing limits are all managed through software products licensed from the Envisionware Corporation.

15. Restrictions on Center Use:

Public computers are provided at all library locations that are available for open use during library operating hours. Internet filtering is in use on all computers, in compliance with CIPA and Universal Service Fund program rules. In addition to the general use Internet computers, most locations also have set aside small groups of computers for specific purposes. Some are used only by children or teens as a means to address availability and safety issues. And during 2009 at our Main Library we opened a job-seeking services center with 15 computers that is reserved for use by the unemployed or underemployed. Given the service name of “The JobShop,” this center is attended by library staff with specialized training and experience in providing assistance with employment searching, resume creation, and technology training.

The computers added by this expansion project will include 77 general use Internet computers that are otherwise unrestricted in their use. At 4 locations we will add a total of 48 computers for use by children, teens, or families. And 12 of the computers will be installed in a second JobShop location at our Southwest Regional Library. There will be no other restrictions on computer use.

16. Involvement of Community College:

Jefferson Community and Technical College is a partner with the library in providing technical assistance and one-on-one consultation in our 4 existing Computer Learning Centers. JCTC is under contract to provide staffing for these computer centers during library business hours. The students manage registration for computer classes, maintain supplies, and provide direct assistance to users of the computers in these labs. At 3 lab locations, the computers are available for open use during parts of the day when classes are not scheduled. At the Main Library, the Computer Learning Center is the location of the JobShop services when not in use for general computer classes.



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17. Is the applicant is seeking a waiver of the Buy American provision pursuant to section x.Q of the NOFA?

- No

18. Is the applicant delinquent on any federal debt?

- No
- If Yes, justification for delinquency:

19. Are you seeking a waiver of any requirement set forth in the NOFA that is not mandated by statute or applicable law?

- No

C. Partners

20. Are you partnering with any other key institutions, organizations, or other entities for this project?

- Yes

If YES, key partners are listed below:

Project Role: Other Name: Hunt, Mary Email: Mary.Hunt@LFPL.org Address 1: 301 York Street Address 2: Address 3: City: Louisville State: Kentucky Zip Code: 40203 Organization: Louisville Free Public Library Foundation Organization Type: Non-profit Foundation Small business: No Socially and economically disadvantaged small business concern: No

21. Description of the involvement of the partners listed above in the project.



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The key partner in this project is the Louisville Free Public Library Foundation. The Foundation was established by community leaders in 1980 as a non-profit corporation for the purpose of “benefiting, promoting, supporting, encouraging, and enhancing the programs and services of the Louisville Free Public Library.” On behalf of the Library, the Foundation, a 501(c)(3) organization, solicits and accepts tax-deductible contributions from private sources including individuals, foundations, and corporations. For the current proposal, the Foundation has offered to provide \$382,065 in matching funds toward the total cost of the project. A letter of commitment to this effect has been included in the uploads section.

In addition to the Library Foundation, a diverse collection of other local organizations are already involved in work being done at the library. The funding of the Public Computer Centers Expansion project will allow us to expand these programs to new locations and reach more people throughout Jefferson County, Kentucky with the valuable resources of this wide-ranging collaborative effort. Among the groups which will be involved in the expanded services are:

1. Jefferson County Public Schools Adult Education Department. We will be working with their adult literacy, ESL and GED programs to provide basic training on computers and specific help with job resources.
2. KentuckianaWorks (greater Louisville’s workforce investment board.) The Library and KentuckianaWorks staff will share job-related resources, refer patrons to each other, teach classes to LFPL patrons in library public computing center classrooms.
3. Dress for Success is an organization which provides women with appropriate clothing for job interviews. They will offer programs for covering professional preparation for employment interviews. Their staff and ours also make mutual referrals to services.
4. First Impressions Men’s Suit Closet is a local organization which provides appropriate men’s clothing for job interviews. They will offer programs for library patrons about dressing professionally for interviews and our organizations will make mutual referrals.
5. CREW Career Centers is a non-profit organization providing job assistance. CREW staff will teach career explorations, career planning and placement to library patrons at library PCC classroom locations.



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6. Jewish Family and Vocational Services is an organization with 100 years of experience in career and employment services. They will provide training for library staff on relating to frustrated job hunters during an economic recession. They also will provide a seminar series on job skills.
7. Pleasure Ridge Park Business Association. This neighborhood small business association has members who will teach classes on finding and keeping a job at library computing center classrooms.
8. SCORE is a national association dedicated to helping small business owners grow their businesses. They will present workshops on business-related topics at library computing center classrooms.
9. New Directions Housing Corporation is a non-profit agency that helps people find, secure, and maintain their homes and also assists with career services. They will conduct mock interviews and critique resumes for library patrons at the "JobShop" computing centers.
10. Bellarmine University School of Business staff and students will teach job skills to LFPL patrons.
11. Sullivan College of Business staff and students will teach workshops on self-improvement and dealing with stress at the "JobShop" computing centers.
12. Spalding University Career Center staff and Spalding University students will teach job skills workshops in the JobShop centers.
13. Jewish Hospital Human Resources department will participate in a planned job fair and teach classes on effective job search and interviewing.
14. Baptist Hospitals of Kentucky human resources staff will participate in a job fair and teach classes on interviewing tips and techniques.
15. Tallis Group, a staffing agency whose staff will train JobShop clients to create effective resumes.



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16. The Louisville chapter of the National Association of Women’s Business Owners will provide job skills training.

17. Greater Louisville, Inc. is the local Chamber of Commerce. Their staff will train JobShop clients to create effective resumes and personal networking skills.

18. The local office of the Federal Census Bureau will offer testing for census-related jobs to library patrons, proctored by library staff.

D. Congressional Districts

22. Applicant Headquarters

- Kentucky

23. Project Service States

Kentucky

24. Project Service Areas

Kentucky - 3

25. Will any portion of your proposed project serve federally recognized tribal entities?

- No

26. Indicate each federally recognized tribal entity your proposed project will serve.

27. Have you consulted with each of the federally recognized tribal entities identified above?

- No



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E. Demographics

Demographics

28. Will your proposed project be specifically directed to serve vulnerable population groups?

- Yes

If "Yes" which vulnerable population groups will your proposed project serve? Check as many as apply:

Hispanic

Black/African-American

Asian

English as Second Language (ESL)

Disabled

Low Income

Unemployed

Senior Citizen (55 and over)

Youth

Other:

29. Vulnerable Populations

The library offers Spanish language materials, computer classes, and other ESL programs for Hispanics.



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African-American cultural resources are a key focus of our collection policies. Branches are located in racially diverse neighborhoods and 5 of the 7 locations that receive additional computers from this project have service areas including the area's largest African-American populations.

The library serves a growing Asian population and provides library services in Vietnamese. We have bilingual staff to assist patrons, teach bilingual computer skills classes, and work closely with local organizations like Catholic Charities and Kentucky Refugee Ministries to reach this population. We have 1 FTE librarian whose job focus is working with internationals in the Louisville Metro region.

In addition to the ESL services offered by library staff, the Louisville Free Public Library is starting an important new program with the Jefferson County Public Schools' Adult Education Division. JCPS Adult Education ESL classes will be taught at the Main Library beginning in the Fall of 2010.

For disabled users, LFPL provides a full range of library services under the leadership of a full-time Accessibility Librarian. This group works with disabled people and their support organizations. The library has computers at several locations that are specially equipped with screen reader technology, magnification software, specialized input devices, and Braille printers. Library staff train users on the equipment and software, and offer for disabled users the same training available to other library patrons such as basic computer skills, the Internet, and software programs like Microsoft Word.

