BOARD OF TRUSTEES' MEETING  
LEXINGTON PUBLIC LIBRARY  
July 12, 2017

The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, July 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: Ralph Coldiron, Jordan Parker, Lawrence T. Smith, and Susan Wright. Advisory Board members present: Jeff Binford, Keith Bohart, Kimberly Turner Brennen, Michael Chambers, James Inman, 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; Colleen Hall, Director of Community Engagement and Communications; Tonya Head, Director of Collections; Wayne Johnson, Librarian; Karen King, Finance Officer; Doug Tattershall, Media Relations Coordinator; and Tom Wallace, Human Resource Director

Also present: Lori Meister, Friends of the Library

Mr. Smith called the meeting to order.

The Oath of Office was administered to the newest members of the Board: Ralph Coldiron, Trustee; James Inman, Advisor; and Michael Chambers, Advisor.

Mr. Parker moved for approval of the minutes from the June 14, 2017, Board Meeting. Ms. Wright seconded and the motion carried unanimously.

Ms. Meister presented the Friends Report. The Friends will hold a Book Sale in the lower level of the Central Library July 27-30. She invited everyone to attend the August 16 annual meeting in Conference Room A at the Central Library at 6pm. The guest speaker this year is local author Mary Knight, who wrote the popular Young Adult novel, Saving Wonder.

Ms. King presented the Financial Report. For the month ending May 2017, the Library had assets of $11,125,000 — $4.3 million in cash, $4.7 million in investments, and $2.1 million in receivables. That is $665,000 better than the month before. Year over year, cash is down $1.5 million and receivables have increased $1.3 million with liabilities of $1.7 million and a fund balance of $1.5 million. General fund activity for the month of May had revenue of $1,308,000, which was a significant increase due to a $100,000 gift from the Library Foundation and a $25,000 gift from the Friends. Expenditures for the month were $1,122,000, with revenues over expenditures of $185,000. Year to date revenues are
$12,665,000 and expenditures are $11,654,000, with a bottom line of $1,011,000. Year to date, the Personnel budget is $125,000 under budget, the Operating budget is $300,000 under budget, Equipment and Special Projects are $460,000 under budget. Total expenditures are $475,000 under budget year to date and $500,000 better than budget. Materials fund year to date revenue is $1,807,000 and expenditures are $1,846,000 with expenditures exceeded revenues by $39,000. Ms. King anticipates this will finish exactly on budget. The Enterprise fund year to date revenues are $100,000 with bottom line revenues exceeding expenditures by $30,000. That is $12,000 below this time last year due to reduced revenues from the Farish Theater. Garage year to date revenues are $340,000 with revenues over expenditures of $18,200. Revenues are flat year over year, but expenditures are up due to an investment in additional labor and custodial staff in the Garage. Investments in May were $4,653,000 with no significant change month over month and a year over year increase of $1,158,000. Fund balance expenditures for the year are $137,734, which is mostly for the chiller at Central.

Ms. Hall and Ms. Head presented on the NextLibrary Conference they attended in Aarhus, Denmark. The NextLibrary conference was designed to help libraries around the world prepare for and adapt to the changes taking place in 21st century libraries. The Knight Foundation, which cosponsors the conference, sponsored Ms. Hall and Ms. Head’s participation. Both Ms. Hall and Ms. Head spoke about the focus on customer-centric design, saying ‘yes’ more than ‘no’, and on creating spaces that are welcoming and flexible.

Mr. Smith presented the Chairman’s Report. He welcomed the three new Board Members. Ms. Goodman has completed her term of service on the Library Board of Trustees and he thanked her for her years of dedicated service to the Library.

Mr. Bohart presented the Building and Property Committee report. They discussed the lease for Village Branch.

Dr. Sineath presented the Personnel Committee report. The Committee met with Ms. Hammond to deliver the results of her performance evaluation, which included feedback from the Library Board of Trustees, Advisory Board, and direct reports. Her rating was between solid and outstanding.

