BOARD OF TRUSTEES' MEETING  
LEXINGTON PUBLIC LIBRARY  
July 13, 2016

The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, July 13, 2016, at 4:30 p.m. in the Large Conference Room of the Eastside Branch. Lawrence T. Smith, Library Board Chair, called the meeting to order.

Board members present: Timi Goodman, Jordan Parker, Lawrence T. Smith, Sharon Williams, and Susan Wright. Advisory Board members present: Jeff Binford, Keith Bohart, Kimberly Brennen, Debora Jones, David Kesling, John Meister, Stephanie Nallia, Timothy W. Sineath, and Hunter Stout

Library staff present: Jim Chandler, Director of Support Services; AnnaMarie Cornett, Administrative Support Coordinator; Anne Donworth, Development Officer; Ann Hammond, Executive Director; Tonya Head, Director of Collections; Karen King, Finance Office; Kelly Lamm, Manager, Eastside Branch; Kelli Parmley, Manager, Outreach Services; and Tom Wallace, Human Resource Director

Also present: Lori Meister, Friends of the Library; and Taylor Stuckey, Stites and Harbison

Mr. Smith called the meeting to order.

Ms. Williams moved for approval of the minutes from the June 8, 2016, Board Meeting. Ms. Wright seconded and the motion carried unanimously.

Ms. Donworth presented the Development Report. There were 83 donors in June for a total of $6,300. This included money raised by Bluegrass and Bourbon, $943 in unrestricted funds, as well as restricted funds for the Capital Campaign, Village Branch, and Virtual Services. There were both BOOktacular and Capital Campaign Cabinet meetings this past month. The Foundation submitted two large requests to charitable foundations and was invited to apply to two local, private foundations. Drura Parish, CEO of local tech startup MakeTime, has joined the Capital Campaign Cabinet. A grant was submitted to the Best Buy Foundation to support work the Library is doing with the Juvenile Detention Center. The Library, in conjunction with Kentucky One Health, received a grant through the Catholic Health Initiative’s Mission and Ministries Fund to support the Homework Help program at Village, and expand it to Northside. Ms. Donworth is also working with God’s Pantry to provide snacks to the Northside Homework Help program. A grant was received from Toyota to fund the printing of the FY17 Student Success Cards.

Ms. Meister presented the Friends Report. She is engaging their members in volunteer efforts and working on energizing the board. The Friends have gifted the Library and Foundation Boards with annual memberships, which includes the bi-monthly mailing of the
Library’s calendar. As the Library transitions to selling their discards through Better World Books, the Friends are redefining the Book Cellar. The next Friends Board Meeting is next Wednesday.

Ms. King presented the Financial Report for the year ending in May. There have been insignificant changes in assets and the fund balance month over month, with an increase of $62,000 from April. The Fund Balance is $9,085,000 for the month of May, which is $79,000 more than this time last year. General Fund Activity for May had revenues of $1,091,000 with total expenditures of $1,055,000 with revenues over expenditures of $35,000. Year to date revenues are $12,287,000 and total expenditures are $11,328,000 with net revenues over expenditures of $958,000. Budgeted revenues are $230,000 above budget and $321,000 more than this time last year. Total expenditures are $392,000 under budget and $332,000 above last year. The enterprise fund year to date has revenues of $104,000 and expenditures of $32,000 with depreciation of $29,000. Enterprise fund revenues over expenditures are $43,500. This is an $11,800 improvement over last year. Garage revenues for 11 months are $342,800 with expenditures of $89,000, depreciation of $84,000, and interest and fees on the debt of $112,000. Net garage revenues over expenditures are $57,200, which is a $3,300 increase over the year before. Investments are $3,495,000 which is an immaterial change over last month and last year. The fund balance expenditure for the year was $124,250 for the 1st floor restroom. The auditors have completed their pre-audit work and will be back in a week and a half to start their field work.

Ms. Jones joined the meeting.

Ms. Hammond presented the Director’s Report and Year-End Strategic planning update. She began with the goals for the year and the action steps taken to achieve them.

Lifelong Learning: empower children and adults through education and self-discovery

- Support summer learning activities for children and families.
  - “Discover Summer!” - New approach to Summer Reading, launched in May 2016.
  - Community partners - Parks & Rec, LexTran, Explorium, Living Arts & Science Center, Morris Book Shop, Champ’s, and others.
  - Alane Adams - Author of The Red Sun, visited Lexington to introduce BattleKasters, the interactive mobile game which accompanies and extends the content of her book.
  - Yard signs - The first 1,000 children to complete their “Discover Summer!” logs will receive yard signs to display in their yards.

- Support adult literacy initiatives for the citizens of Fayette County.
  - Bluegrass Literacy classes are taught in LPL locations.
• Enhance the effectiveness of job seeking services by delivering them in an accessible and customer friendly manner.
  • Developed new classes for job seekers: Resume 101, Cover Letter 101, and Job Interviews 101.
  • Developed resume checklist and job-related curricula for staff use.
  • Website links to job-related information: http://www.lexpublib.org/jobseekers

• Provide educational opportunities that promote personal and community growth.
  • LPL/s first How-to Festival!
    • Held June 4, 2016 at Central Library.
    • 45 free classes held at various sites throughout Central Library.
    • 600 class attendance!

Community Engagement: enhance visibility and accessibility of library services

• Promote library services and resources to community stakeholders throughout Fayette County.
  • Keep elected officials up to date on library events and accomplishments.
  • Developed standard library talking points for use by staff and distributed to managers for sharing.
  • All library professional staff to participate in 4 outside events/year.

• Provide remote access to library classes and programs by broadcasting on the Cable Channel and streaming via the website.
  • Storytime-to-go, by Doug Tattershall.
  • Two Minute Tips: Using Photoshop to Remove a Background and Using Photoshop to Colorize a Photo.
  • Introduced podcasts, beginning with One Book One Lexington, and continuing on to other books: http://www.lexpublib.org/library-podcasts.

• Pilot “Pop-Up Libraries” at community gatherings such as farmer’s markets and street fairs.
  • Researched potential vehicles and decided on a Book Bike.
  • Completed project management and developed budget for FY 2017.
  • Pilot program will run in downtown area April – October, 2017.

Collaborative Hub: encourage customer interactions through physical and digital means

• Foster individual and group creativity among citizens of all ages.
  • Expand Northside Branch Digital Studio space and capacity.
    • Completed project management and developed budget for funding in FY 2017.
    • Furnishings and equipment have been ordered and project is underway.
  • Opened Eastside Branch with “analog” makerspace.
- Encourage the use of meeting spaces and collaborative technology available at library locations.
  - Create a consistent customer experience across all library locations.
  - Completed project management and developed budget for funding in FY 2017 and beyond.
  - Market spaces to community groups.
  - Information collated for marketing; in progress.

- Support the efforts of local entrepreneurs with relevant and timely resources.
  - Strengthen system-wide collection of print business start-up resources.
  - Business start-up web portal: http://www.lexpublib.org/business-resources
  - Individual how-to guides.

Ms. Hammond highlighted the metrics for the year. FY16 saw an increase in location and mobile app visits, however website visits show a decrease. This is due to a change in the way website hits are counted by the vendor and is not indicative of a decrease in visits.

Checkouts for the first 6 months of FY16 were trending down, however they began increasing in February 2016 and ended the year with a 4% increase over FY15. Adult book checkouts were down slightly year over year but both children’s and teen books ended with an increase over FY15. Checkout of all e-materials was higher than FY15, with ebooks seeing a 14% increase. DVD circulation also increased, while CD and Audiobook circulation decreased. Ms. Hammond noted that e-materials make up 9% of the total circulation, which is an increase from 8% in FY15 and 6% in FY14. She also noted that books in all format types account for 67% of Library checkouts and DVDs make up 22%.

Ms. Hammond continued her report, stating that Beaumont had the highest percentage of checkouts this past year, and Virtual Services is now tied with Northside for percentage of materials checked out. Village Branch has the highest program attendance, making up 24% of the system-wide total.

Computer sessions have decreased almost 10% since last year, however wifi use is up about 50%. Meeting and study room use and attendance are up, as are adult programs. Adult program attendance, however, has decreased. The number of Children’s Programs is up over 8.5% and attendance is up over 13%.

Mr. Smith presented the Chairman’s Report. BOOktacular is October 29, 8-11pm, and tickets are $75. Mr. Smith stated that they have raised $12,000 in sponsorships and are seeking additional business to help support the event. He asked everyone on the Board to let Ms. Donworth know if they or their organization are interested in being an event sponsor.

Mr. Smith presented the Building and Property Committee report. They reviewed the Library’s long range facilities plan.
Ms. Wright presented the Board Development Committee report. Mr. Parker’s term as Treasurer expires in July. The Committee recommends appointing Mr. Parker to a 2nd term as the Board’s Treasurer. Ms. Goodman seconded and the motion carried unanimously.

Ms. Wright brought forward the changes to the Bylaws that were presented at the June 8, Board Meeting. Ms. Goodman seconded and the motion carried unanimously.

There is one remaining vacancy on the Advisory Board. The Committee recommends the Board submit to the Mayor Rebecca Self’s application to the Advisory Board. Ms. Williams seconded and the motion carried unanimously.

Mr. Parker presented the Budget and Finance Committee Report. The Library will be moving Procurement Cards from 5/3 bank to PNC bank. The Committee discussed the audit and the possibility of bidding out the audit work next year. They also discussed changes to procurement procedures that will include enhanced documentation. The committee reviewed the final numbers for the new branch and Mr. Parker and Mr. Smith reviewed the checks and credit card statements and found no issues.

The Building and Property Committee reviewed the May Financial Statements and recommend it for approval. Ms. Goodman seconded and the motion carried unanimously.

There being no further business, the meeting was adjourned at 5:22pm.

Signed: Timi Goodman, Secretary
The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, August 10, 2016, at 4:30 p.m. in the Board Room of the Central Library. Lawrence T. Smith, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Timi Goodman, Jordan Parker, Lawrence T. Smith, Stephanie Spires, Sharon Williams, and Susan Wright. Advisory Board members present: Jeff Binford, Keith Bohart, David Kesling, John Meister, Stephanie Nallia, Meredith Nelson, Timothy W. Sineath, and Hunter Stout.

Library staff present: Jim Chandler, Director of Support Services; AnnaMarie Cornett, Administrative Support Coordinator; Anne Donworth, Development Officer; Ann Hammond, Executive Director; Tonya Head, Director of Collections; Karen King, Finance Office; Susie Lawrence, Director of Public Services, and Tom Wallace, Human Resource Director.

Also present: Lori Meister, Friends of the Library; and Cassidy Rosenthal, Stites and Harbison.

Mr. Smith called the meeting to order.

Ms. Goodman moved for approval of the minutes from the July 13, 2016, Board Meeting. Mr. Parker seconded and the motion carried unanimously.

Ms. Meister presented the Friends report. The Friends Book Cellar held a Christmas in July sale that totaled $1,700. They are in the process of downsizing their collection and are making plans to move the entirety of the Book Cellar into the basement atrium. The current Book Cellar will be used for storage and quarterly sales. Ms. Meister invited everyone to the Friends of the Library annual meeting next Wednesday.

Ms. Donworth presented the Development Report. John Hall, former CEO and President of Ashland Oil, has agreed to serve as honorary chair of the Capital Campaign. Daisy and David Pulito and Lee Carroll have also agreed to serve on the Capital Campaign cabinet. The Foundation’s July financial statements total $158,000, which includes $151,600 from Knight Cities, $3,000 for BOOktacular, and other restricted gifts for Central Library, Northside, and Toyota’s grant payment for the Student Success cards. They also received $1,900 in unrestricted revenue from the direct mail sent to zip codes 40502, 40509, and 40516. The mailing has raised $3,500 with a majority of new donors. The BOOktacular Committee met today and have raised $20,500 toward their $22,000 sponsorship goal. God’s Pantry approved the Library’s grant request for a Kid’s Café at Northside as part of their Homework Help program.
Ms. Wright joined the meeting.

Ms. King presented the unaudited Financial Report for the month ending June 2016. There were total assets of $9,914,000, with $4.3 million in cash and $4.7 million in investments. That is a $293,000 decrease from the month before and a decrease of $181,000 from the year before. There was also a shift of $1.2 million out of cash into investments. In June there were total liabilities of $767,000 and a fund balance of $9,147,000. The fund balance is up slightly month over month and up $392,000 year over year. In general fund activity for the month of June, revenues were $1,135,000 and expenses were $1,088,000 with revenues exceeding expenses by $46,900. For the year, revenues are $13,415,000, which is in excess of $262,800 over budget and $391,000 over last year. The increases are due to the true-up from the mid-year tax appropriation. Expenditures for the year are $12,420,000. Personnel expenditures for the year were $8,750,000, which is $117,000 less than budget and $309,000 more than the year before. Operating and Maintenance expenditures were $2,235,000, which is $256,000 under budget and flat from the year before. The enterprise fund had revenue of $116,000, which is an increase of $16,900 from the previous year and the bottom line was $49,200, an increase of $19,000 over the previous year. The garage had revenues of $371,000 for the year, which was a decrease of $15,000 from FY15. The garage bottom line was $57,000, a decrease from the previous year of $2,800. For the year, total revenues exceeded expenditures by $995,000, however $700,000 was spent from the fund balance for the Central Library 1st floor bathroom project and for the construction of Eastside. Net-net the year ended slightly above flat.

Ms. Hammond presented the Director’s Report. The Monthly Snapshot focuses on the second half of Discover Summer. She noted that The Red Sun, the book that inspired BattleKasters, was in the top 5 checkouts for the 3 month period. Ms. Hammond reported that checkouts are up 5% January- July as compared with 2015 and, for the first time, ebook checkouts topped 20,000.