Our staff assists low income library users through many services and programs. The library provides a generous but limited amount of free printing so that those who need the service but cannot afford it are not shut out. All library programs are free. Our Children's Services department conducts outreach programs at schools, day cares, and other community organizations that target at-risk children and youth.

The needs of unemployed and underemployed library users are central to the project described in this application. The current focus of the library's efforts are on the "JobShop" at our Main Library, where we have been able to open a computing center dedicated to job seeking and job skills development. This grew out of necessity and has been successful. But far more resources are needed to meet demand.



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The library offers a series of computer skills and Internet navigation classes targeting the needs and interests of senior adults. These are offered at all of our branch locations.

To meet the unique needs of older children and teens we have opened 1 center offering focused teen services. Building on that success, with this grant we will open 2 more. We will also be hiring a teen services librarian to develop technology programming for teens.

30. Accessibility

All library locations are fully handicapped accessible. For disabled users, LFPL provides a full range of library services under the leadership of a full-time Accessibility Librarian. This group works with disabled people and their support organizations. The library has computers at several locations that are specially equipped with screen reader technology, magnification software, specialized input devices, and Braille printers. Library staff train users on the equipment and software, and offer for disabled users the same training available to other library patrons such as basic computer skills, the Internet, and software programs like Microsoft Word.

31. Other Languages

The library offers Spanish language materials, computer classes, and other ESL programs for Hispanics. Classes include basic computer skills, use of the Internet, and use of library resources.

The library serves a growing Asian population and provides library services in Vietnamese. We have bilingual staff to assist patrons, teach bilingual computer skills classes, and work closely with local organizations like Catholic Charities and Kentucky Refugee Ministries to reach this population. We have 1 FTE librarian whose sole job focus is working with internationals in the Louisville Metro region. In addition to the ESL services offered by library staff, the Louisville Free Public Library is starting an important new program with the Jefferson County Public Schools' Adult Education Division. JCPS Adult Education ESL classes will be taught at the Main Library beginning in the Fall of 2010.

The library's online public access catalog is available in English, French, Spanish, and Vietnamese. The library collects materials in languages other than English, including materials designed to help non-English speakers learn to write and read English.



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Outreach

32. Public Computing Centers Outreach

Outreach efforts will take the form of a marketing and public awareness campaign which will include the following elements:

- News releases to local media
- Media advertising
- Presentations to community-wide business, civic, educational and non-profit groups
- Announcements, information and calendar listings on LFPL's webpage and communicated through LFPL's monthly e-news and bi-monthly print newsletter
- Posters displayed at all library locations, including LFPL's Teen Outpost at the Highlands/Shelby Park branch and the JobShop at the Main Library.
- Posters and news releases will be disseminated throughout the community including youth centers, Metro Parks' Community Centers, Louisville Metro's Neighborhood Place locations, Jefferson County Public School libraries, YMCA locations, University of Louisville, Bellarmine University, Jefferson Community and Technical College, Spalding University, Indiana University Southeast, Sullivan College, and at workforce centers such as Louisville Metro's NIA Center, KentuckianaWorks' Youth Opportunities Unlimited (Y.O.U.) Center, and 1-Stop Career Centers.

In addition, posters will be distributed to organizations helping families, the indigent, children, those who are disabled and our international population.

As many ways as the Library can get the word out about its programs and its increased public computing capacity, the more people and greater community will benefit. LFPL wants the programs to be as widely publicized as possible, and will use as many outlets as possible. Success of this project will be experienced in the personal success of each library patron, and we will continue to seek additional outreach opportunities as they present themselves while marketing the programs.

33. How many total users do you expect to generate through the use of BTOP funds at your public computer center(s)?

- 68048



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Training and Education

34. Peripherals and equipment

All computers will be installed at library locations for use by library patrons. We will install a total of 137 new computers. Of those, 124 will be all-in-one design desktop computers, with the most recent available processor and at least 1 GB RAM. The other 13 computers will be small form-factor "mini" notebook computers for use in our 2 new teen library centers. These will be available for teens to use with wireless Internet connectivity and for use within the teen area.

Printing is available at all library public computing centers. Printers are leased under an existing contract and are typically heavy-duty, high-volume laser printers from standard manufacturers such as Savin or Ricoh.

35. Workstation software

All computers include the most recent version of MS Office (currently Office 2007) and a suite of additional software. The build currently includes IrfanView image editing software, Google Earth, the NVU web editor, the Celestia space simulator, Adobe Acrobat Reader, Arc GIS Reader & Explorer, and Type Faster typing tutor. Computers for children also include site-licensed educational software such as The Cat in the Hat, Blue's Clues, and National Geographic's GeoBee Challenge.

Security and stability are critical considerations in the deployment of hundreds of computers for use by the public. We have learned a great deal about the importance of consistent hardware and software standards, streamlined procedures, and centralized management including remote access capability. Every computer we install has Symantec Endpoint Protection software to provide protection against viruses, ad-ware, and other security threats.

In addition, the public computers include drive protection software which each time the computer is restarted reverses any system changes made since the last system start. This eliminates many of the privacy and copyright problems that are common with public-access computers. Patrons are able to install evaluation software. When the system restarts the added software is removed, as well as any patron-created documents, stored passwords, credit card or library account information, and Internet browsing history.



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36. Training and education programs

The service programs will focus on job searching and preparation, family and youth programming and education, and technology training needed by consumers to secure and maintain broadband service to the home. This will include training for library staff to support the program, and public awareness and marketing activities to drive consumers into the public computer centers.

Current Library computer courses are offered in 5 categories.

1. Educational Courses for Children & Teens

Internet Safety for Children; Internet Safety for Teens; Safe surfing on the Web; Stranger Danger; Social Networking; Gaming; Internet scams.

2. Homework Assistance.

Homework Help for Elementary School Students (geared to students & parents)
Introduction to databases & encyclopedias; Research Tips for Middle & High School Students (geared to teens & parents); Original work vs. plagiarism.

3. General Computer Use Courses

Keyboarding Workshop; Intro & Intermediate MS Access; Intro & Intermediate MS Excel; Intro & Intermediate MS Power Point; Intro & Intermediate MS Publisher; Intro & Intermediate MS Word; Genealogy Resources on the Internet; Podcasts & RSS; Blogging Basics.

4. Training for Business

Business Information Resources; All-purpose sites for the businessman or businesswoman; Business Plans: templates, handbooks, and other start-up information; Advisory and counseling services for small business owners and entrepreneurs; Licenses and Permits; Naming your business; Choosing a business site in Kentucky; Financing your small business; Franchise Information; Home-based business information; Industry information research for Kentucky; Business, industry, and economic research information for the United States; Export and import information for Kentucky businesses; Government procurement opportunities for small business; Legal issues for small businesses; Marketing assistance for business owners, inventors, and entrepreneurs; Minority business concerns; Patents marketing assistance for Kentucky inventors; Tax information for the small business owner; Technology based products and services;



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Trademarks can help market your business and product; Women in business; Veterans in business;

Special business concerns. Jefferson County/Metro Louisville Business Resources and Services Grant seeking Basics for Nonprofit Organizations;

5. JobShop Courses

Resume Workshop; Test Preparation GED & Collegiate Level; Web Job Search Techniques; Social Networking Sites.

The Library has approximately 60 Library Research Assistants who conduct the above described training. While not specifically certified, they have received the necessary training to conduct these courses. Continued education for these trainers is included in this grant request. Some classes and workshops are conducted by trainers from partner organizations such as community colleges and public school adult education programs. Those organizations manage the training and certification for their instructors.