The Personnel Committee recommends the Board approve Ms. Hammond’s performance evaluation. Ms. Wright seconded and the motion carried unanimously.

Mr. Parker presented the Budget and Finance Committee report. The committee recommends approval of the monthly financial report, as presented by Ms. King. Ms. Wright seconded and the motion carried unanimously.
Mr. Parker continued his report. Staffing changes have necessitated an update of authorized staff to sign off on investment activity, as well as update the list of authorized check signers.

The committee recommends giving signature authority on LPL investment activity to the following staff: Ann Hammond, Executive Director; Karen King, Finance Officer; and Heather Dieffenbach, Director of Library Operations.

Mr. Coldiron seconded and the motion carried unanimously.

The committee recommends giving signature authority on LPL checking accounts to the following staff: Ann Hammond, Executive Director; Karen King, Finance Officer; Heather Dieffenbach, Director of Library Operations; Jim Chandler, Director of Support Services; and Tonya Head, Director of Collections.

Ms. Wright seconded and the motion carried unanimously.

The committee recommends removing Susie Lawrence from all signing authority on investment accounts, purchases, and checking accounts.

Mr. Coldiron seconded and the motion carried unanimously.

Mr. Parker concluded his report by notifying the board that the Library will be purchasing a CD from PNC Bank.

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

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

Signed: 
Timi Goodman, Secretary
BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
August 9, 2017

The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, August 9, 2017, at 4:30 p.m. in the Board Room of the Central Library. Sharon K. Williams, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Jordan Parker, Lawrence T. Smith, Meredith Watson, Sharon Williams, and Susan Wright. Advisory Board members present: Jeff Binford, Keith Bohart, Kimberly Turner Brennen, Michael Chambers, James Inman, John Meister, Stephanie Nallia, Timothy 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 Officer; and Tom Wallace, Human Resource Director

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

Ms. Williams called the meeting to order.

Mr. Smith moved for approval of the minutes from the July 12, 2017, Board Meeting. Ms. Watson seconded and the motion carried unanimously.

Ms. Meister presented the Friends Report. She invited all members of the Library Board to attend the Annual Meeting on Wednesday, August 16, at 6:00pm in Conference Room A of the Central Library. Sales from the July book sale were down slightly, but the Book Cellar was up 33%. The two mini-sales held at the Central Library have grossed $12,000. Ms. Meister expects the October sale to be their highest grossing sale to date due to the fact that it’s the traditional time of year for their one, large sale. Once they have completed the cycle, they will evaluate the Book Sale model. She is optimistic that the mini-sales will net more income for the Library because the overhead associated with the larger sale has been eliminated

Ms. Donworth presented the Development Report. In May, the Foundation Board approved a transfer of $100,000 to the Library. Of that, $69,000 was for the capital campaign (covering the first year’s interest payment) as well as the $25,000 sponsorship for Discover Summer, a clock payment, and a few other smaller items. The Foundation ended FY 2017 with their best fundraising year in history, receiving $495,000. This total does not include pledges.
Last week, Ms. Donworth received notification that the Library is the recipient of an estimated $500,000 bequest, which will be used toward the Capital Campaign. Ms. Donworth thanked the Board for their leadership and for helping to create an institution that the community supports in such a meaningful way. Once received, this gift will bring the capital campaign over the $1 million mark to $1,067,139.

The Foundation is working on the BOOktacular and have raised $14,000 in sponsorships. This year’s event is October 21 at the Signature Club. She announced that next year’s event will be on October 27 at the old Courthouse. Phoenix Forward programming wrapped up at the end of July and, while they are still quantifying the success of the program, it was an overwhelming success. The Lexington Police Department, Parks and Recreation, and Lexington Public Library all reported a dramatic decrease in security incidents.