Ms. Hammond shared copies of the Collection Development Plan. The Marketing Plan is currently in process. Ms. Hammond distributed copies of the Urban Libraries Council publication Public Libraries and Effective Summer Learning: Opportunities for assessment. It includes examples of programs being conducted by other Libraries throughout the country and is an affirmation of the Library’s reimagined Summer Reading program, Discover Summer. In addition, Ms. Hammond shared an article titled 7 surprising benefits of makerspaces from School Library Journal, which focuses on how makerspaces enhance the learning process.

An ABC 36 Skyview Weather camera has been installed on the roof of the Central Library. The view will be shown multiple times throughout each day, and will include mentions of Lexington Public Library and its logo. Ms. Hammond and her team are discussing the impact of the FLSA Overtime Law changes on Library’s exempt staff.
Mr. Parker presented the Budget and Finance Committee report. The Committee reviewed the June financial report and Ms. King provided an update on the Audit. The committee reviewed and approved an emergency budget request from the Building and Property Committee, which will be brought forward by that committee. Mr. Parker reviewed the checks and credit card statements with no issues.

Mr. Smith reported that the committee reviewed the financial report and recommend it for approval. Ms. Williams seconded and the motion carried unanimously.

Mr. Smith presented the Building and Property Committee report. He reported that the air conditioning unit that services the elevators in the parking garage went out. The Library purchased a replacement and committee recommends allocating $5,300 from the emergency maintenance fund balance to pay for the new air conditioning unit. Mr. Burke seconded and the motion carried unanimously.

Mr. Smith reported that the stairwell door next to the elevators on the first floor of the parking garage will become exit only.

Ms. Spires moved the board adjourn to closed session under KRS 61.810(1)(b) to discuss acquisition of property.

The Board resumed in open session at 5:24pm.

Mr. Smith announced the next meeting would be September 14, 2016, at the Tates Creek Branch.

Mr. Smith called for new business.

Mr. Kesling reported that he received word that Bluegrass Literacy would be shutting down.

Ms. Hammond reported that the Library is working on creating a classroom in the unfinished area of Eastside. Beginning in January, BCTC will teach basic literacy and GED classes in the space.

There being no further business, the meeting was adjourned at 5:26pm.

Signed:  
Timi Goodman, Secretary
BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
September 14, 2016

The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, September 14, 2016, at 4:30 p.m. in the Large Conference Room of the Tates Creek Branch Library. Lawrence T. Smith, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Jordan Parker, Lawrence T. Smith, Stephanie Spires, and Sharon Williams. Advisory Board members present: Jeff Binford, Keith Bohart, Kimberly Turner Brennen, Debora Jones, John Meister, Stephanie Nallia, Meredith Nelson, Timothy W. Sineath, and Hunter Stout

Library staff present: Elliot Appelbaum, Manager, Tates Creek Branch; Jim Chandler, Director of Support Services; AnnaMarie Cornett, Administrative Support Coordinator; Anne Donworth, Development Officer; Ann Hammond, Executive Director; Tonya Head, Director of Collections; Karen King, Finance Office; Susie Lawrence, Director of Public Services, Doug Tattershall, Media Liaison, Marketing; and Tom Wallace, Human Resource Director

Also present: Hilary Angelucci, LFUCG, David Kesling, Friends of the Library; Ashley Ward, Stites and Harbison; and LeeAnn Watters, Mountjoy Chilton Medley

Mr. Smith called the meeting to order.

Mr. Parker moved for approval of the August 10, 2016, Board Minutes. Ms. Williams seconded and the motion carried unanimously.

Mr. Kesling presented the Friends report. The Book Cellar is running a 20% off sale through September 30 and the annual Book Sale is October 15-23 at 2909 Richmond Road. On October 19, the Friends and the University of Kentucky Biology Department will cohost a panel discussion in the Farish Theater in honor of Thomas Hunt Morgan’s 150th birthday.

Ms. Donworth presented the Development report. The cardholder appeal letter sent in August has garnered approximately 75 new donors. The BOOktacular Committee is doing an outstanding job preparing for the October 29 event. Yajaira West, who has spearheaded the fundraising for the event, has raised $26,500 in sponsorship. This is well above the $22,500 goal. The Capital Campaign met with three new members last week. Former Foundation Board Chair Doug Gabbert, has joined the cabinet. The Foundation has received a $100,000 commitment to the Capital Campaign, which will be formally announced soon. The Hamburg Chipotle contacted the Library
about hosting a fundraiser, therefore on Tuesday, September 20, a portion of the night’s
proceeds will be donated to the Library. Ms. Donworth is working with Mr. Meister
and SuperSoul on LexPlay, a video game convention being held this October. The
Library will be a beneficiary of the tournament.

Ms. Watters, Mountjoy Chilton Medley, presented the FY16 Audit report. She
thanked Ms. King and her staff for being so accommodating. Ms. Watters stated that
they are offering an unmodified opinion of the Library’s financial standing and she
reviewed the results of the FY16 audit. She reported on one small non-compliance issue,
which was that as of June 30, funds in one bank were $2,545 under collateralized. This
was the result of CD interest rolling over and it was determined that the risk was less
than 3 days and was promptly resolved.

Mr. Parker stated that the Audit Committee met and reviewed the FY16 audit
with Mountjoy Chilton Medley and recommend approval. Ms. Williams seconded and
the motion carried unanimously.

Ms. King presented the Financial Report for the month ending July 2016, and the
first month of the fiscal year. The Library had total assets of $9,818,000 and a fund
balance of $8,482,000. The Fund Balance was down from June but had a $273,000
increase from the prior year. Cash was down $1,254,000, however receivables were up
by $1,200,000 due to timing. July revenues were $1,086,000, which is under budget by
$62,000 and a year over year increase of $21,100. Total expenditures for the month were
$1,105,000, which is a $3,100 difference from the budget and a $116,000 increase year
over year. The increase is attributed to the purchase of $100,000 in replacement
computers for the system. For the month of July, expenditures exceeded revenues by
$19,100.

Ms. King continued her report, stating that Materials Fund activity for the month
was up $160,000 year over year due to the database renewals. The Enterprise Fund has
revenues of $7,100 for the month and revenues over expenditures of $2,700. The garage
had revenues of $29,000 for the month and revenues over expenditures of $1,200.
Investments for July were $4,691,000, which was no change from June but a $1,200,000
increase over the year before. There is a $5,300 fund balance expenditure from the
emergency fund for the Garage Elevator AC repair.

Ms. Hammond presented the Director’s Report. She distributed copies of the
FY16 Annual Report coloring book. She congratulated the Marketing team on their
creative endeavor. She also congratulated staff on an outstanding year. Ms. Hammond
shared a recent report from the Pew Research Center on Public Libraries that shows
communities are overwhelmingly supportive of public libraries and feel they serve a
valuable role in the community. One item of note from the survey is a slight decrease in
use of electronic materials and a resurgence in print. This month’s Snapshot supports that statistic, featuring year over year circulation of non-downloadable checkouts with an 11% increase. CollectionHQ reported that in the past 12 months, LPL purchased 70,879 items. Of those items, only 4,134 (or 5.8%) had less than two circulations. The rate for Kentucky as a whole is 17.8% and in all of the US, 19%. This indicates that the Library is purchasing things that our customers want and making sure they can be easily obtained. Electronic materials are still very important, representing 9% of total circulation. However, our customers still want physical items.

Mr. Smith presented the Chairman’s Report. He thanked Mr. Kesling for his time on the Library Advisory Board and welcomed newest Advisory Board member Rebecca Self.

Ms. Self was administered the Oath of Office to the Library Advisory Board.

Ms. Williams presented the Personnel Committee report. The committee discussed a request for two part-time Library Assistant positions at the Village Branch to be combined into one, full-time Library Assistant position. The total additional, annual cost is $11,949, which will be absorbed by the existing Personnel Budget for the remainder of FY17. The Personnel Committee brought this request forward in the form of a motion. Ms. Spires seconded and the motion carried unanimously.

Mr. Parker presented the Budget and Finance Committee meeting. They reviewed and approved the Personnel Committee request for Village staffing, as well as the July financial statements. Mr. Parker reviewed the checks and credit cards and found no issues.

The Budget and Finance Committee recommends approval of the July financial report. Ms. Williams seconded and the motion carried unanimously.

Ms. Spires presented the Building and Property Committee report. She moved the Board adjourn to closed session under KRS 61.810(1)(b) and (c) to discuss pending litigation and property acquisition.

Mr. Parker seconded and the motion carried.

The board adjourned to closed session at 5:10pm.

The board resumed in open session at 5:42pm.

Mr. Smith noted that the Library would not be pursuing development of a property in Oxford Circle.
There being no further business, the meeting adjourned at 5:43pm.

Signed: Timi Goodman, Secretary
BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
October 12, 2016

The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, October 12, 2016, at 4:30 p.m. in the Board Room of the Central Branch Library. Lawrence T. Smith, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Timi Goodman, Jordan Parker, Lawrence T. Smith, Stephanie Spires, Sharon Williams and Susan Wright. Advisory Board members present: Jeff Binford, Keith Bohart, Kimberly Turner Brennen, John Meister, Stephanie Nallia, Meredith Nelson, Timothy W. Sineath, and Hunter Stout.

Library staff present: Jim Chandler, Director of Support Services; AnnaMarie Cornett, Administrative Support Coordinator; Greg Davis, Manager, Marketing; Anne Donworth, Development Officer; Ann Hammond, Executive Director; Tonya Head, Director of Collections; Karen King, Finance Office; Susie Lawrence, Director of Public Services; Doug Tattershall, Media Liaison, Marketing; and Tom Wallace, Human Resource Director.

Also present: Lori Meister, Friends of the Library; and Cassidy Rosenthal, Stites and Harbison.

Mr. Smith called the meeting to order.

Ms. Spires moved for approval of the minutes from the September 14, 2016, Board Meeting. Ms. Goodman seconded and the motion carried unanimously.

Ms. Meister presented the Friends of the Library Report. The Annual Book Sale begins Saturday, October 15, with Friends’ Member Day and will conclude October 23 with Bag Day. The sale will be held in the Lakeview Plaza Shopping Center on Richmond Road from 11am-7pm each day. Friday, October 28 is the LexPlay Videogame Convention at the Civic Center and BOOktacular is October 29 at the Signature Club. On Wednesday, October 19, the Friends will cohost an event in the Farish with the UK Biology Department titled Frontiers in Genetics and Genomics. This is in honor of John Hunt Morgan’s 125th birthday.

Ms. Donworth presented the Development Report. She was pleased to report that a $100,000 donation was received from the William R. Kenan Jr. Charitable Trust. The final preparations are being made for the October 29 BOOktacular. So far, they have raised $27,000 in sponsorships. Funds from the event will go toward purchasing new technology for the Library’s Homework Help program, which has been expanded to two locations. The Good Giving Challenge starts on Tuesday, November 29, which is
known as Giving Tuesday. The campaign, which is branded LPL Gives, will run through December 31, and the fundraising goal is $10,000. Four Capital Campaign meetings are scheduled for the coming weeks.

Ms. King presented the Financial Report for the month ending August 31. The Library had total assets of $9,805,000. Month over month, assets are down $13,000 and $175,000 year over year. Total liabilities were $1,280,000 and the fund balance was $8,524,000. That is an increase in the fund balance of $42,000 month over month and $144,000 over the prior year. General fund activity for the month of August had revenues of $1,126,000 and $2,215,000 year to date. That is $84,000 under budget and $80,000 above the year before.

Expenditures for the month of August were $1,098,000 and $2,202,000 year to date. That is $7,400 under budget and $187,000 higher than this time last year. The increase is due to the purchase of public computer replacements for the system. Net net, August revenues exceeded expenditures by $28,000 and year to date revenues have exceeded expenditures by $10,000. The materials fund year to date has revenue of $320,700 and expenditures of $372,800. The $52,000 overage is due to the timing of database renewals and general purchasing practices.

The Enterprise Fund has year to date revenues of $17,900 and the bottom line is $8,600, which is $4,100 better than last year at this time. The garage has a revenue of $60,200 and a bottom line of $6,100, which is behind last year by $6,500. This is due to the additional staffing in the garage. Total investments for the month of August were $4,648,000, which is a $43,400 decrease from prior month. Year over year investments have increased by $1,161,000. There is one expenditure from the Fund Balance in the amount of $5,300 for the garage elevator.

Ms. Hammond presented the Director’s Report. She called attention to the Monthly Snapshot and the circulation statistics for the month. In September, electronic and downloadable materials increased to 10% of total circulation and DVDs have increased to 27%. She passed around a copy of a resolution, signed by Mayor Gray, which joins dozens of others in publically recognizing the support of the Bill and Melinda Gates Foundation.

Ms. Hammond presented the first quarter strategic plan update. The themes that guide the Five Year Strategic Plan are Inclusion, Space, Culture, Stewardship, Access, and Education. She provided an update on the first quarter of the plan.

The first goal focused on in the theme of Education was to *advance digital literacy and engage customers at all levels of technology proficiency*. The Library has expanded coding classes to include Intro to Web Design Using HTML, How to speak Basic
Computer, A Regular Person’s Guide to Coding, and Intermediate Web Development with CSS. Staff are also working on a teen coding class using Scratch. So far, coding classes are averaging about 215 students per month.

The second Education goal is to be Lexington’s source for high-quality free classes and programs to support personal growth. Book a Librarian, which was rolled out last year, has been extremely successful. The hours are now being expanded and longer sessions are now being offered. Staff are continuing the very popular genealogy classes at the Central Library and are holding Spanish Language Classes in the branches. The Library is also partnering with BCTC to hold Adult Basic Literacy and GED classes in some Library locations.

There are four goals currently being addressed under the theme of Access.

Staff began to develop collections that reflect Lexington’s diverse cultures and interests, by looking at the Library’s e-magazine collection. They replaced two business magazines with 5 new ones: OK Magazine, Shutterbug, Popular Photograph, PC Magazine, and MAC World. In the first 11 days, they checked out 87 times.