37. If you are providing educational or training programs, how many people in total will these programs reach on an annual basis?

- 3900

38. How many hours of training will be provided to each participant?

- 2

39. How many Full Time Employee (FTE) instructors or facilitators will you employ for these courses?

- 3

F. Project Budget

40. Project Budget	
Federal Grant Request	\$743,741
Total Match Amount	\$487,065



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Total Budget	\$1,230,806
Match Percent	39.6%

41. Projects Outside Recommended Funding Range:



42. Sustainability:

The Louisville Free Public Library already offers at some level all of the services described in this proposal. Funding received from this grant will allow the Library to grow its services offered to the public in terms of equipment and training available. As technology is already one of the major focuses of the Library, these enhancements will be budget priorities in future years.

43. Matching Funds	
Applicant is providing matching funds of at least 20% towards the total eligible project costs?	Yes
Describe the matching contributions	<p>We are providing a total of \$487,065 in cash matching for this project.</p> <p>A commitment of \$382,065 in cash matching funds has been offered by the Louisville Free Public Library Foundation.</p> <p>And the Louisville Free Public Library will also be providing \$105,000 cash match from privately raised donor funds and/or operating budget funds.</p> <p>No donors or contributors will receive any benefit or consideration as a result of their contribution to the project.</p>
Unjust enrichment	<p>We will apply for Federal e-rate program discounts on Internet access and networking services. All budgeted figures in this application factor in anticipated discounts, so all costs in this application reflect after-discount costs.</p>



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Disclosure of federal and/or state funding sources	<p>We typically receive USF e-rate reimbursements at the 80% level. We apply for reimbursement of costs for POTS, telecommunications, and Internet access. For funding year 2009 we have approved funding requests totaling \$188,360, on pre-discount costs of \$235,452.</p> <p>For funding year 2010 we have applied for discounts of \$189,715 on pre-discount spending of \$237,144.</p> <p>For USF funding year 2011 we expect our costs to increase to \$315,000, and would anticipate funding requests to total \$252,000.</p> <p>For USF funding year 2012 budgeted costs will increase to \$347,000, and would anticipate funding requests to total \$277,000.</p>
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44. Budget Narrative	
Budget narrative	<p>The total budget is \$1,230,806.</p> <p>COMPUTING CENTER EXPANSION: costs for 137 computers, furniture, and necessary wiring or electrical work.</p> <p>Western Branch – 6 computers; 6 workstations \$23,401 Shawnee Branch – 8 computers; 8 workstations \$26,204 Highland/Shelby Park Branch – 18 computers; 13 workstations \$50,353 Southwest Branch – 12 computers; 6 workstations \$40,044 Iroquois Branch – 13 computers; 21 workstations \$39,772 Bon Air Branch – 26 computers; 6 workstations \$176,004 Main Branch – 54 computers; 21 workstations \$120,079 TOTAL COMPUTING CENTER EXPANSION - \$475,817</p> <p>PROGRAMMING: costs for education and training programs, including programming expenses, promotion, training, and 3 staff positions.</p> <p>Programming \$10,000</p>



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	<p>Advertising and promotion \$22,000 Training \$42,000 Youth & Technology Education Librarian II, 3 x \$51,744/yr = \$155,232 Business Technology Librarian II, 3 x \$51,744/yr = \$155,232 Technology Training Specialist, 3 x \$49,659/yr = \$148,977 TOTAL PROGRAMMING - \$533,441</p> <p>NETWORK EXPANSION: costs for upgraded network hardware, increased WAN circuit capacity, and increased Internet connection bandwidth.</p> <p>Hardware Upgrades, \$61,000 Internet capacity upgrades, 3 x \$38,956/yr = \$116,868 Network capacity upgrades, 3 x 14,560/yr = \$43,680 TOTAL NETWORK EXPANSION - \$221,548</p> <p>These costs are reflected in the Standard Form 424A.</p>
Budget reasonableness	<p>The costs for computer hardware, software, imaging, installation, etc. are based on actual costs for comparable purchases under existing contracts.</p> <p>The furniture costs are based on pricing for recent purchases (Spring 2009) when we opened a new branch library.</p> <p>Networking services and Internet access will be purchased off existing e-rate eligible contracts and reflect actual costs for services at the designated level. We receive E-rate reimbursement rather than billing discounts, so all the costs in this budget for e-rate eligible services have already had the expected reimbursement amounts deducted. This application does not ask for funding for costs that will covered by the e-rate program, and it does not use costs covered by the e-rate program in calculating the matching funds amounts.</p> <p>Salaries are based on current pay scales for Louisville Metro</p>



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	<p>Government employees at the appropriate pay grade for these positions.</p> <p>Programming, advertising, and training costs are estimates based on operating expenses incurred by our Community Relations Department during previous fiscal years. Training costs are estimates based on the number of staff needing training and the advertised costs to consumers for the appropriate training. We estimated a need for 140 staff training classes at an enrollment cost of \$300 per class.</p> <p>As an agency of Louisville Metro Government, the library abides by Kentucky Model Procurement statutes. All purchasing is done through competitively bid contracts for which lowest price was the primary factor in evaluation.</p>
Demonstration of need	<p>As part of the Louisville Metro Government, the Library has faced major cutbacks just like cities around the country. With a local unemployment at 10.7% and state unemployment at 11%, city government was forced to cut back on city hours, including all library branches, downsize staff, and reduce some services. But for Federal funding made possible by the American Recovery and Reinvestment Act, the Library would not be able to complete the Broadband Technology Opportunities Program during the grant period.</p>

45. Funds to States/Territories

States	Amount of Federal Grant Request
Kentucky	743,741

Funds to States/Territories Total: \$743,741

G. Historical Financials

46. Matching Funds



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	2007	2008	2009
Revenue	677,588,912	683,956,135	689,236,655
Expenditures	681,530,647	700,922,875	698,159,211
Net Assets	966,027	604,999,287	596,076,731
Change in Net Assets from Prior Year	-3,941,735	-16,966,740	-8,922,556
Bond Rating (if applicable)		AA2 (Moody's), AA+ (S&P), AA+ (Fitch)	AA2 (Moody's), AA+ (S&P), AA+ (Fitch)

H. Public Computer Center Summary

47. Jobs	
How many direct jobs-years will be created from this project?	3
How many indirect jobs will be created from this project?	6
How many jobs will be induced from this project?	4

48. Methodology used to estimate jobs:

We used the methodology suggested by the Council of Economic Advisors to estimate job creation.

49. Proposed # of Public Computer Centers	
Schools (k-12)	0
Libraries	18
Medical and Healthcare Providers	0
Public Safety Entities	0
Community Colleges	0
Public Housing	0
Other Institutions of Higher Education	0



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Other Community Support Organization	0
Other Government Facilities	0

Total Proposed Public Computer Centers 18

Current Total Persons in Service Area 713877

50. Minority Serving Institutions	
Historically Black Colleges and Universities	0
Tribal Colleges and Universities	0
Alaska Native Serving Institutions	0
Hispanic Serving Institutions	0
Native Hawaiian Serving Institutions	0
TOTAL MINORITY SERVING INSTITUTIONS	0

51. Weekly Usage Summary	
Total Current # of Persons Served per 120-hour Business Week	18340
Total Proposed # of Persons Served per 120-hour Business Week	23135
Total Current # of Persons	3668



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Served per 48-hour Weekend	
Total Proposed # of Persons Served per 48-hour Weekend	4627

52. Broadband Workstation Summary	
Number of Current Workstations proposed to be upgraded	0
Total Current # of Broadband Workstations	524
Total Proposed # of Broadband Workstations	661
Average Current Facility Broadband Connection Speed	11.90 Mbps
Average Proposed Facility Broadband Connection Speed	130.60 Mbps

I. Project Readiness

53. Licenses and Regulatory Approvals

None required.