Ms. King presented the Financial Report for the end of FY 2017. She noted that the statements are unaudited. Total assets are $11,045,000, which is down slightly month over month and up $1.1 million year over year. The fund balance of $9.6 million is up $133,000 from May and $757,000 year over year. In the general fund, revenues for June were $1,170,000 and expenses were $1,120,000 with revenues exceeding expenditures by $50,000. Year to date revenues are $13,836,000 with expenses of $12,732,000 with revenues exceeding expenditures by $1,103,000. Actual revenues exceeded budgeted revenues by $634,000 due largely to a $400,000 to the true-up received from the city. Revenues for the Materials Fund were $1,979,000 and expenditures were $1,985,000. Enterprise Fund revenues were $109,000 for the year with a bottom line of $36,000. The bottom line is $12,000 under last year due primarily to a decrease in revenues from the theater combined with an increase in expenditures. Garage revenues were $372,000 for the year, which is flat from last year, and there is a bottom line of $22,000. The bottom line is down $35,000 from last year due to extra labor in the garage. Investments for the month of June were $5,161,000, which is up $507,000 from last year. This increase has been invested into CDs. Fund Balance expenditures were made from the Emergency Fund in the amount of $137,000 for HVAC repairs at Central and in the Library Parking Garage elevators.

Mr. Parker stated that the Budget and Finance Committee approved the Financial Report and bring it forward for approval. Ms. Wright seconded and the motion carried unanimously.

Ms. Hammond updated the Board on the end-of-the-year accomplishments from 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 was a series of hands-on project-driven STEAM workshops for tweens and teens taught at all library locations this summer. Classes included 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. The Library has dedicated a classroom at Eastside for Bluegrass Community and Technical College to teach free basic adult literacy and GED preparation classes. BCTC is also teaching ESL classes at Northside.

b. Personalized Book a Librarian services rolled out at Central in 2016 and expanded to all locations and all hours the Library is open. Popular requests include test proctoring, resume assistance, genealogy assistance, and help with digital devices.

c. The Virtual Book Club Podcast began in June 2016, and there have been 844 full downloads and almost 3,000 online streaming sessions. Each podcast includes a different book and this year’s titles included Colson Whitehead’s “The Underground Railroad”, “Inside of a Dog” by Alexandra Horowitz, and “Harry Potter and the Cursed Child” by JK Rowling.

d. Discover Summer is the Library’s rebranded Summer Reading program. With help from sponsors PNC and Friends of the Library, and our many community partners, the Library delivers a summer full of fun and education activities for Lexington’s children.

Access:

1. Develop collections that reflect Lexington’s diverse cultures and interests and provide access via preferred formats and media.

a. The Library has purchased more graphic novels for adults, teens, and children due to high customer demand. Graphic novels are currently the third most popular type of nonfiction material, behind biographies and cookbooks. The Library also began publishing 741.5, a reader’s advisory bulletin designed and written by LPL staff member, Bill Widener who uses his talent and genre knowledge to promote new arrivals to the library’s comics collection.

b. More DVDs are being purchased due to high customer demand. DVD circulation has increased 30% year over year.
c. E-materials continue to be in high demand. E-book circulation has increased 10% year to date, and purchasing has increased in response. New digital magazine titles have also been added, and this format has increased 20% year over year.

2. Make it easy to find, borrow, and return materials and resources online, in person, and across the city.
   a. The drive-up window at Eastside has been tremendously popular. As a way to make it easier for customers to pick up materials at locations without drive-up windows, courtesy curbside pickup launched at Central and Beaumont on August 1.
   b. Each page of the website now features a chat box that pops up after 10 seconds to offer assistance to online customers. Customers took advantage of chat reference over 3,000 times this year, an increase of 370% over last year!
   c. Text notifications for holds is now available for customers. Since the public launch on June 1, over 1,000 text notifications have been sent.
   d. Recently the Library added Libby, an app that makes finding and checking out ebooks a very easy, one-step process.
   e. Cathy Howell in Collection Services not only selects ebooks, but she is a master at creating eye-catching curated lists to make it easy for readers to find things they like. Recently she entered her idea for a summer reading list for teens, ‘You Know You Have to Read One’ into the Overdrive curated collection contest. Her idea won first place and the Library was awarded a $500 credit for e-book purchases.