The drive thru window at Eastside is very popular, averaging 190 visits per week. In order to make it easy to find, borrow, and return materials online and in person across the city, staff are looking at installing drive thru windows at other locations, as well as investigating curb side pick up at locations where a drive thru isn’t possible.

The goal to support and launch efforts to provide library collections and services in non-traditional settings includes the Library’s already robust offerings at day care and senior centers. Staff are now also working with the Juvenile Detention Center and are developing fun literacy activities that can be taken to ‘places where people wait.’

During the planning process, staff learned that the fear of overdue fines prohibits customers from using the Library. As staff explore ways to reduce barriers to library use, they are working on finding a balance between instilling a responsibility for customers to return items, while also making materials available to the people who need the Library the most. The Library will continue the twice a year Read off Fines program for adults and children and are looking at additional ways to ameliorate fines for adults.

The theme of Inclusion focuses largely on two goals this quarter.

In order to strengthen library accessibility and services to immigrants and refugees, staff looked at the rapidly increasing population of Arabic speakers and increased the Arabic book collection at Beaumont, Tates Creek, and Eastside. The Arabic Language
collection now accounts for more than half of the non-English language material checkouts. Staff are exploring additional languages that might be needed in the community. There are also more languages available through the Library website. Customers can now browse www.lexpublib.org in Spanish, Swahili, French, Chinese, Japanese, and Arabic, as well as English.

There is a growing need to improve services to customers with physical and development disabilities. Children with developmental delays are growing into teens and adults, and the Library must provide services throughout their lifetime. Staff are looking at many approaches, including the creation of quiet, calming spaces within our libraries, improved pedestrian access, sensory storytimes, and different open hours for parents of children with special needs.

The Space themes are largely tied to the budget cycle. Therefore, staff are beginning their work by focusing on offering flexible space that meet the evolving needs of our customers. Staff want to create an atmosphere at all locations that is flexible and can be changed to accommodate different types of activities and programs. Goal groups are evaluating all locations to see how best to accomplish that.

Under the theme of Culture, staff are focusing on two main goals. The first is to provide events and displays celebrating our many cultures and art forms. The Library already has an online collection of Elmer Foote lantern slides. Staff are now digitizing a large collection of historical postcards, which will soon be available on the website.

Staff are also inspired by the Library’s Makerspaces as they move forward on encouraging creativity and collaborative learning. Makerspaces allow for customers to paint, garden, sew, build, create, and people are coming together, learning from each other, and being creative. Our community is hungry for this type of interaction and we want to expand that experience to other locations. Staff are evaluating creating dedicated makerspaces in other Library locations, and popup maker spaces as well.

The theme of Stewardship encompasses a number of areas. First, to actively engage our staff, trustees, and supporters in the Library’s mission and future growth. The Library has significant opportunities and challenges in the coming years. Staff will be working with the Friends, Foundation, and Board to be active participants in the Library’s future.

The final touches are being put on a Comprehensive Marketing plan, which will be designed to communicate and celebrate our Successes. This plan will help guide how we share the value of what we do, and how our customers learn all that is available to them to help advance their success in the community.
Library Legislative Day is a key way to create and strengthen alliances with government agencies and community groups to benefit Lexington citizens. Last year, Legislative Day had the highest attendance on record and this year could be even bigger. Staff, the Board, the Friends, and the Foundation will be recruited to go to Frankfort, meet with elected officials, and talk to them about the many ways the Library supports their constituents. This year, there will be an education session in advance so attendees are aware of the issues to be discussed.

The Library has already done a lot to invest in our human capital, and will continue to do more. Staff Development Day is November 11, and will begin at the Kentucky Theater at 9am and the afternoon break out sessions will take place at Central. Staff are also meeting with Librarians I and II to help them grow in their careers. Mock interviews have been held and feedback sessions have been established to help staff understand the skills, competencies, and expectations for other jobs in the system.

Ms. Hammond concluded her report with an update on first quarter metrics. Adult and teen checkouts are flat compared to last year, while children’s book checkouts increased 5%. Magazine checkouts were up 32% overall, with physical checkouts down 7% and eMagazine checkouts up 100%. Audiobook checkouts increased 3%, with eAudiobooks increasing 30% from last year. Total checkouts are up 8% over the first quarter of FY16. Library visits are flat, website visits are up 9%, and mobile app visits were up 18%. Computer sessions continue to decline, down 10% from last year, and wireless use is very strong with an increase of 18%. Total program attendance was up 3% over last year and attendance at those programs was up 4%. Use of meeting and study rooms was up 26% over last year and the attendance was up 33%.

Mr. Smith presented the Chairman’s Report. He read a Resolution in Memory of Karen Davis.

Whereas, Karen Davis began her career at Lexington Public Library as a part time Library Assistant at the Lansdowne Branch in 1996; and

Whereas, Karen Davis served as Children’s Librarian at Eagle Creek Branch; and

Whereas, Karen Davis was the Assistant Manager at Lansdowne, Tates Creek, and Northside Branches; and

Whereas, Karen Davis was the Branch Manager at Beaumont and Northside Branches; and
Whereas, Karen Davis selected half of all adult books purchased for the Library collection with unbiased intelligence and humor; and

Whereas, Karen Davis was dedicated to her staff and customers, always taking care of their best interests; and

Whereas, Karen Davis kept her Libraries always moving toward innovation; and

Whereas, Karen Davis was a mentor, friend, and valuable teammate; and

Whereas, Karen Davis was a lovely, kind, and generous individual who will be deeply missed;

Whereas, Karen Davis passed away on September 30, 2016;

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees, Advisory Board, and Staff of the Lexington Public Library celebrate the life of Karen Davis and her many contributions to the Lexington Public Library and the people of Lexington.

Ms. Spires moved for adoption of the resolution in memory of Karen Davis. Ms. Wright seconded and the motion carried unanimously.

Ms. Wright presented the Board Development Committee Report. The Committee reviewed the Code of Conduct, specifically as it relates to service animals. There have been instances where services animals have been brought into Library locations and were jumping on customers, staff, and furniture.

The Committee recommends the following change to the prohibited behavior listed in the Library Code of Conduct:

- Bringing pets, other than certified service animals, into the building
- Service animals that are not in control.

Ms. Williams seconded and the motion carried unanimously.

Ms. Wright stated that they reviewed the Meeting Room policy and recommend adding the language:
Users may not restrict Library Staff Members from having reasonable access to the room during their reservation time.

Ms. Spires seconded and the motion carried unanimously.

Ms. Wright continued her report. Some of the committees need greater representation. She asked that everyone review their current assignments and changes will be reviewed by Mr. Smith. Ms. Wright stated that the committee is planning orientation for Mr. Meister and Ms. Self.

Mr. Parker presented the Budget and Finance Committee report. They reviewed the financial report, discussed the Eastside Branch classroom construction project, received an update on the Central Library chiller, and discussed the FLSA overtime law. Mr. Parker and Mr. Smith reviewed the checks and credit card statements and found no issues.

Mr. Smith stated that the committee recommends the Financial Report for approval. Ms. Goodman seconded and the motion carried unanimously.

Ms. Spires presented the Building and Property Committee report. The committee discussed the unfinished space at Eastside. Bluegrass Community and Technical College approached the Library about providing them space on the east side of town for the purpose of offering GED and adult literacy classes. BCTC will have exclusive use of the space and provide their own furnishings. The committee recommends spending $17,066 from the Commitment for Building Renewal and Replacement Fund of the Fund Balance to finish the unfinished portion of the Eastside Branch. It has been approved by the Budget and Finance Committee.

Ms. Williams seconded.

Ms. Wright inquired as to whether or not there was a fee for the classes.

Ms. Hammond stated that she believes there is no charge but would confirm.

The motion to spend $17,066 from the Commitment for Building Renewal and Replacement Fund of the Fund Balance to finish the unfinished portion of the Eastside Branch carried, with Ms. Wright voting against.

Ms. Spires moved the Board adjourn to closed session under KRS 61.810(1)(c) to discuss litigation.

Mr. Parker seconded and the motion carried unanimously.
The board adjourned to closed session at 5:27pm.

The board resumed in open session at 5:33pm.

There being no further business, the meeting adjourned at 5:34pm.

Signed: Timi Goodman, Secretary
BOARD OF TRUSTEES’ MEETING
LEXINGTON PUBLIC LIBRARY
November 9, 2016

The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, November 9, 2016, at 4:30 p.m. in the Large Meeting Room of the Beaumont Branch Library. Lawrence T. Smith, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Timi Goodman, Jordan Parker, Lawrence T. Smith, Stephanie Spires, Sharon Williams, and Susan Wright. Advisory Board members present: Jeff Binford, Keith Bohart, Kimberly Turner Brennen, John Meister, Meredith Nelson, Timothy W. Sineath, Rebecca Self, and Hunter Stout

Library staff present: Jim Chandler, Director of Support Services; AnnaMarie Cornett, Administrative Support Coordinator; Anne Donworth, Development Officer; Ann Hammond, Executive Director; Tonya Head, Director of Collections; Karen King, Finance Office; Susie Lawrence, Director of Public Services; Jennifer Paul, Manager, Beaumont Branch; Doug Tattershall, Media Liaison, Marketing; and Tom Wallace, Human Resource Director

Also present: Heather Dieffenbach, Regional Librarian, KDLA; Lori Meister, Friends of the Library; and Cassidy Rosenthal, Stites and Harbison

Mr. Smith called the meeting to order.

Ms. Williams moved for approval of the minutes from the October 12, 2016, Board Meeting. Mr. Burke seconded and the motion carried unanimously.

Ms. Meister presented the Friends of the Library Report. She is waiting the final report, but preliminary reports from the Annual Book Sale indicate that this will be the third highest grossing sale since 2007. She also reported that it was the highest grossing bag day by over $1,000. At the conclusion of the sale, six pallets of Children’s Books remained and were divided equally between the Fayette County Sheriff Department’s Books and Badges Program and the Roots and Heritage Festival Committee. Last week, Ms. Meister, Barbara Burrier, Ms. Lawrence, and Elliot Appelbaum represented Lexington Public Library at the State Friends of the Library meeting in Frankfort.

Ms. Donworth presented the Development Report. While the final numbers are not yet in, it appears that BOOktacular far surpassed its $15,000 goal, earning an estimated $20,000. In October, the Foundation received $12,000 in donations and $15,000 in pledges to the Capital Campaign. Both the Investment and Nominating committees met this month. Ms. Donworth submitted a proposal to the Knight Cities Challenge. Phoenix Forward,
which includes representatives from the Library, Parks and Recreation, and the Downtown Development Authority, are continuing to discuss plans for utilizing Phoenix Park this summer. The Good Giving Challenge begins November 29 and runs through the end of the year. Ms. Spires challenged the Board to achieve 100% participation in the annual fundraiser.

Dr. Sineath inquired about the Library’s endowment. Ms. Donworth stated that the Library has an endowment through the Bluegrass Community Foundation, specifically for the clock, pendulum, theater and atrium at the Central Library. Additionally, there are funds designated as an endowment in the investment pool, however they are not in a separate account. Ms. Donworth agreed with Dr. Sineath’s assertion that the Library needs to build an endowment, but stated that the Capital Campaign is the current priority.

Ms. Donworth concluded her report by outlining the other events that took place in the last few weeks, including a check presentation from KESPT and KDLA for a Lexington Public Library customer who won a $1,000 college savings bond, the LexPlay convention, and a Young Professionals tailgate.

Ms. King presented the Financial Report. For the month of September, the Library had assets of $9,594,000. That was a $211,000 decrease over the month before and a $2,062,000 decrease from the year before. Cash was $3,076,000, which is down $1,357,000, and investments were up $1,161,000 to $4,649,000. The fund balance at the end of September was $8,379,000, a decline from the previous month of $144,000 and flat year over year. General fund activity for the month of September had revenues of $1,124,000, expenditures of $1,087,000, and a net net bottom line of $37,000 with revenues exceeding expenditures. Year to date revenues are $3,337,000 and expenditures are $3,299,000 with revenues exceeding expenditures by $38,000. Revenues are under budget by $109,000 due to timing and expenditures are under by $9,000. Materials budget year to date revenues are $481,000 and expenditures are $707,000, which is normal for this time of year due to database renewals and a large purchase of eBooks. That line item will come back in line as the year progresses. Enterprise Fund revenues year to date are $26,500 with a bottom line of $10,400. This is a $1,500 increase from the year before. Garage revenues are $88,000, which is a decrease of $5,800 from last year. The garage bottom line, which is $3,600, is down about $1,700. Investments for the month are $4,649,000, with an increase of $800 over the month before and a year over year increase of $1,161,000. Fund balance expenditures year to date are $5,300 from the Emergency Fund.

Ms. Hammond presented the Director’s Report. She shared the Monthly Snapshot and reported that a popup chat window has been added to the Library’s website, which has increased users. Thanks to Mr. Wallace and Ms. King, the Library is fully prepared to implement changes to the FLSA Overtime Laws. Ms. Hammond, Ms. Lawrence, and Colleen Hall attended the Urban Libraries Council conference in Kansas City, MO, which
focused on measurables, outcomes, and telling the Library’s story. Will McGinnis attended the TLC conference, where he learned about upcoming releases to the Library’s ILS. Local author CC Payne was featured at an author talk about her book “The Thing about Leftovers” at the Eastside Branch. Her visit included an Edible Book Contest featuring Fayette County Public School students. The annual Staff Development Day will be held this Friday, beginning at 9AM, at the Kentucky Theater.

Mr. Smith presented the Chairman’s Report. The next meeting will be held at the Central Library on December 14. Following the meeting, the Board will host the annual Service Award Banquet and Holiday Dinner at the Hilary J. Boone Center from 6-8pm.

Ms. Wright presented the Board Development Committee report. The Northside Makerspace expansion is nearly complete, and the 3D printers are ready to be rolled out for the public to use. The Committee reviewed the policy and fee schedule for the printers and bring it forward for approval.