54. Organizational Readiness

On August 4, 2009 the Main Library of the Louisville Free Public Library was struck by a disastrous flood. Up to 8 feet of water filled the entire basement level of both our 1908 Carnegie building and our newer 1968 building. This flood destroyed the entire library system operations center, including the Collection Services/Technical Services Department, our Facilities operation, and our Computer Services department, including the data center. Disaster recovery plans went into effect immediately and the library was able to resume basic operations within 2 weeks. Since August we have been in the midst of a restoration and rebuild of the operations center.



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That work is scheduled to be completed in 2 primary phases. The first will be done on March 31 when our facilities, technical services, and computer services departments move back into the Main Library after completion of construction. The second phase will be completed by the end of May 2010, when we open the remainder of the damaged space, including a state of the art public meeting room and office space for library staff. All of this work will be complete before the work for this grant project would begin. In addition, a site on the third floor has been chosen for relocation of the data center, so that it will be more secure in the unlikely event of recurrence of this flooding.

The library computer services and facilities staff are prepared to begin ordering of equipment immediately. Contracts are already in place for the majority of the good and services needed to complete the project. Space is available at the Main Library for the planned teen services center, and work at branches is similar to work the library had undertaken at other branches prior to the decline in revenues which has rendered such work impossible. Our staff has successfully completed similar redesign and installation projects and under different fiscal circumstances would be pursuing some or all of this work in the absence of grant funding. But given the realities of our local economy and the reduced budgets we have experienced, we will not be able to do this work in the absence of this funding.

The ongoing costs from the project are the increased costs for personnel, increased subscription costs for Internet and networking bandwidth, and the maintenance and replacement of additional computers. Given the e-rate discounts which we traditionally receive the added costs for more bandwidth would be manageable under less austere budgets. And we anticipate the remainder of the costs, for personnel and computer maintenance and replacement, to be manageable for the long-term future once budget shortfalls recover and we regain positions that have been un-filled due to budget reductions.

55. Project Timeline and Challenges

Project will begin immediately upon approval of this grant.

The project consists of 3 complementary objectives. New services and programs will be created and existing services and training programs will be expanded to new locations. The expansion of public computer center access for public library users will be accomplished by creating new or improving existing computer centers with additional computers. To support this expansion and address the deficiencies of bandwidth currently available at individual computers the network



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capacity and internet connectivity will be dramatically increased. Many proposed milestones can be pursued independently of the others, so there is flexibility for the library to adjust scheduling as needed. The current timeline estimates a manageable burden on current library staff that will accomplish completion of the network upgrade and computer center installations during the first year of the project.

(Q4 of 2010)

- File E-rate application for FY to begin July 1, 2011
- Contract for site modifications for Phase 1: Highlands, Iroquois, Shawnee, & Western
- Order computers and software licensing for Phase 1
- Order furniture, chairs, and peripherals for Phase 1
- Advertise new staff positions

(Q1 of 2011)

- Complete site modifications for Phase 1
- Receive & configure computers for Phase 1
- Receive furniture, chairs, and peripherals for Phase 1
- Installation of furniture, chairs, and peripherals at Phase 1
- Installation of computers and software for Phase 1
- Contract for site modifications for Phase 2 locations: Bon Air and Southwest
- Order computers and software for Phase 2
- Order furniture, chairs, and peripherals for Phase 2
- Contract for site modifications for Phase 3: Main Library
- Interview and hire staff

(Q2 of 2011)

- Complete training of new staff and begin development of programming
- Develop/implement promotional and outreach activities
- Begin programming at Phase 1
- Ongoing site modifications for Phase 2
- Receive and configure computers for Phase 2
- Receive furniture, chairs, and peripherals for Phase 1
- Begin site modifications for Phase 3 location: Main Library
- Order computers and software for Phase 3
- Order furniture, chairs, and peripherals for Phase 3



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(Q3 of 2011)

- Complete site modifications for Phase 2
- Installation of furniture, chairs, and peripherals at Phase 2
- Installation of computers and software for Phase 2
- Begin programming at Phase 2
- Receive and configure computers for Phase 3
- Receive furniture, chairs, and peripherals for Phase 3
- Completion of site modifications for Phase 3
- Installation of furniture, chairs, and peripherals at Phase 3
- Installation of computers and software for Phase 3.
- Begin programming at Phase 3

Key Challenges:

1. Construction and installation delays. Can be addressed by ordering services and equipment as early as possible following funding.
2. Personnel services delays. Will require that as soon as possible after funding, work commences.

56. SPIN Number

J. Environmental Questionnaire

57. Does this PCC application have construction or ground disturbing activities?

No

If no, please answer the questions below. If yes, please do not answer the questions below and instead proceed to the next page to answer the expanded environmental questionnaire.

58. Does the proposed action involve the procurement of materials? If so, will the materials be installed, stored or operated in an existing building or structure? If yes, please click "Add" to include the list of equipment and peripherals to be procured.

Yes



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- 137 all-in-one design personal computers with keyboards and mice
- 1 Cisco 5540 Firewall
- 2 Websense V10000 Internet filtering appliances
- 137 chairs in varying sizes and designs
- 70 computer tables of varying dimensions and designs

59. Does the proposed action involve procurement of electronic equipment? If yes, will the equipment be disposed of in an environmentally sound manner at the end of its useful life?

Yes

60. Does the proposed action involve construction, remodeling, or renovation? If so, will these activities be limited to only minor interior renovations to a structure, facility, or installation? If yes, click "Add" to include a description of the proposed renovations with your project summary.

Yes

Renovations at various locations will include some or all of: rearrangement of existing furniture, installation of new computer tables and chairs, framing of new interior walls, installation of electrical and data lines, installation of drywall.

61. Does the proposed action involve the production and/or distribution of informational materials, brochures, or newsletter?

Yes

62. Does the proposed action involve training, teaching, or meeting facilitation at an existing facility or structure? If yes, click "Add" to explain.

Yes

Additional classes, training, workshops, and other programming will be added at all project sites, similar to events already being scheduled at 18 existing library locations. Events may take place in a meeting room or in one of the public computing centers.

63. Does the proposed action involve ground or surface disturbance to accommodate new fiber optic cable? If yes, please click "Add" to include a description of the extent of service upgrade, a list of the permits required, and linear footage of underground fiber optic cabling required.



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No

64. Does the proposed action involve an upgrade of broadband service to an existing facility or structure? If yes, please include a description of the extent of service upgrade, a list of the permits required, and linear footage of underground fiber optic cabling required?

Yes

Network bandwidth will be increased at all 18 locations, but the required network capacity is already in place. No additional cabling or other installation will be required.