3. Support and launch efforts to provide library collections and services in non-traditional settings.
   a. In partnership with FCPS’ First 5 program, early literacy activities have been debuted at the Richmond Road Kroger. This pilot project provides parents with activities they can do with their children while shopping. The children will receive a sticker at checkout, saying “Kroger helped me learn today.”
   b. The Library partnered with the Migrant Network Coalition to train immigrant families in early literacy practices. These classes were offered once a month, March-August, at both Village and Northside branches. Attendance averaged 16 adults and 15 children per meeting.
   c. The Library is starting a “Tiny Libraries” project to bring 50 small units patterned after “Little Free Libraries” throughout the city. The units are being produced by Nomi Design and will be ready to install in parks, partner organizations, and residential locations in September. Three beta units will be installed at the Hope Center campuses later this month. The Friends of the Library will provide a starter kit of materials for each unit and will help keep track of them.
d. Outreach manager Kelli Parmley has created a series of 30 second instructional videos for parents that were shared on Instagram.
e. Beginner Spanish classes are now being taught at the Lexington Senior Center.

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. Based on customer feedback formats were changed to improve readability, menus were updated to improve navigation, the website search function was enhanced to provide more complete search results, and event listings now include visual clues, additional dates, and “more like this” recommendations.
   b. During the Strategic Planning process, many customers reported that overdue fines are a significant deterrent to use of the public library. Read Off Your Fines is now being held twice a year (December and May) and is open to library customers of all ages. This year, almost 3,000 people participated in the program, reading off over $20,000 in fines and unblocking 574 library cards!
   c. In partnership with LexTran, free bus rides were offered to students with Student Success cards from May through August.

Inclusion:
   1. Strengthen library accessibility and services for Lexington’s immigrant and refugee populations.
      a. Spanish and Arabic language collections at Tates Creek, Beaumont, and Eastside were expanded. The Arabic language collection now accounts for more than half of the non-English language materials checked out at Beaumont.
      b. The Library website can now be viewed in English, Spanish, Swahili, French, Chinese, Japanese, and Arabic.
      c. Lexington has the 4th largest population of Congolese refugees in the nation, as well as significant populations from Afghanistan, Iraq, Nepal, Syria, Ukraine, and many other nations. The 4th annual World Refugee Day Summit was held at Central Library June 15 and offered a forum for 160 attendees to learn best practices in serving these new residents in our state.

   2. Enhance services to at-risk juvenile and adult customers.
      a. Library staff make a weekly delivery of library materials to the Juvenile Detention Center and teach classes about online library resources. This year the Library brought the Honey Hill Farm Animal Petting Zoo and Newport Aquarium’s Shark Tank for the teens to enjoy as part of Discover Summer.
3. Improve services to customers with physical and developmental disabilities.
   a. Central Library has conducted regular programming with the Eagle Group, a support group for adults on the autism spectrum.
   b. All LPL children’s librarians participated in an ALA webinar and additional training on services to children with developmental disabilities and are now planning sensory story times for developmentally delayed children.

Space:

1. Offer flexible spaces that meet the evolving needs of our customers.
   a. The Beaumont Branch Children’s Department has created a flexible gathering space for families to read and play together in the former teen area. The teen collection has been relocated to the adult stacks and a new Teen space has been developed.
   b. The large circulation desk at Tates Creek has been replaced with a much smaller accounts desk and several free-standing self-check kiosks. The area is now much brighter, more open, and easier for customers to navigate.

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.

Culture:

1. Provide events and displays celebrating our many cultures and art forms.
   a. Kentucky Room staff digitized our large collection of historical postcards and lantern slides made them available for viewing on our website. The digital archives have had over 1,300 sessions and over 7,300 views of specific items since February of this year.