3D Printing Policy

Access
Customers must attend an orientation session prior to using the Library’s 3D printers. Children under 16 years of age who wish to use the 3D printers must be accompanied by a parent, guardian, or responsible caregiver who has attended an orientation session.

Cost
Customers are responsible for the cost of each print job based on the amount of filament used. The Library reserves the right to adjust the cost as needed.

Scheduling
Customer use of the 3D printers is scheduled by Library staff on a first-come, first-served basis. Priority will be given to Library programs and activities.

Restrictions
The Library’s 3D printers may not be used to create material that is:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous, poses an immediate threat to the well-being of others, or is otherwise inappropriate for the Library environment. (Such use may also violate the terms of use of the manufacturer.)
- In violation of another's intellectual property rights. For example, the printers may not be used to reproduce material that is subject to copyright, patent or trademark protection.
The Library reserves the right to refuse any 3D printing request.

**Fines and Fees**

Fee: 3D Printer

<table>
<thead>
<tr>
<th>Filament Type</th>
<th>Fee</th>
</tr>
</thead>
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<tr>
<td>Basic PLA Filament</td>
<td>$.15/gram</td>
</tr>
<tr>
<td>Special PLA Filament</td>
<td>$.25/gram</td>
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</tbody>
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Ms. Spires seconded and the motion carried unanimously.

Ms. Wright reported on changes to some committee memberships. Mr. Meister will join the Board Development Committee, Ms. Self will join the Personnel Committee, and Mr. Bohart will join the Long Range Planning taskforce.

Mr. Parker presented the Budget and Finance Committee report. The September Financial Report was reviewed and approved. Mr. Parker reviewed the checks and credit card statements and found no issues.

The Committee recommends approval of the financial report. Ms. Goodman seconded and the motion carried unanimously.

Ms. Spires presented the Building and Property Committee report. She moved the Board adjourn to closed session under KRS 61.810(1)(c) to discuss potential litigation.

Mr. Burke seconded and the motion carried unanimously.

The board adjourned to closed session at 5:05pm.

The board resumed in open session at 5:31pm.

Ms. Spires moved that the Library accept the proposal from Ivey Mechanical to remedy the situation with the Chiller, contingent upon legal advice that it meets the Emergency Provisions of the Model Procurement Code.

Ms. Goodman seconded and the motion carried unanimously.

There being no further business, the meeting adjourned at 5:34pm.

Signed: Timi Goodman, Secretary
BOARD OF TRUSTEES' MEETING  
LEXINGTON PUBLIC LIBRARY  
December 14, 2016  

The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, December 14, 2016, at 4:30 p.m. in the Board Room of the Central Library. Lawrence T. Smith, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Timi Goodman, Jordan Parker, Lawrence T. Smith, Stephanie Spires, Sharon Williams, and Susan Wright. Advisory Board members present: Jeff Binford, Keith Bohart, Kimberly Turner Brennen, John Meister, Stephanie Nallia, Meredith Nelson, Rebecca Self, and Hunter Stout

Library staff present: Jim Chandler, Director of Support Services; AnnaMarie Cornett, Administrative Support Coordinator; Anne Donworth, Development Officer; Colleen Hall, Youth Services Manager; Ann Hammond, Executive Director; Tonya Head, Director of Collections; Karen King, Finance Office; and Tom Wallace, Human Resource Director

Also present: Jim Elliot, Library Foundation; Lori Meister, Friends of the Library; and Cassidy Rosenthal, Stites and Harbison

Mr. Smith called the meeting to order.

Ms. Williams moved for approval of the minutes from the November 9, 2016, Board Meeting. Ms. Spires seconded and the motion carried unanimously.

Ms. Meister presented the Friends report. She announced that Book Cellar Manager, Barbara Houck, is retiring at the end of December. Ms. Meister presented a check to the Library Foundation in the amount of $25,000 in support of the Capital Campaign. The book store has been redesigned, with the rotunda area being used as the store. The former store and Conference Room A will be used for smaller, more frequent sales which will replace the large, annual sale. The Book Cellar will be closed December 17 and will reopen January 2.

Ms. Donworth presented the Foundation report. She introduced Mr. Elliot, Foundation Board and Capital Campaign Chair. In November, the Foundation raised $16,500 from 87 individuals. Ms. Donworth received financial support for BOOktacular, the Capital Campaign, as well as some unrestricted gifts. A proposal was submitted to the Keeneland Foundation for the Capital Campaign. The Capital Campaign Cabinet met, and a number of meetings were held with major gift prospects. Ms. Donworth anticipates BOOktacular’s gross revenue will be $35,800, and net $23,200. This is more than $8,000 above their goal. The 2017 BOOktacular committee has determined that next year’s event
will be October 21. The Foundation’s Investment and Finance committee is working with Ms. King on an RFP for an investment manager. The Nominating Committee has been working to fill six seats being vacated by members who are completing their second term. In addition to the Keeneland Foundation, a grant application was submitted for the Knight Cities, the Foundation received a $5,000 gift from the Pin Oak Charitable Fund at Bluegrass Community Foundation for the Capital Campaign, and the Good Giving Challenge is underway. On November 1, the Library Foundation honored PNC at National Philanthropy Day for their support of Discover Summer, and Global Advancement honored Lexington Public Library for their service to the community.

Ms. King presented Financial Statements for the month ending October 31. As of October, the Library had total assets of $9,789,000. Of that, $3,287,000 was in cash, $4,649,000 was in investments, and $1,853,000 was in receivables. This was an increase of $195,000 over the month before and an increase of $13,000 from the prior year. The fund balance is $8,453,000, which increased $74,000 from the month before and $32,000 from the prior year. General Fund revenues for October were $1,086,000 and expenditures were $1,004,000 with revenues exceeding expenditures by $81,000. Year to date revenues are $4,424,000 and expenditures are $4,307,000, with revenues exceeding expenditures by $116,000. Spending is running $72,000 behind budget due to computer replacement purchases made at the start of the fiscal year. Year to date materials fund revenue is $641,000 with expenditures of $876,000. Expenditures exceed revenue by $236,000 due to the timing of purchases and database renewal. The Enterprise Fund year to date revenue is $35,000 and bottom line revenues have exceeded expenditures by $15,000, which is $1,600 better than this time last year. Parking Garage year to date revenue is $120,000 with bottom line revenues exceeding expenditures by $6,000. This is a $27,000 decrease from the prior year due to a decrease in revenue as well as additional staffing. October investments were $4,649,000, with no change over the month before and an increase of $1,161,000 over the year before. There is a $5,300 Fund Balance expenditure from the Emergency Fund for the purchase of the garage elevator air conditioner unit.

Ms. Hammond presented the Director’s Report. An Eagle Scout candidate has painted a mural in the Parking Garage. The portable chiller has been removed from the Central Library and the book drop has reopened. A successful Staff Development Day was held November 11. The FLSA changes are on hold, however the Library was well prepared for implementation thanks to the good work of Ms. King and Mr. Wallace. Ms. Head, Cathy Howell, and Bobby Webb hosted the Region 6 Collection Services meeting at Central. Sarah Hubbard and Johnna Waldon attended the Bath County Staff Development Day, where they presented a training on genealogy research. Greg Davis attended Fayette County Public School’s family university at BCTC and Ms. Hammond joined Superintendent Caulk and 16th District PTA President David Kidd for a book talk on the FCPS cable channel about Manny’s Book Club. The Tates Creek Branch circulation area is being remodeled with smaller, more individual desks to make it easier for people and staff
to interact and move around. Circulation is up year over year about 7% and the biggest percentage increases are in downloadable materials and DVDs.

Mr. Smith presented the Chairman’s Report. He encouraged everyone to read the letters of appreciation Ms. Hammond shared this month. The Martin Luther King Unity Breakfast is January 16 and the Library has a table of 10. Anyone interested in attending should let Ms. Cornett know.

Mr. Parker presented the Budget and Finance Committee report. The committee approved the October Financial statements. Mr. Parker and Mr. Smith reviewed the checks and credit card statements and found no issues.

The Budget and Finance Committee recommends approval of the October Financial Report. Ms. Wright seconded and the motion carried unanimously.

Ms. Spires presented the Building and Property Committee report. The committee discussed the removal of the temporary chiller at Central and the Tates Creek renovations. Ms. Spires called on Ms. Rosenthal to discuss changes to a motion made at the November Board Meeting.

Ms. Rosenthal stated that at the November Board Meeting, the board approved moving forward with the Ivey Contract under the Model Procurement Code Emergency Exception. Ms. Rosenthal reviewed the Model Procurement Code and found an exception more relevant to this particular situation. She recommends using KRS 45A.300(11) which states that a contract at reduced prices that will afford purchase savings for a local agency is an exception to the bidding requirement of the Model Procurement Code. This is relevant because the contract price for the new chiller is $131,000, a significant reduction from the original quote.

Ms. Spires moved to approve the contract with Ivey and authorize Mr. Smith to sign the contract, based on the Savings exception in the Model Procurement Code, 45A.380(11).

Ms. Goodman seconded and the motion carried unanimously.

Ms. Spires moved the Board adjourn to closed session under KRS 61.810(1)(c) to discuss pending litigation. Mr. Parker seconded and the motion carried.

The Board adjourned to closed session at 5:02PM.

The Board resumed in open session at 5:13PM.
There being no further business, the meeting adjourned at 5:14pm.

Signed: Timi Goodman, Secretary
BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
January 11, 2017

The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, January 11, 2017, at 4:30 p.m. in the Large Meeting Room of the Village Branch. Lawrence T. Smith, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Jordan Parker, Lawrence T. Smith, Stephanie Spries, Sharon Williams, and Susan Wright. Advisory Board members present: Jeff Binford, Keith Bohart, John Meister, Stephanie Nallia, Meredith Nelson, Rebecca Self, and Timothy Sineath

Library staff present: Betty Abd mishani, Village Branch Manager; Jim Chandler, Director of Support Services; AnnaMarie Cornett, Administrative Support Coordinator; Greg Davis, Marketing Manager; Anne Donworth, Development Officer; Ann Hammond, Executive Director; Karen King, Finance Officer; Susie Lawrence, Director of Library Services; Thom Southerland, Theater and Cable Channel Coordinator, Marketing; Doug Tattershall, Media Relations Coordinator, Marketing; April Torbush, Graphic Designer/Exhibits Curator, Marketing; and Tom Wallace, Human Resource Director

Also present: Lori Meister, Friends of the Library; and Cassidy Rosenthal, Stites and Harbison

Mr. Smith called the meeting to order.

Ms. Spries moved for approval of the minutes from the December 14, 2016, Board Meeting. Ms. Williams seconded and the motion carried unanimously.

Ms. Donworth presented the Development Report. In December, the Foundation raised nearly $50,000. That is a 76% increase over December 2015. Calendar year 2016 netted $415,000, breaking the previous record-high of $338,000. The Foundation Board has approved renewal of the contract with Global Advancement. Last month’s Good Giving Challenge raised $9,200 for the Library, which is a $300 increase from the previous year. She stated that annual participation from the Library Board of Trustees, Advisory Board, and Foundation Board is 91%. Ms. Donworth has begun work on a Development Plan.

Ms. Meister presented the Friends report. The Book Cellar has reopened after being closed for the holidays. Barbara Houck retired at the end of December. They are looking for more volunteers to help sort books on Wednesdays. An offer has been made to a part time employee who will begin next week. They are in the process of migrating all Book Cellar staff from Library employees to Friends employees. Ms. Meister expects this will generate more money to support Library programming. The Friends Board Meeting is
next week, Wednesday, 6pm at Northside. The Friends will be hosting a Trivia Night at West 6th Brewery on February 18.

Ms. King presented the Financial Report for the month ending in November. Total assets were $10,105,000, with $3.6 million in cash, which is $847,000 less than last year, and $4.6 million in investments, which is $2 million more than last year. The fund balance is $8,551,000, which is a month over month increase of $98,000 and a year over year increase of $176,000. General Fund Activity for the month of November had revenues of $1,091,000 and expenditures of $1,008,000 with bottom line revenues exceeded expenditures by $83,000. Year to date revenues are $5,515,000 and expenditures are $5,318,000 with year to date revenues exceeding expenditures by $196,000. Revenues are behind budget by $229,000 and should catch up by the end of the year and expenditures are behind budget by $185,000. Year over year, revenues are up $178,000 and expenditures are up $236,000. Materials fund revenues are $801,000 and expenditures are $1,032,000 with year to date expenditures exceeding revenues by $230,000. Spending will be on budget by the end of the year.

Year to date Enterprise Fund revenues are $44,000 with a bottom line of $18,000. That is behind last year by about $1,000. Garage revenues year to date are $150,000 with a bottom line of $7,900. That is behind last year by about $10,000 and is $32,000 less than this time last year. Ms. King stated that this is a result of lagging revenue and additional staff expenditures in the garage. Investments were $4,649,000 in November, which is flat to the month before and an increase of $1,161,000 year over year. There is one fund balance expenditure, which was $5,300 from the emergency fund to cover the garage elevator HVAC.

Mr. Davis presented an update on the Marketing Report. He was joined by Mr. Tattershall, Mr. Southerland, and Ms. Torbush who provided detail on the newest campaign, “Make it here. Do it here.” The campaign will feature library customers and their stories in print and television ads. The Board was shown mockups of the print ads and the first two commercials.

Ms. Hammond presented the Director’s Report. She encouraged everyone to read the Monthly Snapshot. Ms. Hammond presented the Second Quarter Strategic Planning report, highlighting what has been done or started this quarter.

Education
1. Advance digital literacy and engage customers at all levels of technology proficiency.
   a. Central Library has added Scratch coding classes for teens and adults and are developing YouTube and Advanced Facebook classes. Computer
classes are averaging about 170 students per month, with the coding
classing being the most popular.