K. Environmental Questionnaire – Part 2

65. Project Description

66. Property Changes

67. Buildings

68. Wetlands

69. Critical Habitats

70. Floodplain



**Broadband Non-Infrastructure Application
Submission to NTIA – Public Computer Centers**

Submitted Date: 3/15/2010 4:14:23 PM	Easygrants ID: 5683
Funding Opportunity: Public Computer Centers	Applicant Organization: LOUISVILLE-JEFFERSON COUNTY METRO
Task: Submit Application - Public Computer Centers	Applicant Name: Lee S Burchfield

71. Protected Land

72. Coastal Area

73. Brownfield



**Broadband Non-Infrastructure Application
Submission to NTIA – Public Computer Centers**

Submitted Date: 3/15/2010 4:14:23 PM		Easygrants ID: 5683	
Funding Opportunity: Public Computer Centers		Applicant Organization: LOUISVILLE-JEFFERSON COUNTY METRO	
Task: Submit Application - Public Computer Centers		Applicant Name: Lee S Burchfield	

Uploads

The following pages contain the following uploads provided by the applicant:

Upload Name	File Name	Uploaded By	Uploaded Date
Management Team Resumes and Organization Chart	resumes_and_chart.pdf	Burchfield, Lee	03/09/2010
Historical Financial Statements	historical_financials.pdf	Burchfield, Lee	03/12/2010
Public Center Detail	PCC_Details_Attachment.xls	Burchfield, Lee	03/15/2010
Detailed Budget	PCC Detailed Budget Attachment.xls	Burchfield, Lee	03/11/2010
BTOP Certifications	signed authentication.pdf	Burchfield, Lee	03/15/2010
SF424 Budget (A or C)	PCC SF-424 A.pdf	Burchfield, Lee	03/11/2010
SF424 B and D Assurances	signed 424b.pdf	Burchfield, Lee	03/15/2010
Supplemental Information	letter_foundation.pdf	Burchfield, Lee	03/12/2010



**Broadband Non-Infrastructure Application
Submission to NTIA – Public Computer Centers**

Submitted Date: 3/15/2010 4:14:23 PM	Easygrants ID: 5683
Funding Opportunity: Public Computer Centers	Applicant Organization: LOUISVILLE-JEFFERSON COUNTY METRO
Task: Submit Application - Public Computer Centers	Applicant Name: Lee S Burchfield

Craig Buthod
Director, Louisville Free Public Library
301 York Street
Louisville, Kentucky 40203

(502) 574-1760 (office)

buthod@LFPL.org

Education

University of Tulsa, Bachelor of Science in English, 1975.
University of Denver, Master of Arts in Librarianship, 1977.
University of Oklahoma, graduate courses in public administration, 1991-1992.

Employment History

Director, Louisville Free Public Library, 301 York Street, Louisville, Kentucky, 40203.
1998 to present.

Acting City Librarian and CEO, Seattle Public Library, 1000 4th Avenue, Seattle WA
98104. 1996 to 1998.

Deputy City Librarian and Chief Operating Officer. 1992 to 1996.

Chief of the Central Library. Tulsa City-County Library System, 400 Civic Center, Tulsa
Oklahoma, 74103. 1985 to 1992.

Business and Technology Department Head. TCCL. 1979 to 1985.

Engineering Librarian. Williams Brothers Engineering Company, 119 E. 6th Street,
Tulsa, Oklahoma, 74119. 1977 to 1979.

Library Research Assistant. TCCL. 1972 to 1977.

Professional Activities

Professional publications include journal articles, conference papers, a book-length compilation of local economic statistics (as editor), and a chapter in a book on public library finance. Seminars taught on library technology and the Internet, library-community relations, collection development, and business reference.

Was named Librarian of the Year for the U.S. by *Library Journal*, January 2010.

NANCYE BROWNING

502.574.1743 (office)
nancye@lfpl.org

Employment History

Louisville Free Public Library
301 York Street
Louisville, Kentucky 40203

<i>Assistant Director</i>	May 2008 to present
<i>Manager, Community Relations</i>	2006 - 2008
<i>Manager, Branch Services</i>	2001 - 2006
<i>Branch Manager</i>	1995 - 2001
<i>Library Research Assistant</i>	1992 - 1995

Education:

Masters of Arts in Library and Information Science
University of Kentucky

Bachelor of Arts in Communication
Georgetown College

Graduate courses in Humanities
University of Louisville

Melanie Lilly
Assistant Director,
Louisville Free Public Library
301 York Street
Louisville, KY 40203
502-574-1845
melanie.lilly@lfpl.org

Employment History:

Louisville Jefferson County Metro Government
January 1992 – present

Financial administrator responsible for accounting and budgets. Transferred to the Louisville Free Public Library, May 2008. Administer library departments of Information Technology, Facilities, Business Office and Collections.

Edwards Photo, Louisville, KY
General Manager
November 1987 – January 1992

Kleier Advertising, Louisville, KY
Account Executive
January 1985 – November 1987

Striegel Advertising, Tulsa, OK
Account Executive
July 1982 – January 1985

Broadcast Reporter/Anchor
July 1975 – July 1982
KJRH-TV – Tulsa, OK
KOTV-TV – Tulsa, OK
WTVQ-TV – Lexington, KY
WHAS Radio – Louisville, KY

Education:

University of Louisville, 26 hours accounting program courses, completed May 1993
Indiana University, Bloomington, IN B.A. Telecommunications, July 1975

Lee S. Burchfield, Ph.D.


Lee.Burchfield@LFPL.org

Professional Experience

Manager of Computer Services--Louisville Free Public Library, April 2001-present

Manage a 9.5 FTE technology department that is responsible for maintenance and technical support of a Wide Area Network serving 17 locations, comprised of 800+ workstations, approximately 30 servers, and a leased-line frame-relay telecommunications network. Direct supervision of Library Systems Manager, Digital Services Librarian, and Network Administrator. Indirect supervision of 2 Network Administrators, 3 Personal Computer Analysts, and a Computer Operator. Control a budget of approximately \$1.2M for FY 2009-2010. Primary contact for annual applications to USAC e-rate reimbursement program currently resulting in annual discounts of \$150,000 - \$250,000.

Project manager for special technology projects including replacement of integrated library system software (2006), implementation of a public computer session and printing management software package (2007), a major upgrade of the library website (2008), technology deployment for new branch library opened in 2009, rebuild of Main Library following disastrous flooding in August 2009 (2009-2010).

Librarian III, Louisville Free Public Library--Main Library, April 1999-April 2001

Supervised day-to-day operation of a fifteen-workstation Computer Learning Center. Taught over 100 classes and workshops to the public and library staff on computer-related topics ranging from accessing the Internet to understanding how PCs work. Coordinator for the Library's Computer Learning Centers initiative. Had primary responsibility for the oversight of the computer labs at 4 locations. Developed learning objectives for the core curriculum of instructional classes being offered to the public. Wrote Standard Operating Procedures manual and developed training materials for part-time assistants in the Computer Learning Centers. Served as liaison to Jefferson Community College/KCTCS for partnership program to provide student workers for the Library's computer labs.

Assistant Branch Manager, LFPL--Iroquois Branch Library, August 1997-April 1999

Education

Ph.D. Historical Studies, Southern Baptist Theological Seminary, 1996
M.S.L.S. Library & Information Science, University of Kentucky, 1996
M.Div. Higher Education, Southern Seminary, 1990
B.A. Samford University, Birmingham, Alabama, 1986

Continuing Education/Training

Securing Networks with (Cisco) ASA Fundamentals (SNAF); Cisco IOS Essentials; Interconnecting Cisco Networking Devices (ICND) I & II; Essentials of Microsoft Networking, Second Edition, I and II.

Publications/Presentations

“Social Networks and YOUR Public Library.” Presented to the Kentucky Department for Libraries and Archives Region 4 Directors’ Meeting. Frankfort Public Library, Frankfort, Kentucky. December 18, 2009.