2. Support Lexington’s rich artistic and creative communities by providing opportunities to showcase their work.
   a. The Online Art Gallery was launched February 1 and has had almost 4,000 page views since then! This is a way to allow customers to experience both professional and community art displays, even if they can’t get to our locations.
   b. CreativeMornings is a world-wide community of people interested in gathering together to “celebrate, elevate, and inspire creativity.” The Lexington chapter sponsors free monthly breakfast meetings in different locations around the city and on August 18 will meet in the Central Library, with a theme of “genius.”
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.
   b. Lexington Public Library partnered with LFUCG and Leadership Lexington to host eight On the Table discussions at LPL locations, providing free spaces for more than 200 citizens to discuss Lexington’s future. The Library was at the center of planning and hosting these small group conversations by creating safe, non-partisan spaces for folks to gather, talk, and share ideas. The City will use input from these meetings to inform its Comprehensive Plan.

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 was held at the Central Library, and included the Trustees, Advisory Board, Friends Board, Foundation Board, Capital Campaign Board, Councilmembers and their aides, and library administration and management. The event highlighted the Library’s successes and let attendees know about opportunities to support and 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 “Make it here. Do it here.” Campaign launched this year. People from all over town have responded positively to commercials and billboards and the Library received national recognition from the Urban Libraries Council.
   c. Each year the Urban Libraries Council solicits nominations for outstanding innovations in library services. This year, we submitted:
      1. KAPOW! Breaking down barriers to collection discovery
      2. On the Table Lex
      3. 4th Annual World Refugee Day Summit
      4. Make it Here. Do it Here. campaign

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 26 staff and board members, as well as representatives from the Friends and
Foundation. There is discussion about holding a breakfast with legislators as a prelude to the 2018 Legislative session.

b. Ann spoke to more than 40 enthusiastic Donovan Scholars at the new Senior Center on March 23. They were all lifelong library users who enjoyed sharing their love and support for “their” neighborhood libraries.

4. Deepen and build relationships with existing and new donors.

a. The Foundation, working together with Global Advancement, has significantly moved the needle on our capital campaign and have raised almost 1/3 of our $3.4 million goal.

5. Invest in our human capital to ensure the highest quality customer service and professional expertise.

a. Staff Development Day was held November 11, 2016. The full day included keynote and break-out sessions to educate, motivate, and entertain our hard-working staff.

b. Mock interviews were held for Librarians I and II to better prepare them for future opportunities within the organization. Subsequently, Jenny Lewis, Assistant Manager at Village Branch was selected for the Branch Manager position at Northside Branch and Susan Price, Librarian at Village Branch was selected for the Assistant Manager position at the same location.

c. Since July 2016, there were 21 internal promotions, 43 new hires, 64 staff attended 21 Conferences.

Ms. Hammond continued her report by highlighting the metrics for the year. Print material checkouts (children, adult, and teen) ended the year down 3% from FY16. Ebooks are up 10% year over year, print and downloadable magazine checkouts are up a combined 6%, physical and downloadable audiobooks are up a combined 2%, and DVDs are up 30%. Total checkouts are up 5% over last year and well exceed the 3 million mark.

Ms. Hammond stated that library visits are even with last year. Computer sessions are down 6% and wireless use is up 8%. Adult programs are up 17% and attendance is up 36%. Children’s programs and attendance are tracking even with last year. Meeting and study room use is up 27% and attendance is up 36%.

Ms. Hammond concluded her report by thanking Mr. Smith for his 4 years as Board Chair.

Larry Smith has been our board chair since 2013, and we are so grateful to him for his commitment to this organization. He has been a faithful advocate of Lexington Public Library by keeping circulation statistics high (checking out all of the most popular thriller novels), utilizing our Book a Librarian Services (for
the quarterly reminder on how to load books to his Kindle), and attending nearly every Board and Committee Meeting (except the ones where he was kicked out because his presence created a quorum).

Larry is a regular presence in the life of the Central Library, dropping in a few times every month to see how things are going. He is a fixture at fundraising events and is willing and able to meet with any citizen, business person, or government official at a moment’s notice.
In one of his final acts as chair, he brought “the chosen one” to visit the Lexington Public Library. If this isn’t a sure sign of his love of the Library and the people who work here, I don’t know what is.