2. Be Lexington's source for high-quality, free classes and programs to support
personal growth.
   a. The Library is partnering with Mathnasium to start family math nights in
the spring at Eastside and Beaumont.
   b. This fall, Outreach Manager Kelli Parmley worked with FCPS Early
Education Summit and taught an early literacy class for Childcare
Workers. She is now working with the Childcare Council of Kentucky on
an educational event for the spring for the public and childcare workers.
   c. Kelli is planning a pilot class called "Now it's Your Turn", which is an
extended storytime parent education program.
   d. The BCTC classroom at Eastside is complete. Free, basic literacy and GED
prep classes are anticipated to begin in February.

Access
1. Develop collections that reflect Lexington's diverse cultures and interests and
provide access via preferred formats and media.
   a. For calendar year 2016, total circulation exceeded the 3 million mark. The
largest increases were in DVDs and E-Materials. However, print materials
remain the largest percentage of checkouts.
   b. The Project Management has been completed and the FY18 materials
budget will include making Board Games available for checkout.

2. Make it easy to find, borrow, and return materials and resources online, in
person, and across the city.
   a. TLC is finishing the additional programming and text notifications for
holds should be available for staff testing by the end of January.
   b. The Drive-thru window at Eastside is very popular, averaging 190 visits
per week. Installing drive thru's at other locations will be difficult, so staff
are investigating capacity and developing procedures for courtesy curb
side service.
   c. The search and text functions on the mobile app are being upgraded to
take advantage of the mobile version of the website.

3. Support and launch efforts to provide library collections and services in non-
traditional settings.
   a. Children's Librarian Abby McCurry, Graphic Artist April Torbush, and
Outreach Manager Kelli Parmley developed a prototype for an early
literacy placemat that will be made available to area restaurants.
b. Youth Services Manager Colleen Hall is working with FCPS on the First 5 program to ensure children enter Kindergarten with the skills they need to be successful. They are beginning a partnership with the Richmond Road Kroger, which will encourage parents to pick up activity sheets in the store. At checkout, children will get a sticker that says “Kroger Helped me Learn Today.”

c. LPL’s 50 Books to Read in Kindergarten will be included in all FCPS packets for incoming Kindergarteners.

4. Explore ways to reduce barriers to library use.
   a. Fines and fees discourage people from using the Library. December’s Read off Your Fines program unlocked 249 accounts and waived $9,510.56 in fines.
   b. In response to feedback from the Strategic Planning process, usability surveys for public PCs, the website, and mobile app are being developed.

Inclusion
1. Enhance services to at-risk juveniles and adult customers.
   a. The Juvenile Detention Center now provides internet access to detainees. Staff will return to the Detention Center to teach a broader range of classes.
   b. Colleen is working with the principal of Breckenridge Elementary School to have summer school students brought to the Eastside Branch each week for Discover Summer activities and to check out materials.

2. Improve services to customers with physical and developmental disabilities.
   a. Staff are working with the Autism Society of the Bluegrass on ways to better assist customers with disabilities. Some changes will be programmatic and others will be changes to physical spaces.

Space
1. Offer flexible spaces that meet the evolving needs of our customers.
   a. The checkout area of Tates Creek has been renovated. The big desk dividing staff and customers has been removed and replaced with a smaller service desk and a number of pods for self-check stations.

2. Create library spaces designed to support innovative educational and cultural services and to contribute to the atmosphere of a vital Lexington.
   a. The Computer Lab at Central is very well equipped and is used for staff-led classes, however it is closed when classes are not taking place. This week, the Computer Lab became available for reservation by home school groups, small businesses, and others who might need a well-equipped private training space.
b. Kentucky Room Librarians Sarah Hubbard and Wayne Johnson are developing an exhibit on the history of Lexington Public Library that will be on display at all locations.

Culture
1. Provide events and displays celebrating our many cultures and art forms.
   a. The historical postcard collection is nearly ready for reveal. Most of the post cards have been digitized and staff are working on the gateway from the website into the digital collection.
2. Support Lexington's rich artistic and creative communities by providing opportunities to showcase their work.
   a. In addition to the art galleries at Central and Eastside, there are spaces in other locations to feature community artists. Graphic Artist April Torbush, Virtual Librarian Bobby Webb, and Jason Goodwill have created an online art gallery that showcase local artists and gallery exhibits, for customers who can't get to the physical locations.
3. Encourage creativity and collaborative learning in our digital and non-digital spaces.
   a. The Northside Digital Studio has been expanded to include two 3D printers. It is currently in the staff training phase and will open to the public in February.
   b. In a new partnership with Lexington Children's Theater, interactive displays designed by LCT are visiting each location and advertising their upcoming shows.

Stewardship
1. Actively engage staff, trustees, supporters, volunteers, and partner organizations in the Library's mission and future growth.
   a. Library Legislative Day is February 16. There will be a pre-session on February 9 to discuss the talking points and plans for the day.
2. Communicate and celebrate our successes.
   a. The new Marketing Plan will focus on sharing with the community all of the things happening in the library.
3. Create and strengthen alliances with government agencies and community groups to benefit Lexington citizens.
   a. Beginning next fiscal year, the Library will organize a series of open houses for Library staff, school librarians, and principals to discuss services that can be shared and to strengthen alliances and working relationships.
4. Deepen and build relationships with existing and new donors.
a. The Capital Campaign is coming along very well and will allow the Library to pursue further expansion.

5. Invest in our human capital to ensure the highest quality customer service and professional expertise.
   a. Staff Development Day was held on November 11 and will continue each year. Staff will also have the opportunity to grow their potential through conferences, trainings, and job shadows.

Ann completed her report by sharing the metrics for the first 6 months of the year.
- Print book checkouts (including adult, teen, and children’s) are flat year over year.
- Ebook checkouts are up 12% year over year.
- Magazine checkouts combined are up 11% year over year with print magazines down 6.5% and eMagazines are up 29%.
- Audiobooks checkouts combined are up 2% with Books on CD down 4% and E-Audiobooks up 27%.
- DVD checkouts are up 32%.
- Total checkouts are up 8% over this time last year.
- Library visits are down 3%, website visits are tracking even with last year, and mobile app visits are up 13%.
- Computer sessions are down 8%.
- Wifi use is up 14%.
- The number of adult programs were up 31% and attendance was up 46%.
- Children’s programs were down 2% and attendance was down 9%.
- The total number of programs were up 2% and the total attendance was down 2%.
- Use of meeting and study rooms was up 20%. Attendance in the meeting and study rooms was up 38%.

Mr. Smith gave the Chairman’s Report. He encouraged all members of the Board to attend Library Legislative Day on February 16. The Martin Luther King Unity Breakfast is this coming Monday. He reported on a statement from Superintendent Manny Caulk that 47% of the kids entering Kindergarten are not prepared, and many remain behind throughout their educational career. He commended staff on the work they do to meet this need, and steps they are taking to increase services.
Mr. Parker presented the Budget and Finance Committee Report. The committee reviewed the monthly financial statements. Mr. Parker and Mr. Smith reviewed the monthly checks and credit card statements and found no issues.

The committee recommends approval of the Financial Report as presented by Ms. King. Ms. Wright seconded and the motion carried unanimously.

Ms. Williams presented the Personnel Committee report. They had nothing to bring to the table.

Dr. Sineath presented the Building and Property Committee report. The new chiller is scheduled to be installed the week of January 23. During that time, the entrance into the garage from Main Street to Water Street will be closed. The only entrance point into the Parking Garage will be from Vine Street onto Water Street.

The Building and Property Committee moved to adjourn to closed session under KRS 31.810(1)(b) to discuss acquisition of property. Ms. Wright seconded.

Ms. Spires moved to amend the motion to go into closed session under KRS 61.810(1)(b) and (c) to discuss pending litigation as well as acquisition of property.

Ms. Wright seconded and the motion carried unanimously.

The Board adjourned to closed session at 5:25pm.

The Board resumed in open session at 5:50pm.

Ms. Wright moved to authorize Stites and Harbison to draft a contract or letter of intent to allow the Library to begin study of other properties should the city make an offer on the Central Library. Mr. Parker seconded and the motion carried unanimously.

There being no further business, the meeting adjourned at 5:51pm.

Signed: Timi Goodman, Secretary
BOARD OF TRUSTEES' MEETING  
LEXINGTON PUBLIC LIBRARY  
February 8, 2017

The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, February 8, 2017, at 4:30 p.m. in the Board Room of the Central Library. Lawrence T. Smith, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Timi Goodman, Jordan Parker, Lawrence T. Smith, Stephanie Spises, Sharon Williams, and Susan Wright. Advisory Board members present: Jeff Binford, Keith Bohart, Kimberly Turner Brennen, John Meister, Stephanie Nallia, Rebecca Self, Timothy Sineath, Hunter Stout, and Meredith Watson.

Library staff present: Jim Chandler, Director of Support Services; AnnaMarie Cornett, Administrative Support Coordinator; Heather Dieffenbach, Manager, Northside Branch; Anne Donworth, Development Officer; Ann Hammond, Executive Director; Tonya Head, Director of Collections; Karen King, Finance Officer; Susie Lawrence, Director of Library Services; Tom Wallace, Human Resource Director; and Bobby Webb, Virtual Librarian, Collection Services.

Also present: Lori Meister, Friends of the Library; Cassidy Rosenthal, Stites and Harbison; and Ashley Ward, Stites and Harbison.

Mr. Smith called the meeting to order.

Mr. Burke moved for approval of the minutes from the January 11, 2017, Board Meeting. Ms. Spises seconded and the motion carried unanimously.

Ms. Meister presented the Friends of the Library report. Ms. Meister passed around fliers for the West 6th Trivia Night on Saturday, February 18. The MOU between the Friends and Lexington Public Library will be signed once it is approved by the Board. The updated MOU will place the Book Cellar employees and all functions of their employment directly under the Friends of the Library board. This will include payroll, insurance, retirement, etc. Beginning April 19, there will be a mini-book sale in the Central Library’s lower level. Jojo Yuen has been promoted to the new Store Manager. In response to a question from Ms. Brennen, Ms. Meister agreed to bring the membership roster to the next Board Meeting and allow those whose membership has lapsed to renew.

Ms. Wright joined the meeting.

Ms. Donworth presented the Development Report. January was another great month, with year over year increases of 311%. In addition to unrestricted gifts, funds were received for the Capital Campaign, Central Library, Collection Development, Outreach
Services, Village Branch, and Homework Help. The Foundation Board approved the contract renewal with Global Advancement, a consulting firm working with the Library on the Capital Campaign. Ms. Donworth will continue to work on several proposals over the next weeks and months, as well as with prospective major gift donors. She has submitted the final Discover Summer report to PNC and will be submitting a proposal for support of this coming year’s program. Work continues with the Phoenix Forward project, which is part of the Knight Cities Challenge. Ms. Donworth thanked Ms. Spires for personally thanking all of the Good Giving Challenge donors, and highlighted this as a way for the Board to be involved in the Library Foundation. There are early discussions about holding a donor reception at Eastside this September to thank those who helped make FY 2017 a successful fundraising year. Ms. Donworth has also been very involved with the On the Table initiative and has joined the DLC Board.

Ms. King presented the Financial Report for the month ending in December. The library had total assets of $10,419,000. Cash is $3,865,000, which is a year over year decrease of $582,000, and investments are $4,650,000, which is a year over year increase of $1,161,000. Receivables of $1.9 million are flat year over year. December liabilities were $1,773,000, which is an increase of $550,000 over this time last year. The fund balance of $8,646,000 is flat year over year. In general fund activity, December revenues were $1,100,000 and expenses were $1,044,000, with revenues exceeding expenditures by $56,000. Year to date, revenues were $6,616,000 and expenses were $6,365,000, with revenues exceeding expenditures by $250,000. Revenues are currently $277,000 under budget, and $145,000 more than the year before, however Ms. King anticipates they will catch up in the next couple of months. Year to date materials fund revenues are $962,000 and expenditures are $1,150,000 with expenditures exceeding revenues by $188,000. Enterprise fund revenues year to date are $51,000 with bottom line revenues exceeding expenditures by $13,000. The garage has year to date revenues of $181,000 with bottom line revenues exceeding expenditures by $7900. Investments are $4,650,000, which is a slight increase over the previous month and a $1.1 million increase over the year before. So far this year, $5,300 has been spent from the Emergency Fund of the fund balance.

Ms. Hammond presented the Director’s Report. She encouraged everyone to read the Monthly Snapshot. Six public computers have been removed from the Beaumont Branch computer area in order to facilitate a redesign of the teen area. Several Library services have received software upgrades: Customers are able to cancel arrived holds, the Flipster magazine app allows for magazines to be downloaded and read outside the browser, and Boopsie communicates seamlessly with the mobile catalog. Ms. Hammond also reported that, for only the second time, Ebook circulation has exceeded 20,000 items in one month. Last week, Ms. Head joined Ms. Hammond at the Carnegie Center’s Kentucky Writers Hall of Fame induction ceremony. The two of them will also be attending the Knight Foundation Library Conference in Miami, FL, and Ms. Head will stay for the second part of the conference, the Media Learning Seminar. Ms. Hammond reminded everyone
that next week is Library Legislative Day, and 26 people have signed up to attend. She also reported that Senate Bill 48 did not make it out of Committee. Ms. Hammond and former Library Trustee Louis “Buzz” Carmichael are serving on the KDLA Construction Appeals Board for Libraries, which will meet at the end of the month. National Public Radio is bringing the StoryCorps bus to Phoenix Park, where it will be parked from March 16 until April 14. The Library is looking at ways to tie programming into the StoryCorps theme. Ms. Hammond encouraged everyone to read the correspondence she sent earlier in the day, and shared the following message, which was posted on the Library’s Facebook page.

I need to give a shout out to the amazing staff at Central Branch of Lexington Public Library. Week after week the Children’s department goes above and beyond to provide fun and educational experiences for our kids. This week was Pete the Cat Party and there were three different craft stations, a sensory bin, a storytelling circle, a themed snack, games, and Pete the Cat photo booth. It was amazing! Wednesday story time is something that I look forward to, and am energized by, every week. You teach my kids and help me connect with my neighbors and all of it is a gift. Thank you, LPL, for being so good at what you do. And thank you for being the sort of thoughtful, inspiring people who decided to set up a special book display this week to share the stories of immigrants from around the world. The sight brought tears to my eyes. Thank you for being a light in our community and for reminding us of the power of sharing stories. I love you LPL! Thank you for all you do.