“PC & Print Management at the Louisville Free Public Library.” Presented at the 2008 meeting of the Indiana/Ohio/Kentucky Regional Polaris Users’ Group. Marion County Public Library, Bloomington, Indiana. October 17, 2008.

"Social Networking and Public Libraries." Presented at the 2008 Spring meeting of the Kentucky Public Library Association. Bowling Green, Kentucky. April 17, 2008.

“Introduction to Social Networking in Libraries.” Presented at the 2007 Fall meeting of the Kentucky Public Library Association. Louisville, Kentucky. September 19, 2007.

“Delivering Audio Books in Public Libraries.” Presented at the 2006 Spring meeting of the Kentucky Public Library Association. Louisville, Kentucky. April 28, 2006.

Assorted biographical articles, In "Kentucky ResourceLink CD-ROM." ABC-CLIO, 1999.

“Lee Rutland Scarborough.” In *Dictionary of American Biography*. Oxford University Press, 1999.

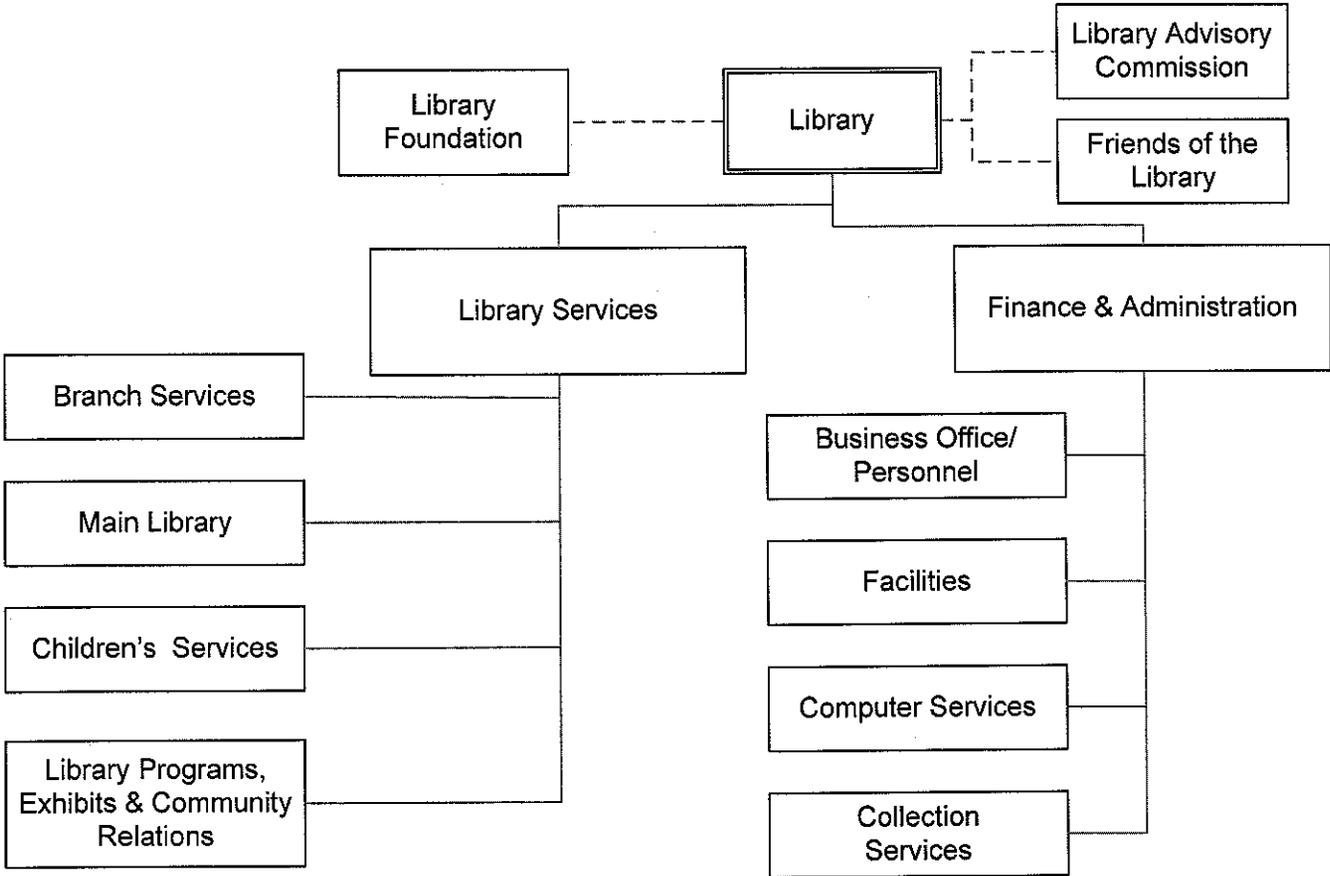
“Sophia Hume.” Biographical article in *American Women Prose Writers to 1820*. Edited by Carla Mulford. Detroit: Gale Research, 1999. (*Dictionary of Literary Biography*, v. 200)

Other

Board of Directors, Louisville Youth Orchestra. Board Member, 2003 – present; Treasurer, 2006 – 2008; Vice-President, 2008-present.



Louisville Free Public Library



BTOP Public Computer Centers Detail Template

Title: **Metro Louisville Public Library Computing Centers Expansion**
 Easy Grants ID: **5683**

Center Name	Organization	Address Line 1	City	State	Zip	Facility Type	Minority Serving Institution Type	Estimated # of Total Persons in facility's Service Area	Broadband Workstations			
									Number of Broadband Stations Available (CURRENT)	Number of Broadband Stations to be Replaced (PROPOSED)	Number of Broadband Stations to be Added (PROPOSED)	Number of Broadband Workstations Available (PROPOSED)
Main Library Public Computer Center	Louisville Free Public Library	301 York Street	Louisville	KY	40203	Library		709264	119	0	54	173
Western Branch Library	Louisville Free Public Library	604 South 10th Street	Louisville	KY	40203	Library		44737	10	0	6	16
Shawnee Branch Library	Louisville Free Public Library	3912 West Broadway	Louisville	KY	40211	Library		43860	20	0	8	28
Highlands/Shelby Park Branch Library	Louisville Free Public Library	1250 Bardstown Road	Louisville	KY	40204	Library		40606	24	0	18	42
Southwest Regional Library	Louisville Free Public Library	10375 Dixie Highway	Louisville	KY	40272	Library		109802	56	0	12	68
Iroquois Branch Library	Louisville Free Public Library	601 West Woodlawn Ave.	Louisville	KY	40215	Library		77999	41	0	13	54
Bon Air Branch Library	Louisville Free Public Library	2816 Del Rio Place	Louisville	KY	40220	Library		86098	35	0	26	61
Westport Branch Library	Louisville Free Public Library	8100 Westport Road	Louisville	KY	40222	Library		46000	16	0	0	16
Crescent Hill Branch Library	Louisville Free Public Library	2762 Frankfort Avenue	Louisville	KY	40206	Library		38000	15	0	0	15
Fairdale Branch Library	Louisville Free Public Library	10616 West Manslick Road	Louisville	KY	40118	Library		29000	8	0	0	8
Middletown Branch Library	Louisville Free Public Library	200 North Juneau Drive	Louisville	KY	40243	Library		54000	16	0	0	16
St. Matthews/Eline Branch Library	Louisville Free Public Library	3940 Grandview Avenue	Louisville	KY	40207	Library		47000	33	0	0	33
Fern Creek Branch Library	Louisville Free Public Library	6768 Bardstown Road	Louisville	KY	40291	Library		52000	19	0	0	19
Jeffersontown Branch Library	Louisville Free Public Library	10635 Watterson Trail	Louisville	KY	40299	Library		44000	32	0	0	32
Okolona Branch Library	Louisville Free Public Library	7709 Preston Highway	Louisville	KY	40219	Library		41000	22	0	0	22
Newburg Branch Library	Louisville Free Public Library	4800 Exeter Avenue	Louisville	KY	40218	Library		35500	34	0	0	34
Portland Branch Library	Louisville Free Public Library	3305 Northwestern Parkway	Louisville	KY	40212	Library		18700	11	0	0	11
Shively Branch Library	Louisville Free Public Library	2816 Del Rio Place	Louisville	KY	40220	Library		29500	13	0	0	13
Totals:								1547066	524	0	137	661