Thank you, Larry, for the last four years of leadership.

Ms. Williams presented the Chairman’s Report. Ms. Watson was sworn in as Trustee of the Lexington Public Library Board of Trustees.

Mr. Bohart presented the Building and Property Committee report. They met Monday and discussed the Library’s presence in the community and criteria for future locations. They also discussed prioritizing maintenance upgrades in the Lexington Parking Garage.

Ms. Watson presented the Board Development Committee report. Staff continue to evaluate the Library’s Fines and Fees and alleviate barriers to use. The Committee recommends the following fines and fees be eliminated, effective immediately:
- $10 fee for missing tape or cd from audiobook;
- $1 fee for non-pick up of holds
- $1 fee for lost/stolen library card, adult
- $.50 for lost/stolen library card, juvenile
- $75-$100/hour for after hours fees
- $30/day for portable projector use
- $20/day for conference call phone

The Committee also recommends increasing the fine amount at which customers’ cards are blocked from $10 to $25, and removing the restriction on placing holds for blocked cards.

Mr. Smith seconded.

Ms. Hammond clarified that the elimination of the $75-$100 per hour after hours fee is being eliminated because the Library does not allow for after hours reservations in
meeting rooms or at the branches. The $75 per hour after hours fee remains in place for Farish Theater programs.

In response to a question from Ms. Wright, Ms. Hammond stated that the financial impact of eliminating these fines is primarily from non-pickup of holds and totals $15,000 annually. Staff have stated that this fine has created an adversarial relationship with the customer and is counter to the Library’s mission.

The motion carried unanimously.

Ms. Watson continued with the Board Development Committee report. Staff are preparing for Staff Development Day. The Committee recommends closing all locations of Lexington Public Library on Friday, December 1, 2017, for Staff Development Day.

Mr. Burke seconded and the motion carried unanimously.

Ms. Watson shared copies of a tentative Board Committee list as well as information about the Library Board Certification program.

Mr. Parker presented the Budget and Finance Committee report. The Library has been approached by a developer about working with them on a tax abatement program. The Building and Property Committee met and recommend not moving forward with the request. The Budget and Finance Committee moves that Lexington Public Library not enter into a tax abatement program.

Mr. Smith seconded. He stated the committee felt it was not only bad precedent, but illegal and irresponsible to use taxpayer funds allocated to the Library for use in a private development.

The motion carried unanimously.

Mr. Parker stated that he and Ms. Williams reviewed the credit card and checks for July and found no issues.

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

Signed: Meredith Watson, Secretary
The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, September 13, 2017, at 4:30 p.m. in the Large Conference Room of the Eastside Branch Library. Sharon K. Williams, Library Board Chair, called the meeting to order.

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

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

Also present: Lori Meister, Friends of the Library; Lee Ann Watters, Mountjoy, Chilton, Medley; and Ashley Ward, Stites and Harbison

Ms. Williams called the meeting to order.

Mr. Smith moved for approval of the minutes from the August 8, 2017, Board Meeting. Mr. Parker seconded and the motion carried unanimously.

Ms. Donworth presented the Development Report. The Capital Campaign has reached $1.1 million thanks to a $35,000 gift from Kentucky Bank. The BOOktacular is October 21 at the Signature Club and $22,000 has been raised toward their $23,000 sponsorship goal. Carolyn Purcell, the newest member of the Foundation Board, is a retired physician and author with extensive experience on non-profit boards. Ms. Donworth submitted grants to the North Limestone Community Development Corporation, the Bluegrass Community Foundation’s Early Childhood Education and Literacy fund, and the Bluegrass Charity Foundation.

Ms. Donworth introduced Megan Martin, the new Development Assistant.

Ms. Meister presented the Friends Report. Their annual meeting was last month and FY18 officers were elected. Two individuals are sharing the responsibility of Treasurer. Board recruitment continues and two new members will join in September. The next Book
sale is October 26-29 and they are expecting good results. November 18 is the Kentucky Book Fair, which is moving from Frankfort to Lexington.