Mr. Smith presented the Chairman’s Report. He thanked the volunteers who will be attending Legislative Day next week.

Ms. Williams presented the Personnel Committee report. The committee had nothing to report.

Ms. Spires presented the Budget and Finance Committee report. The Committee reviewed the Financial Reports and bring it forward in the form of a motion. Ms. Wright seconded and the motion carried unanimously. Mr. Parker stated that he reviewed the checks and procurement card statements and found no issues.

Ms. Spires presented the Building and Property Committee report. Installation of the chiller has been delayed and is scheduled for delivery in early March.

Ms. Spires moved that the board adjourn to closed session under KRS 61.810(1)(b),(c), and (f). Ms. Williams seconded and the motion carried unanimously.

The board adjourned to closed session at 4:58pm.

The board resumed in open session 5:25pm.
Ms. Spires stated that the Budget and Finance Committee recommend the approval of a new position, Director of Community Engagement and Communications. Ms. Williams seconded and the motion carried unanimously.

Mr. Smith stated that there is a new MOU between Lexington Public Library and the Friends of the Library, which will replace the previous MOU. He stated that both parties are in agreement.

Ms. Williams moved for approval of the MOU between the Friends of the Library and Lexington Public Library. Ms. Goodman seconded and the motion carried, with Mr. Burke abstaining.

There being no further business, the meeting adjourned at 5:27pm.

Signed: [Signature]
Timi Goodman, Secretary
BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
March 8, 2017

The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, March 8, 2017, at 4:30 p.m. in the Large Meeting Room of the Northside Branch Library. Lawrence T. Smith, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Jordan Parker, Lawrence T. Smith, Sharon Williams, and Susan Wright. Advisory Board members present: Jeff Binford, Keith Bohart, Kimberly Turner Brennen, John Meister, Stephanie Nallia, Rebecca Self, Timothy Sineath, Hunter Stout, and Meredith Watson

Library staff present: Jim Chandler, Director of Support Services; AnnaMarie Cornett, Administrative Support Coordinator; Heather Dieffenbach, Manager, Northside Branch; Anne Donworth, Development Officer; Colleen Hall, Director of Community Engagement and Communications; Ann Hammond, Executive Director; Tonya Head, Director of Collections; Karen King, Finance Officer; Susie Lawrence, Director of Library Services; Will McGinnis, IT Team Leader; Doug Tattershall, Media Relations Coordinator; and Tom Wallace, Human Resource Director

Also present: Jarrett Landis, Redsky Land; Lori Meister, Friends of the Library; Cassidy Rosenthal, Stites and Harbison; and Mike Sherrow, Redsky Land

Mr. Smith called the meeting to order.

Ms. Williams moved for approval of the minutes from the February 8, 2017, Board Meeting. Mr. Burke seconded and the motion carried unanimously.

Mr. Smith called on Mr. Sherrow to make a presentation to the Board on an easement they are seeking for the Kentucky Wired project. Mr. Sherrow stated that the Commonwealth of Kentucky is laying a 3,400-mile high speed fiber optic cable that will serve all 120 counties and be owned and maintained by the state. The Commonwealth is seeking an easement to run fiber to the Central Library.

Ms. Williams moved that the Board authorize Ms. Hammond and Mr. Smith to approve the easement, after review by legal counsel. Ms. Wright seconded and the motion carried unanimously.

Ms. Donworth presented the Development Report. In February, grant proposals were submitted for several private family foundations, and four letters of inquiry were sent for permission to apply. The next Capital Campaign Cabinet meeting is scheduled for April
25. Ms. Hammond and Ms. Donworth have several upcoming meetings with various individuals and consultants regarding the Capital Campaign. A grant was submitted for the Children’s Charity Classic, which would fund pilot ESL programs at Beaumont and Village. A letter of intent was submitted for the Kentucky Colonels. The final report was submitted for this year’s Partners for Youth grant and Ms. Donworth and Mr. Tattershall submitted an Innovations in Reading prize nomination form. The Homework Help agreement has been signed by Kentucky One Health and is ready for Mr. Smith’s signature. Ms. Donworth has been involved with the Stewardship cluster of the Strategic Plan and the March 15 On the Table program.

Ms. Meister presented the Friends of the Library report. She brought membership forms for everyone on the board. They will hold their first book sale in the lower level of Central Library April 20-23. She stated that they welcome anyone who wants to volunteer to help with the event. Books and Brews trivia night was held at West 6th Brewery last month and raised $1,697.76.

Ms. King presented the Financial Report for the month ending January 2017. The Library had total assets of $10,142,000. Of that, $3.5 million was in cash, $4.7 million was in investments, and $1.9 million was in receivables. Cash was down year over year $3.2 million due to the proceeds from the sale of Eagle Creek, which were deposited in January 2016 and paid out in February 2016. Total liabilities for the month were $1.3 million and there was a fund balance of $8 million. General Fund Activity for January had revenues of $1,160,000 and expenditures were $1,020,000 with revenues exceeding expenditures by $140,000. Year to date revenues were $7,777,000 and expenditures of $7,386,000. The breakdown of expenditures is as follows: Personnel was $5,342,000, which was under budget by $75,000 and a $281,000 increase of over the year before. Operating and maintenance was $1,244,000 year to date, which is under budget by $235,000, and below last year’s spending by $13,000. Special projects were $264,000 year to date, were under budget by $29,000, and $100,000 more than this time last year. Year to date debt service is $512,000 which is over budget by $15,000 and up $49,000 over last year due to Eastside. Year to date revenues have exceeded expenditures by $390,000. Materials fund activity year to date has revenues of $1,122,000 and expenditures of $1,262,000. This is $140,000 over budget and is coming back in line. Enterprise fund year to date revenue is $58,000 and the bottom line is $15,200. Garage revenue is $213,000 year to date and the bottom line is $8,500. Investments for the month of January were $4,652,000, which is a slight increase over last month and a $1.1 million increase over last year. Fund balance expenditures year to date are $5,300.

Ms. King explained that the garage bottom line is down significantly from January 2016, falling from $50,000 to $8,500. She stated that the primary reason for the decrease is an increase in expenditures for additional custodial staff dedicated to the garage, as well as part time help in the evenings.
Ms. Hammond presented the Director’s Report. She thanked everyone who attended Library Legislative Day. This was the largest group they have ever had and were able to have cordial and productive meetings with nearly every official from their district. She reported that SB48, which was the proposed bill to have Library Boards appointed by County Judge Executives, did not make it out of committee. She shared the Library snapshot and called attention to all of the wonderful activities held last month. She noted that DVD checkouts have increased 33%, or 15,000 items, over this time last year. She also pointed out that mobile app usage is down 77% due to an upgrade to the mobile app. She stated that while this decrease is substantial, the upgrade is providing improved customer service. The mobile app now redirects customers to the mobile friendly website, which provides more reliable catalog information and allows customers full access to their Library account, which they did not have on the mobile app. Staff are currently conducting a website usability study, which is providing significant input for staff. The annual KPLA Conference is this April in Lexington and there will be sessions of interest to board members, including a certification course for trustees. Ms. Hammond stated that anyone interested in attending should let her know.

Mr. Smith presented the Chairman’s report. He echoed Ms. Hammond’s thanks to those who attended Library legislative day.

Mr. Parker presented the Budget and Finance Committee report. He stated that they reviewed the monthly financial report as well as the FY 2018 Personnel Budget.

Mr. Parker stated that the Library has received ad valorem tax appropriation increases, which affect the FY 2017 budget. The Committee recommends a revenue increase of $419,310 to the Library’s FY17 budget and an expenditure increase of $54,930 to the materials fund.

Ms. Williams seconded and the motion carried unanimously.

Mr. Parker stated that the committee approved the Financial Report and brings it forward for approval. Ms. Wright seconded and the motion carried unanimously.

Mr. Parker reported that he reviewed the checks and credit card statements for February and found no issues.

Ms. Wright presented the Board Development Committee report. The committee recommends closing the Central Library at 5pm on April 21 for a Strategic Update reception. Those invited include board members from the Library, Foundation, and Friends boards, Library Managers, and Council Members and their aides. Mr. Parker seconded and the motion carried unanimously.
Ms. Wright stated that with Ms. Spires’ resignation from the Board, the position of Vice Chair is vacant. The Committee asked interested Trustees to submit their name for consideration and recommends Ms. Williams be appointed to the position of Vice Chair for the remainder of Ms. Spires’ term, which will expire this July.

Mr. Parker seconded and the motion carried unanimously.

Ms. Wright stated that they reviewed the safety policy and recommend adding language that states All employees are responsible for complying with the safety policies and procedures and properly reporting work related injuries, illnesses, or safety issues, without fear of retaliation.

Ms. Williams seconded and the motion carried unanimously.

Ms. Wright stated that with the resignations of Ms. Spires and Ms. Jones, the committee solicited applications to fill the vacancies. The committee recommends the following names be submitted to Mayor Gray for consideration:
- Dr. Timothy W. Sineath to fulfill Ms. Spires’ unexpired term on the Board of Trustees;
- Mr. James Inman to fill the Advisory Board vacancy left by Dr. Sineath;
- Mr. Michael Chambers to fill the unexpired term of Debora Jones; and
- Ms. Meredith Watson to be appointed to a second term on the Library’s Advisory Board

Mr. Parker seconded and the motion carried unanimously.

Mr. Parker moved that the board adjourn to closed session under KRS. 61.810(1)(c) to discuss pending litigation. Mr. Burke seconded and the motion carried unanimously.

The Board adjourned to closed session at 5:15pm.

The Board resumed in open session at 5:40.

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

Signed: Timi Goodman, Secretary
BOARD OF TRUSTEES’ MEETING  
LEXINGTON PUBLIC LIBRARY  
April 12, 2017

The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, April 12, 2017, at 4:30 p.m. in the Board Room of the Central Library. Lawrence T. Smith, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Timi Goodman, Jordan Parker, Lawrence T. Smith, Sharon Williams, and Susan Wright. Advisory Board members present: Jeff Binford, Keith Bohart, John Meister, Stephanie Nallia, Timothy Sineath, Hunter Stout, and Meredith Watson

Library staff present: Elliot Appelbaum, Manager, Tates Creek Branch; Jim Chandler, Director of Support Services; AnnaMarie Cornett, Administrative Support Coordinator; Heather Dieffenbach, Manager, Northside Branch; Anne Donworth, Development Officer; Colleen Hall, Director of Community Engagement and Communications; Ann Hammond, Executive Director; Tonya Head, Director of Collections; Karen King, Finance Officer; Susie Lawrence, Director of Library Services; Rob Parmley, Manager, Central Library; Doug Tattershall, Media Relations Coordinator; and Tom Wallace, Human Resource Director

Also present: Buzz Carmichael, LPL Foundation; John Gohmann, PNC; Lori Meister, Friends of the Library; Cassidy Rosenthal, Stites and Harbison; and Yajaira West, PNC

Mr. Smith called the meeting to order.

Ms. Williams moved for approval of the minutes from the March 8, 2017, meeting of the Board of Trustees. Mr. Parker seconded and the motion carried unanimously.

Ms. Meister presented the Friends report. There will be a book sale April 20-23 in the Lower Level of the Central Library. This is the first in a series of three small sales replacing the large annual sale held in previous years.

Ms. Donworth presented the Development Report. In March, 25 donors donated nearly $44,000 including $40,000 for the Capital Campaign, a $300 memorial donation for Children’s Books, a $600 sponsorship for Village Branch’s April 29 Day of the Book/Day of the Child program, and nearly $3,000 in unrestricted funds. The Foundation also received two gifts in kind in support of a visiting author. The Foundation Board met February 21 and welcomed Jeanne Clark, Jim Elliot, Yajaira West, and Brendan Yates to a second term. Five new Board Members will join on July 1. They are Ramsey Bova, Money Watch Advisors; Tiffany Daniels, Chiropractic Care; Chris Rains, Hilliard Lyons; Erin Serati, Community
Trust; and Jimmy Turek, Bluegrass Sotheby’s. Officers for FY18 will be Jim Elliot, Chair; Jeanne Clark, Vice Chair; Buzz Carmichael, Treasurer; and Yajaira, Secretary. The Capital Campaign continues to move forward. In March, three proposals were submitted, there were two meetings with prospective donors, and Ms. Donworth is working closely with consultants at Global Advancement. The completed campaign plan will be unveiled to the Capital Campaign Cabinet at the April 25. The Library sponsored eight On the Table conversations at their six locations, and Ms. Donworth helped coordinate another 25 throughout the community. Overall, 11,000 people participated in On the Table and the information is being compiled for a communitywide executive summary. The city will be using this information as they develop their Comprehensive Plan.

Ms. Donworth continued her report. The Library has submitted a proposal to the Knight Foundation for a $65,000 investment that would enable a study on how the community receives and absorbs information, then apply those principles, and use them to best meet the community’s informational needs. Grants were also submitted to the Kentucky Colonels for interactive end panels for the Eastside children’s area, and to the Rotary Club for Chromebooks to provide outreach at the Black and Williams Community Center. A grant for family based English language learning programs was not approved, so it was resubmitted for consideration by Better World Books. The Library has also requested funding from the Orphan Society of Lexington to hold a book fair at a school in the Fayette County Public Schools partnership zone as part of Discover Summer. This would allow the Library to reach kids who would otherwise be unable to visit a Library upon completion of Discover Summer. The Phoenix Forward project will officially kick off June 3, and will also be the kick off for Central Library’s Discover Summer program.

Dr. Sineath joined the meeting.

Ms. Donworth welcomed Mr. Gohmann and Ms. West, of PNC. PNC is the presenting sponsor of Discover Summer and they have awarded a $25,000 grant to sponsor all Discover Summer opportunities. This is their second year of supporting the program.