Center Name	Facility Broadband Connection Speed (MBps)		Weekday Hours Open to the Public		Weekend Hours Open to the Public		Weekday Number of Persons Served		Weekend Number of Persons Served	
	Facility Broadband Connection Speed (CURRENT MBps)	Facility Broadband Connection Speed (PROPOSED MBps)	Average Hours Open to Public Per 120-hour Business Week (CURRENT)	Average Hours Open to Public Per 120-hour Business Week (PROPOSED)	Average Hours Open to Public Per 48-hour Weekend (CURRENT)	Average Hours Open to Public Per 48-hour Weekend (PROPOSED)	Proposed # persons served per 120-hour business week (CURRENT)	Proposed # persons served per 120-hour business week (PROPOSED)	Proposed # persons served per 48-hour weekend (CURRENT)	Proposed # persons served per 48-hour weekend (PROPOSED)
Main Library Public Computer Center	45	650	56	56	8	8	4165	6055	833	1211
Western Branch Library	10	100	41	41	7	7	350	560	70	112
Shawnee Branch Library	10	100	51	51	7	7	700	980	140	196
Highlands/Shelby Park Branch Library	10	100	51	51	7	7	840	1470	168	294
Southwest Regional Library	10	100	56	56	8	8	1960	2380	392	476
Iroquois Branch Library	10	100	51	51	7	7	1435	1890	287	378
Bon Air Branch Library	10	100	56	56	8	8	1225	2135	245	427
Westport Branch Library	10	100	24	24	7	7	560	560	112	112
Crescent Hill Branch Library	10	100	51	51	7	7	525	525	105	105
Fairdale Branch Library	10	100	41	41	7	7	280	280	56	56
Middletown Branch Library	10	100	51	51	7	7	560	560	112	112
St. Matthews/Eline Branch Library	10	100	51	51	7	7	1155	1155	231	231
Fern Creek Branch Library	10	100	51	51	7	7	665	665	133	133
Jeffersontown Branch Library	10	100	51	51	7	7	1120	1120	224	224
Okolona Branch Library	10	100	51	51	7	7	770	770	154	154
Newburg Branch Library	10	100	51	51	7	7	1190	1190	238	238
Portland Branch Library	10	100	41	41	7	7	385	385	77	77
Shively Branch Library	10	100	51	51	7	7	455	455	91	91
Totals:	11.9	130.6	48.7	48.7	7.2	7.2	18340	23135	3668	4627

BTOP Public Computer Center and Sustainable Broadband Detailed Budget

Please complete the Detailed Budget, breaking out individual line items under each category heading (add rows to each section as necessary to accommodate your line items). Please ensure line item total columns in the "General" and "Detail" sections are equal for each line item (a cell with a yellow highlight indicates an inconsistency). Also, you may utilize the provided space for additional notes, if desired (there is also a Budget Narrative question in the application in which you will provide narrative detail on this budget).

Specifics needed for each cost category line item:

Personnel: For each position, list the number of positions, the location or geography of position, the job/task responsibilities for the position, the annual salary, and the percent of time a person filling the position will spend working on the proposed BTOP project. For lines with more than one position, the Quarters Employed field should represent number of quarters per person (*e.g.*, for two employees each working for one year, Quarters Employed should be 4 rather than 8).

Fringe: For each position, note the number of positions, the annual salary, the percent of time a person filling this position will spend working on the proposed BTOP project, and the fringe rate applicable to the position. For lines with more than one position, the Quarters Employed field should represent number of quarters per person (*e.g.* for two employees each working for one year, Quarters Employed should be 4 rather than 8).

Equipment: List all equipment units required for the project and provide program purpose. For each line item, note the number of units and the unit cost. The multiple of these two factors will yield the total for that line item. For example, an Applicant planning to buy 100 laptops at \$500/laptop would have a total line item cost of \$50,000. Again, although unit costs may include cents, once multiplied by the number of units, the result must be rounded to the nearest whole dollar. Clearly separate Applicant equipment and user equipment, as indicated in the detailed budget template. When providing the unit cost indicate whether the unit cost has been impacted by a discount and for software equipment list specific package names.

Travel: For each trip list the program purpose of the trip, destination city and the number of people traveling. For each line item (*e.g.*, trip), note the number of trips and the cost per trip. The multiple of these two factors will yield the total for that line item. For example, if the Applicant was accounting for 10 trips at \$25 per trip, the total cost would be \$250. The cost per trip should be justified on its own, *not* derived by dividing the line item total by the number of trips. Such a calculation will prompt further inquiry from the reviewers about justification for the trip cost. Rather, the *total* trip cost should be derived from the number of trips *times* the justifiable cost per trip.

Supplies: Separate supplies by item type, describing the program purpose or use. For each line item, note the number of units and the unit costs. The multiple of these two factors will yield the total for that line item. For example, an Applicant planning to buy 20 boxes of printer paper at \$30/box would have a total line item cost of \$600. Again, although unit costs may include cents, once multiplied by the number of units, the result must be rounded to the nearest whole dollar.

Other: Separate item types; for awareness program cost items, such as ads, separate ad types (radio, newspaper, etc) and include geography in which they will run.

Contractual: For each line item, identify the contractor and note the number of contracted hours of service.

and hourly rate, if applicable. For example, an Applicant planning to hire a technology consultant for 100 hours at a rate of \$40/hour would have a total line item cost of \$4,000.

Indirect: Provide the indirect rate and basis used. In the space provided at the bottom of the page, briefly explain the calculation used to derive the indirect costs (including the indirect rate and basis included in the basis). If a negotiated indirect cost rate agreement exists and is being used, please identify the cognizant agency.

The category subtotals for this Detailed Budget should correspond to the data provided in your SF-424A, and both the SF-424 budget and this Detailed Budget should match the Federal Grant Request and Total Match Amount provided on the Project Budget page of the application. Please review both budget uploads, the budget narrative in the application, and the Project Budget page for consistency before submitting the application. If you are submitting a PCC project with a SF-424C instead of an SF-424A, the sections of this Detailed Budget will not align directly with the categories of the SF-424C, but you should complete this Detailed Budget, allocating costs to the appropriate cost categories.

The data provided via this template will be subject to automated processing. Applicants are therefore required to provide this upload as an Excel file, and not to convert it to a PDF prior to upload. Additionally, applicants should not modify the format of this file.