Mr. Gohmann stated that he appreciates the Library allowing them to be involved and that their organization is excited to be a part of this program. Ms. West echoed Mr. Gohmann and stated that they have chosen to support Lexington Public Library because of its strong mission and wide reach to all members of the community.

Ms. King presented the financial report. For February, the library had total assets of $10,380,000. That is $3,668,000 in cash and cash equivalents, investments of $4,652,000, and receivables of $2,059,000. This is a $238,000 increase month over month and a $171,000 increase over the year before. There were liabilities of $1.4 million and a fund balance of $8.9 million. General fund activity for February had revenues of $1,154,000 and expenditures of $1,044,000 with revenues exceeding expenditures by $109,000. Year to date
revenues are $8,931,000 with expenditures of $8,433,000. Personnel expenditures are $6,114,000, which is $78,000 under budget and $304,000 ahead of last year. Operating and maintenance spending is $1,428,000, which is $263,000 under budget and $23,000 over last year. Equipment and special projects year to date is $269,000. Debt service is $595,000. Spending is $8,433,000 with a bottom line of $497,000, which is $368,000 behind this time last year. Materials fund revenue year to date is $1,293,000 and expenditures of $1,408,000, with expenditures exceeding revenue by $114,000. The enterprise fund year to date has revenue of $68,000 and a bottom line of revenue exceeding expenditures by $21,000. Year to date garage revenue is $244,000 with a bottom line of $9,400. Investments are $4,652,000, which is no change month over month. Fund balance expenditures year to date through February were $5,300.

Ms. King presented the FY18 Budget. The Personnel budget will be brought forward for approval by the Budget and Finance Committee during their report and the remainder of the budget will be voted on in May. Small group budget review meetings will be held the last two weeks of April.

Ms. King outlined the positive items impacting the budget, which include an increase in revenue and savings of $1,153,000. She also went through the expenses which will utilize $1.1 million in revenue and savings, including a 3% pay raise for all employees and a 2.5% top of the job band shift. The FY18 budget also includes two full time and one part time Security Officers; one part time Library Assistant for Village and one part time Library Assistant for Northside, both for the Homework Help program; a Part Time Development Assistant; an LII Transfer to the Community Engagement department, which is being replaced with a Librarian I at Central; and a Community Engagement Library Associate, which will begin mid-way through the year.

Ms. Hammond presented the Director’s Report and 3rd quarter Strategic Planning update. She encouraged everyone to read the Monthly Snapshot. Chicka Chicka Boom Boom author, John Archambault, will be at the Eastside Branch on Friday, April 28, at 6:30pm.

Ms. Hammond updated the Board on the 3rd quarter progress of the Strategic Plan.

Education:
1. Advance digital literacy and engage customers at all levels of technology proficiency.
   a. Added computer classes to include new and advanced instruction on a wide variety of topics including 3D printing basics, Computer Security, Advanced Facebook, How to Speak Basic Computer: A Regular Person’s Intro to coding; Coding Games with Scratch, and others.
b. Camp Digital classes for youth are planned this summer. They include: Minecraft Mania, Minecraft Mania Animation Lab, 3D Printing, Podcast Maker, LEGO Animator, Twitch Streaming, Comic Book Maker, Audio Maker, Movie Maker, and Coding Games with Scratch.

2. Be Lexington’s source for high-quality free classes and programs to support personal growth.
   a. Mathnasium Family Night was attended by 13 kids and 5 adults at Eastside on March 25. Family Math Night will be held at Beaumont in April.
   b. Genealogy classes are very popular and, in addition to Kentucky Room Classes, branches will host classes twice per year.
   c. BCTC is now teaching basic adult literacy and GED preparation classes at Eastside and ESL classes at Northside.
   d. Book-a-Librarian services have been expanded to all hours the Library is open and include test proctoring, resume assistance, genealogy assistance, and help with digital devices.
   e. The Virtual Book Club Podcast continues to grow in popularity. Since the program began in June 2016, there have been almost 2,000 downloads.

Access:
1. Develop collections that reflect Lexington’s diverse cultures and interests and provide access via preferred formats and media.
   a. More Spanish language materials have been added to Tates Creek to keep up with customer demand. Outreach has also increased its children’s Spanish language collection to be used during off-site story times.
   b. More graphic novels have been purchased for adults, teens, and children due to high customer demand. Graphic novels are currently the third most popular type of material, behind biographies and cookbooks.
   c. More DVDs are being purchase due to high customer demand. DVD circulation has increased 32.75% year to date.
   d. Ebooks are another high area of demand. Ebook circulation has increased 10.55% year to date and we have increased our purchasing in response.
   e. Seven new digital magazine titles have been added. Digital magazine circulation increased 24.67% year to date. New titles include Better Homes and Gardens, Eating Well, Martha Stewart Living, Parents, Shape, Traditional Home, and Family Circle.

2. Make it easy to find, borrow, and return materials and resources online, in person, and across the city.
   a. A number of Lonely Planet Travel Guides have been added to the ebook collection.
   b. Project management has been completed for courtesy curbside service at Central and Beaumont. This new service will launch August 1.
3. Support and launch efforts to provide library collections and services in non-traditional settings.
   a. Adult services programming staff have generated a list of community organizations in their branch service areas. Organizations not currently being served by the Outreach Department are being contacted by branch programmers to find out what services they may need and how to work together to support those needs.
   b. In partnership with FCPS’ First 5 program, early literacy activities are being debuted at the Richmond Road Kroger this week. This pilot project gives parents activities they can do with their children while shopping. The children will receive a sticker at checkout, saying “Kroger helped me learn today.”
   c. Outreach Services has formed a partnership with the Migrant Network Coalition to train immigrant families in early literacy practices.
   d. Outreach Services has partnered with LFUCG and FCPS to offer database instruction to parents and students in city parks during the month of April.

4. Explore ways to reduce barriers to library use.
   a. A usability survey for the Library website and mobile app was conducted March 1-15 with 172 responses received. Results identified customer priorities, successful features, and areas for improvement.
   b. The Lexpublib2go mobile app was updated to utilize mobile-friendly LS2PAC for more accurate catalog search results and enhanced customer account management features.

Inclusion:

1. Strengthen library accessibility and services for Lexington’s immigrant and refugee populations.
   a. A grant application has been submitted for a pilot ESL program for families. If the grant is received, the class will run for 12 weeks at the Village and Beaumont Branches.

2. Enhance services to at-risk juvenile and adult customers.
   a. In addition to the weekly delivery of library materials to the Juvenile Detention Center, classes are now being taught about online library resources.

3. Improve services to customers with physical and developmental disabilities.
   a. All LPL Children’s Librarians participated in an ALA webinar and received training on services to children with developmental disabilities. Staff are discussing regular story times and programs for children with autism.
   b. Central has conducted regular programming with the Eagle Group, a support group for adults on the autism spectrum.
Space:
1. Offer flexible spaces that meet the evolving needs of our customers.
   a. Beaumont Children’s Department has created a flexible gathering space for families to read and play together in the former teen area.
2. Create library spaces designed to support innovative educational and cultural services and to contribute to the atmosphere of a vital Lexington.
   a. Central Library’s computer lab is a great resource, but has only been available during staff-led classes. It is now being used by homeschool groups, small businesses, and others who need a well-equipped, private space in which to hold classes or training.
   b. Kentucky Room staff developed an exhibit on the history of LPL. This exhibit is currently being displayed at Eastside and will rotate among all locations.

Culture:
1. Provide events and displays celebrating our many cultures and art forms.
   a. Kentucky Room staff have continued digitizing their large collection of historical postcards, making them available for viewing on the Library website. There are currently 6 rare items and 3 image collections available, with new content being added on an ongoing basis. The digital archives have had over 4,000 searches and 2,000 views of specific items since February.
2. Support Lexington’s rich artistic and creative communities by providing opportunities to showcase their work.
   a. The Online Art Gallery is now available on the Library’s website.
3. Encourage creativity and collaborative learning in our digital and non-digital spaces.
   a. 3D printers have been installed in the Digital Studio and are now available for customer use. 3D Printing Basics classes started this month.
   b. Lexington Public Library partnered with LFUCG and Leadership Lexington to host On The Table discussions about our city’s future at all LPL locations. A Creative Mornings meeting will be held at Central this August.

Stewardship:
1. Actively engage staff, trustees, supporters, volunteers, and partner organizations in the Library’s mission and future growth.
   a. On April 21, a Strategic Vision gathering will be held at the Central Library, and will include the Trustees, Advisory Board, Friends Board, Foundation Board, Capital Campaign Board, Councilmembers and their aides, and library administration and management. The goal is to highlight the Library’s success and let attendees know about opportunities for them to support/participate in the strategic plan.
2. Communicate and celebrate our successes.
   a. The new Community Engagement Department combines the talents of the Marketing Department, Outreach Services, Youth Services librarians, and Adult programming librarians. This new alignment will help plan services and programs that best meet the needs of our community, and also share the value of these activities in a dynamic way.
   b. The new “Make it here. Do it here.” Campaign launched this quarter. People from all over town have responded to our commercials and billboards and we received national recognition from the Urban Libraries Council.

3. Create and strengthen alliances with government agencies and community groups to benefit Lexington citizens.
   a. Library Legislative Day was February 16, 2017 and Lexington took its largest contingent in history, with 26 staff, board members, Friends, and Foundation representatives. There is discussion about holding a breakfast with legislators as a prelude to the 2018 Legislative session, which will set the biennial budget.
   b. Ann spoke to more than 40 enthusiastic Donovan Scholars at the new Senior Center on March 23.

4. Deepen and build relationships with existing and new donors.
   a. The Library Foundation, working together with Global Advancement, has significantly moved the needle on the capital campaign. Fundraising efforts must continue in order to pay off the Eastside debt and to position the Library for future growth in our ever-expanding community.

5. Invest in our human capital to ensure the highest quality customer service and professional expertise.
   a. Since July 2016, there were 10 internal promotions, 44 new hires, 49 staff attended 17 Conferences, and 21 staff members are registered to attend the KPLA Conference with seven staff members presenting.

Ms. Hammond continued her report by highlighting the metrics for the year. Print material checkouts (children, adult, and teen) are tracking even with the previous year. Ebooks are up 10% year over year, print and downloadable magazine checkouts are up a combined 9%, physical and downloadable audiobooks are up a combined 3%, and DVDs are up 33%. Total checkouts are up 8% over last year.

Ms. Hammond stated that library visits are even with last year, while website visits are down 4%. Mobile app visits are down 16% due to the transition to the mobile-friendly website. Computer sessions are down 6% and wireless use is up 12%. Adult programs are up 16% and attendance is up 43%. Children’s programs and attendance are tracking even with last year. Meeting and study room use is up 27% and attendance is up 43%.
Ms. Smith presented the Chairman’s Report. He encouraged everyone to read the letters Ms. Hammond sends each month as part of her report. The next meeting is May 10 at Central Library.

Ms. Wright presented the Board Development Committee report. Ms. Goodman’s term on the Board of Trustees expires in July and she has opted not to seek a second term. Ms. Wright asked interested Advisory Board members to submit their names for consideration by the end of the week. Ms. Wright also stated that the committee will bring a slate of names for the Executive Committee at the June Board Meeting.

The Board Development Committee presented a motion for approval of a new Political Campaigns, Petitions, and Voter Registration Drives policy.

Sidewalks and other spaces around Library buildings may be used for gathering signatures for petitions, ballot initiatives, and voter registration drives. Distribution of information for the purposes of educating individuals about the petition or initiative is acceptable.

Individuals conducting the voter registration drive and/or petitions must behave in an orderly, non-disruptive fashion. Roads, parking lots, and entrances to buildings cannot be blocked. Library Staff retain the right to ask petitioners to leave the property in the event of unacceptable behavior.

Campaigning for a specific candidate on Library property is prohibited, however Lexington Public Library welcomes elected officials and candidates to participate in bipartisan candidate forums, constituent meet and greets organized by LPL or other non-partisan organizations, and to hold meetings with constituents in Library meeting rooms. Fundraisers are prohibited. Other requests for political accommodations outside this policy will be handled by the Executive Director on a case-by-case basis.

Ms. Goodman seconded and the motion carried unanimously.

Ms. Williams presented the Personnel Committee report. The Committee reviewed the FY18 Personnel Budget for approval by the Budget and Finance Committee.

Mr. Parker presented the Budget and Finance Committee report. The committee reviewed the Financial Statements for the month of February and recommend them for approval. Ms. Wright seconded and the motion carried unanimously.
Mr. Parker stated that staff, along with input from the Personnel and Budget and Finance Committees, have prepared the FY2018 Personnel Budget. The Committee recommends approval of the FY2018 Personnel Budget as presented.

Ms. Wright seconded and the motion carried unanimously.

Mr. Parker stated that every three years, Lexington Public Library submits a Request for Proposal for Audit Services. FY18 begins a new 3-year cycle, triggering the bid process. The Committee recommends approval of the audit firm Mountjoy Chilton Medley to conduct the Library’s audit through FY2019.

Ms. Williams seconded and the motion carried unanimously.

Mr. Parker stated that he and Mr. Smith reviewed the checks and credit card statements and found no issues.

Ms. Wright moved the board adjourned to closed session under KRS 61.810(1)(c) to discuss pending litigation. Ms. Goodman seconded and the motion carried unanimously.

The Board adjourned to closed session at 5:30pm.

The Board resumed in open session at 5:40.