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**BTOP Public Computer Center and Sustainable Broadband Adoption
Detailed Budget Template**

Easy Grants ID: **5683**
 Applicant: Louisville-Jefferson County Metro/Louisville Free Public Library
 Project Title: Metro Louisville Public Library Computing Centers Expansion

SF-424A Object Class Category	General	Detail							
a. Personnel - List position, number of staff, annual salaries, % time spent on project	Position	Federal Support	Matching Support	Total	# of Positions	Salary	% Time Spent on Project	Quarters Employed	Total
			Business Technology Librarian II	\$126,000.00		\$126,000.00	1	\$42,000.00	100%
	Technology Training Specialist - Librarian I	\$120,927.00		\$120,927.00	1	\$40,309.00	100%	12.00	\$120,927.00
	You h & Technology Librarian II	\$126,000.00		\$126,000.00	1	\$42,000.00	100%	12.00	\$126,000.00
				\$0.00					\$0.00
	Subtotal	\$372,927.00	\$0.00	\$372,927.00					

b. Fringe Benefits - Include salaries and fringe rate.	Position	Federal Support	Matching Support	Total	# of Positions	Salary	% Time Spent on Project	Quarters Employed	Fringe Rate	Total
			Business Technology Librarian II	\$29,232.00		\$29,232.00	1	\$42,000.00	100%	12.00
	Technology Training Specialist - Librarian I	\$28,050.00		\$28,050.00	1	\$40,309.00	100%	12.00	23.20%	\$28,050.00
	You h & Technology Librarian II	\$29,232.00		\$29,232.00	1	\$42,000.00	100%	12.00	23.20%	\$29,232.00
				\$0.00						\$0.00
	Subtotal	\$86,514.00	\$0.00	\$86,514.00						

c. Travel - For significant costs, include details such as number and purpose of trips, destinations.	Purpose of Trip	Federal Support	Matching Support	Total	# of Trips	Cost per Trip	Total
						\$0.00	
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
	Subtotal	\$0.00	\$0.00	\$0.00			

d. Equipment Costs - List equipment with # of units and unit costs. Distinguish between equipment intended for applicant use versus equipment for the end user.	Equipment Description	Federal Support	Matching Support	Total	#Units	Unit Cost	Total
Applicant Equipment							
	Network Hardware: Firewall		\$28,000.00	\$28,000.00	1	\$28,000.00	\$28,000.00
	Network Hardware: Internet filtering applicances WS-V10000		\$33,000.00	\$33,000.00	3	\$11,000.00	\$33,000.00
				\$0.00			\$0.00
				\$0.00			\$0.00
User Equipment							
	Desktop Computers, all-in-one form factor		\$198,400.00	\$198,400.00	124	\$1,600.00	\$198,400.00
	Laptop computers, "mini" style		\$5,200.00	\$5,200.00	13	\$400.00	\$5,200.00
	Furniture: chairs and computer tables or desks	\$67,777.00	\$58,765.00	\$126,542.00			\$126,542.00
				\$0.00			\$0.00
	Subtotal	\$67,777.00	\$323,365.00	\$391,142.00			

e. Supplies - List costs associated with materials/printing, curriculum, translations, and other supplies		Federal Support	Matching Support	Total	#Units (If Applicable)	Unit Cost (If Applicable)	Total
Description	Advertising costs	\$22,000.00		\$22,000.00			\$22,000.00
	Programming materials	\$10,000.00		\$10,000.00			\$10,000.00
				\$0.00			\$0.00
				\$0.00			\$0.00
Subtotal		\$32,000.00	\$0.00	\$32,000.00			

f. Contractual - List contractors with purpose of contract, hourly rate or total fixed rate.		Federal Support	Matching Support	Total	# Hours (If Applicable)	Hourly Rate (If Applicable)	Total Contract
Contractor	Cybernet, PC software installation	\$4,795.00		\$4,795.00			\$4,795.00
	Sarcom, PC hardware installation	\$4,480.00		\$4,480.00			\$4,480.00
				\$0.00			\$0.00
				\$0.00			\$0.00
Subtotal		\$9,275.00	\$0.00	\$9,275.00			

g. Construction - If applicable, list construction costs		Federal Support	Matching Support	Total
Description	Wiring and cabling installation	\$10,300.00		\$10,300.00
	Branch remodeling reorganization	\$8,700.00		\$8,700.00
	Bon Air Teen Room installation	\$58,700.00	\$58,700.00	\$117,400.00
		\$0.00	\$0.00	\$55.00
Subtotal		\$77,700.00	\$58,700.00	\$136,400.00

h. Other - List costs associated with grant subrecipients as well as other costs not listed above such as rent, technology (website hosting, internet connection), advertising (TV, radio, online), etc.		Federal Support	Matching Support	Total	#Units (If Applicable)	Unit Cost (If Applicable)	Total
Description	Internet connection, cost averaged per year	\$11,868.00	\$105,000.00	\$116,868.00	3	\$38,956.00	\$116,868.00
	WAN MetroEthernet circuits, cost avg, per year x 18	\$43,680.00		\$43,680.00	3	\$14,560.00	\$43,680.00
	Training costs	\$42,000.00		\$42,000.00			\$42,000.00
				\$0.00			\$0.00
Subtotal		\$97,548.00	\$105,000.00	\$202,548.00			

i. Total Direct Charges (sum of a-h)		\$743,741.00	\$487,065.00	\$1,230,806.00
j. Indirect Charges				\$0.00
Total Eligible Project Costs		\$743,741.00	\$487,065.00	\$1,230,806.00
Match Percentage		39.6%		

Explanation of Indirect Charges

Additional Budget Notes

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BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. BTOP	11.557	\$	\$	\$ 743,741.00	\$ 487,065.00	\$ 1,230,806.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 743,741.00	\$ 487,065.00	\$ 1,230,806.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					Total (5)
	(1)	Federal	(2)	Non Federal	(3)	
a. Personnel	\$	372,927.00	\$	0.00	\$	\$ 372,927.00
b. Fringe Benefits		86,514.00		0.00		86,514.00
c. Travel		0.00		0.00		0.00
d. Equipment		67,777.00		323,365.00		391,142.00
e. Supplies		32,000.00		0.00		32,000.00
f. Contractual		9,275.00		0.00		9,275.00
g. Construction		77,700.00		58,700.00		136,400.00
h. Other		97,548.00		105,000.00		202,548.00
i. Total Direct Charges (sum of 6a-6h)		0.00		0.00	0.00	1,230,806.00
j. Indirect Charges						0.00
k. TOTALS (sum of 6i and 6j)	\$	0.00	\$	0.00	\$ 0.00	\$ 1,230,806.00

7. Program Income	\$		\$		\$		\$	0.00
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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. BTOP	\$ 105,000.00	\$ 0.00	\$ 382,065.00	\$ 487,065.00	
9.				0.00	
10.				0.00	
11.				0.00	
12. TOTAL (sum of lines 8-11)	\$ 105,000.00	\$ 0.00	\$ 382,065.00	\$ 487,065.00	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 0.00	\$	\$	\$	\$
14. Non-Federal	0.00				
15. TOTAL (sum of lines 13 and 14)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.BTOP	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks:					



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Mary M. Hunt

March 10, 2010

Mr. Craig Buthod
Library Director
Louisville Free Public Library
301 York Street
Louisville, KY 40203

RE: Recovery Act – Broadband Technology Opportunities Program (BTOP),
NOFA: 0660-ZA28

Dear Craig,

This letter is to confirm the Louisville Free Public Library Foundation's support of the Metro Louisville Public Library Computing Centers Expansion project, (EasyGrants ID 5683).

The Library Foundation pledges \$382,065 in cash from funds under its control to match the Public Computer Center grant funds from the Federal BTOP program. The funds for this matching amount will be drawn from existing accounts of the Library Foundation and the Library Advisory Commission, both of which are under the management of the Library Foundation. These funds were acquired through private donations and are available for this commitment.

Sincerely,


Mary Hunt
Executive Director