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

Signed: Timi Goodman, Secretary
The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, May 10, 2017, at 4:30 p.m. in the Board Room of the Central Library. Lawrence T. Smith, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Timi Goodman, Jordan Parker, Lawrence T. Smith, Sharon Williams, and Susan Wright. Advisory Board members present: Keith Bohart, Kimberly Turner Brennen, John Meister, Stephanie Nallia, Timothy Sineath, Hunter Stout, and Meredith Watson

Library staff present: Jim Chandler, Director of Support Services; AnnaMarie Cornett, Administrative Support Coordinator; Heather Dieffenbach; Anne Donworth, Development Officer; Colleen Hall, Director of Community Engagement and Communications; Ann Hammond, Executive Director; Tonya Head, Director of Collections; Karen King, Finance Officer; Rob Parmley, Manager, Central Library; and Tom Wallace, Human Resource Director

Also present: Lori Meister, Friends of the Library; and Cassidy Rosenthal, Stites and Harbison

Mr. Smith called the meeting to order.

Ms. Williams moved for approval of the minutes from the April 12, 2017, meeting of the Board of Trustees. Ms. Wright seconded and the motion carried unanimously.

Ms. Donworth presented the Development Report. Fundraising for March totaled $37,000 from 20 donors. Donations from last month included $25,000 from PNC for Discover Summer, $5,200 from the clock endowment fund, $5,000 for the Capital Campaign, $500 for Outreach, and $1,200 in unrestricted funds. Ms. King has been working with the Investment and Finance Committee as they interview investment advisors and the committee intends to bring forward a recommendation at next week’s Foundation board meeting. BOOktacular is scheduled for October 21 at the Signature Club.

Ms. Meister presented the Friends report. The Friends had their first on-site book sale in the lower level. The sale raised $6,016 and their expenses were $270. They will hold another on-site sale in July. Ms. Meister stated that they are looking for new Board Members, including individuals with financial experience who would be willing to serve as treasurer. Ms. Meister paid respects to Becky Faulconer, a long-time member of the Board of Advisors, Board of Trustees, and Friends Board, who recently passed away. She stated
that they are in the process of facilitating a significant financial contribution to the library in Ms. Faulconer’s name.

Ms. King presented the Financial Report for the month ending in March. The Library had total assets of $10,503,000. $3,755,000 was in cash, $4,652,000 was in investments, and the rest was in receivables. This is an increase of $123,000 from February and an increase of $492,000 over the prior year. The total fund balance is $8.9 million, which is up $64,000 year over year. General fund activity for the month of March had revenues of $1,162,000 and expenses of $1,046,000 with revenues exceeding expenditures by $116,000. Year to date revenues are $10,093,000 with expenses of $9,479,000 and revenues are exceeding expenditures by $614,000. The personnel budget is $93,000 under budget and operating and maintenance is $281,000 under budget. Special projects are $101,000 under budget. Ms. King anticipates that much of this will catch up by the end of the year. The Materials Fund year to date has had revenue of $1,255,000 and expenses of $1,548,000 with expenses exceeding revenues by $82,000. The Enterprise Fund has year to date revenue of $82,000 and a bottom line of $28,000. Garage revenues are $279,000 with a bottom line of $15,600. This is a significant decrease from last year due to the investment in additional labor for the garage. Investments for the month of March were $4,652,000, which is no change month over month and a $1,116,000 increase from last year. There are two fund balance expenditures for the year: the HVAC unit in the garage elevator and the Central Library Chiller, for a total of $138,000. Both allocations were from the emergency fund.

Ms. Hammond presented the Director’s Report. She announced that Heather Dieffenbach, Manager of the Northside Branch is the new Director of Library Operations. Susie Lawrence, who retired in April, formerly held this position. Ms. Hammond highlighted the very successful Chicka Chicka Boom Boom author event at Eastside Branch, which was attended by over 700 people. Ms. Hammond thanked Ms. Parmley and the entire Outreach Services Staff for their great work. Ms. Hammond welcomed Mr. Parmley and Ms. Hall, who shared information about Phoenix Forward and Discover Summer.

Mr. Parmley shared information about Phoenix Forward, the Knight Cities Challenge Grant awarded to the Library, Parks and Recreation, and the Downtown Development Authority. They are working together to provide family summer programming in Phoenix Park. Park Yourself Downtown events will run Tuesday-Thursday from 4-8 and include trivia events, live music and comedy, poetry readings, and an art showcase, as well as a beer garden provided by West 6th. Play in the Park will be on Saturdays from 10-12. This will kick off June 3 with a petting zoo. Subsequent programs will include presentations by Lexington Children’s Theater, inflatables, lawn games, and other outdoor activities. Space in Central Library will be allocated for discovery and play areas with a focus on STEAM elements.
Ms. Hall reported on plans for Discover Summer. Each location will have kick-off parties, snow cone parties, and wrap-up parties. The wrap-up parties will be different for each location, and will be voted on by finishers. Ms. Hall thanked everyone who is providing support for the program, especially PNC for their $25,000 sponsorship with additional support from the Friends of the Library. Other partners include:

- LexTran, allowing riders with Student Success Cards to ride buses for free during the entirety of summer break;
- Alltech, providing STEAM programming for all locations, free of charge, including Discovery Labs for kids and cheese making and home brewing for adults;
- Jessamine County Public Library and the Arboretum, which is hosting the Storywalk through the end of October;
- Parks and Recreation, providing one-day swim passes for every youth who completes the Discover Summer program;
- Malibu Jack’s, providing free one attraction cards for every participant in the program;
- Reach out and Read will attend all kickoff parties, hold Countdown to Kindergarten programs, and lead a book walk that will send a book home with every participant.

Ms. Hall continued her report. Discover Summer began May 1 and finisher logs will be collected starting June 1. There are three large-scale performers that will visit Outreach locations as well as all Library branches. A number of programs are also going to the Juvenile Detention Center. Ms. Hall concluded her report by challenging the Board Members to have their photos taken at the selfie stations set up at all library locations.

Mr. Smith presented the Chairman’s Report. The evaluation link for Ms. Hammond was sent to all members of the Board and he stressed the importance of everyone completing this task. Mr. Smith has been working on the Capital Campaign and asked people to let him know if they are aware of a business or individual who has the capacity and interest in making a donation.

Ms. Wright presented the Board Development Committee report. Next month, the Board Development Committee will bring forward a slate of officers and she asked interested Trustees to let her know if they are interested in serving on the Executive Committee.

Ms. Wright stated that the committee recommends Meredith Watson’s name be forwarded to the Mayor’s office for consideration of appointment to the Board of Trustees. Ms. Williams seconded and the motion carried unanimously.

Ms. Williams presented the Personnel Committee report. Earlier in the week, Ms. Williams sent Ms. Hammond’s self-assessment, a year-to-date summary of progress on the
Strategic Plan, and a document containing Ms. Hammond’s highlights for the year. Ms. Williams stated that the committee is seeking 100% participation in the evaluation survey.

Mr. Parker presented the Budget and Finance Committee report. The committee reviewed the monthly financial report and bring it forward for approval. Ms. Wright seconded and the motion carried unanimously.

Mr. Parker reported that he reviewed the check and credit card statements and found no issues.

Mr. Parker stated that staff, in conjunction with the budget and finance committee, have been working on the budget for FY 2018. The Committee recommends approval of the FY 2018 budget as presented. Ms. Goodman seconded and the motion carried unanimously.

There being no further business, the meeting adjourned at 5:19pm.

Signed: [Signature]
Timi Goodman, Secretary
The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, June 14, 2017, at 4:30 p.m. in the Board Room of the Central Library. Lawrence T. Smith, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Timi Goodman, Jordan Parker, Lawrence T. Smith, and Sharon Williams. Advisory Board members present: Jeff Binford, Keith Bohart, Kimberly Turner Brennen, John Meister, Stephanie Nallia, Timothy Sineath, Rebecca Self, Hunter Stout, and Meredith Watson

Library staff present: Jim Chandler, Director of Support Services; AnnaMarie Cornett, Administrative Support Coordinator; Heather Dieffenbach, Director of Library Operations; Ann Hammond, Executive Director; Karen King, Finance Officer; Jenny Lewis, Manager, Northside Branch; Doug Tattershall, Media Relations Coordinator; and Tom Wallace, Human Resource Director

Also present: Lori Meister, Friends of the Library; and Ashley Ward, Stites and Harbison

Mr. Smith called the meeting to order.

Mr. Parker moved for approval of the minutes from the May 10, 2017, Board Meeting. Ms. Williams seconded and the motion carried unanimously.

Ms. Meister presented the Friends report. They Friends board approved a $25,000 gift to the Library in memory of Becky Faulconer. They have allocated that money for Camp Digital, staff recognition and training, and Outreach Services Discover Summer programming.

Ms. King presented the Financial Report for the month ending April 2017. At the end of April, the Library had total assets of $10,461,000. That was a $43,000 decrease from the prior month and an increase year over year of $314,000. That includes cash and cash equivalent of $5,009,000, investments of $4,652,000, and receivables of $796,000. Liabilities are $1.5 million and the fund balance is $8,945,000. General fund activity for the month of April had revenues of $1,264,000 and expenses of $1,035,000, with a bottom line of $228,000. Year to date revenue is $11,357,000, which is $131,000 under budget. Ms. King estimates the year will end slightly over budget.

Total expenditures year to date are $10,514,000, which is $509,000 under budget. Expenditures include $7,619,000 for personnel, $1,810,000 for operating, $286,000 for
equipment, and $758,000 for debt service. Expenditures for the year are $843,000 with revenues exceeding expenditures.

Materials Fund activity year to date has $1,636,000 in revenue and $1,700,000 in expenditures with expenditures exceeding revenues by $63,000. The Enterprise Fund has revenues of a little over $90,000, which is down slightly year over year and has a bottom line of $28,700. Garage revenues for the year are $308,000, which is down slightly year over year, and a bottom line of $15,500. Investments are at $4,652,000, which is no change from the month before. The $137,734 in fund balance expenditures were from the Emergency Fund to address HVAC issues.

Mr. Parker stated the Budget and Finance Committee reviewed the financial report and recommend it for approval. Ms. Goodman seconded and the motion carried unanimously.

Ms. Hammond presented the Director’s Report. She welcomed Jenny Lewis as the new Northside Branch Manager. Ms. Lewis was previously the Assistant Manager of the Village Branch. Ms. Hammond shared copies of the monthly snapshot. She noted that the publication of the document now resides in Marketing and she is pleased with the improvements they have made. Ms. Hammond also shared a written report including her staff member’s accomplishments over the previous month. She passed around some notes from Harold Faulconer and the Faulconer family.

Ms. Hammond called attention to the World Refugee Day Summit, which is June 15 at Central. She commended LPL Multicultural Liaison, Lindsay Mattingly, for her work in planning this event. The day’s activities include a session titled “Your Interactive Journey,” which is designed to immerse attendees in the experience a refugee may have when settling in a new home. Attendees will be required to navigate five mandatory resettlement stations where neither instructions nor staff will speak English.

Ms. Hammond stated that Lexington Public Library accepted the Knight Foundation’s invitation to send two staff members to Aarhus, Denmark, for the NextLibrary conference. Colleen Hall and Tonya Head are representing Lexington at the international event, which brings people together from around the world to discuss library innovation. Ms. Donworth is also attending a Knight Cities event in Miami. Ms. Hammond reported on her experience at the Chamber Trip to Minneapolis, which focused on diversity, public art, and civic engagement.

Mr. Smith presented the Chairman’s Report. Next month’s meeting will be July 12 at the Central Library.
Mr. Bohart, new chair of the Building and Property Committee, presented their report. The Committee discussed the city’s decision not to purchase the Central Library building for their new city call.

Ms. Watson, new chair of the Board Development Committee, presented their report. The Committee reviewed the FY 2018 schedule of Board and Committee meetings and recommend it for approval. Mr. Burke seconded and the motion carried unanimously.

The Committee brought forward a slate of officers for July 20, 2017 until July 20, 2019 and recommend them for approval.

Chair: Sharon Williams  
Vice Chair: Larry Smith  
Secretary: Meredith Watson  
Treasurer: Jordan Parker

Mr. Parker seconded and the motion carried unanimously.

The Committee reviewed the Loans, Fines, and Fees schedule. Staff felt the $1 overdue fine for 3 day DVDs was a barrier to use. The committee recommends the fine be reduced to $.15 per day, which is consistent with books and 7-day DVDs. Ms. Williams seconded and the motion carried unanimously.

Ms. Williams presented the Personnel Committee report. Ms. Hammond’s contract with the Library expires at the end of June. The committee recommends extending Ms. Hammond’s contract for another three years, to expire June 20, 2020.

Ms. Goodman seconded and the motion carried unanimously.

The Personnel Committee recommends adding a second Children’s Librarian to the staff at Northside. The additional Children’s Librarian will allow the Library to fulfill community requests for more children’s programming, engage with a wider range of children, improve educational outcomes of children in the area, allow for more flexibility in providing outreach and building relationships in the community, and allow for more attention to the collection. The Committee recommends adding an additional Children’s Librarian to the Northside Branch Library head count for an annual cost of $53,705 effective July 1, 2017.

Mr. Parker seconded and noted that this request was reviewed and approved by the Budget and Finance Committee.
The motion to add an additional Children’s Librarian to the Northside Branch carried unanimously.

Mr. Parker presented the Budget and Finance Committee Report. Mr. Parker reviewed the checks and credit card statements with no issues. The Committee also reviewed the financial report for April, discussed the additional Children’s Librarian at Northside, and reviewed the investment interest rates.

The Committee discussed FY17 Fund Balance Allocations and recommends the following:

- Building Renewal and Replacement: No change; remain at $2,000,000
- New Branch: Increase of $1,000,000 to $2,000,000
- Emergency Fund: No change; remain at $300,000
- Technology Enhancement and Innovation: $400,000 increase to $500,000

Mr. Parker stated that this is a total fund balance commitment of $9,150,000.

Ms. Goodman seconded and the motion carried unanimously.

Ms. Williams moved the Board adjourn to closed session under KRS. 61.810(1)(c) to discuss pending litigation. Mr. Parker seconded and the motion carried unanimously.

The meeting adjourned to closed session at 4:59pm.

The meeting resumed in open session at 5:11pm.

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

Signed: ______________________________
Timi Goodman, Secretary