Mr. Coldiron joined the meeting.

Ms. Watters presented the FY 2017 Audit Report. She thanked Ms. King and her staff for their help in facilitating the audit. Ms. Watters met with the Audit Committee the previous month and covered the report in significant detail. She noted that the committee is very knowledgeable of the finances of the Library and she appreciates their level of oversight.

Ms. Watters presented a summary report of the FY17 Audit. They are offering an unmodified opinion, which states that the financial statements are presented fairly in all material respects. She provided a general review of the audit report.

Mr. Parker reported that the Audit Committee received a full report of the FY 2017 Audit from Mountjoy, Chilton, Medley and recommend it for approval.

Mr. Smith seconded and the motion carried unanimously.

Ms. King presented the Financial Report for the month of July. The balance sheet has assets of $11,088,000, with cash and cash equivalence of $3.8 million. That is down from June by $1.2 million and an increase of $1.3 million year over year. The fund balance is $9.6 million, which is an increase of $1.1 million over the year before. General Fund activity for the first month of FY 2018 has revenues of $1,133,000, which is $22,000 less than budget and a $46,000 increase over last year. Total expenditures for the month were $1,250,000, which is under budget by $20,000 and $144,000 over the year before. Expenditures exceeded revenues by $317,000 because of a $206,000 special project purchase of computer equipment. Materials fund revenue was $167,600 and expenditures were $266,900 due to the July database renewal. The enterprise fund had revenues of $9,900 with the bottom line of $2,400. The garage had revenues of $31,500 with revenues exceeding expenditures by $4,100. Investments are $5,161,000 with no change from the month before and an increase of $500,000 from the prior year. There has been no activity on the fund balance.

Ms. Hammond presented the Director’s Report. She thanked Ms. Lamm for hosting the Board Meeting at the Eastside Branch. She encouraged everyone to read the Monthly Snapshot and called specific attention to the Board Game collection at Beaumont, which will begin circulating this month. The Library had lots of eclipse programming and also offered children’s activities at this year’s CRAVE festival. Beginning next week, Ms. Hammond will conduct all-staff meetings throughout the system. In October, Ms. Dieffenbach, Ms. Hall, and Ms. Donworth will join Ms. Hammond at the Urban Libraries Council meeting in St. Paul, MN.
Ms. Hammond introduced Jenny Lewis, Manager of the Northside Branch, who provided a presentation on adult programming. Ms. Lewis reported that the Department of Community Engagement is focusing on consistency in adult programming throughout the system, exploring community partnerships, and seeking ways to break down barriers to library access. She highlighted a few initiatives currently in process by Lexington Public Library staff:

- Digital wallpaper is being installed throughout the city, which will allow users to quickly checkout ebooks by following a QR code to the Library’s online collection.
- The podcast remains very popular. Their next installment will feature author Jamie Ford, who will be at Beaumont Friday, September 29.
- The Library is partnering with Transylvania University professors Kurt Gohde and Kremena Todorova on their Unlearn Fear + Hate project by hosting a series of programs sponsored by an NEA grant.
- The Library used remaining Knight Foundation funds to purchase a mobile kitchen called a Charlie Cart. This will allow the Library to do programming from seed to table.
- Ms. Lewis is working on a project to celebrate the neighborhood served by the Northside Branch. This program will include digitization and displays of family photos, mementoes, and home movies, an exhibit of photos of Free Black Towns in Kentucky, and will culminate with a Northside Family Reunion and Block Party.

Ms. Williams presented the Chairman’s Report. She announced that the next Board Meeting will be held October 11, 2017, at the Central Library. She encouraged everyone to support the Library by attending the Jamie Ford author event at Beaumont on September 29 and the BOOktacular on October 21.

Mr. Bohart presented the Building and Property Committee report. Library staff have been watching library and demographic trends both locally and nationally. The Committee recommends giving permission to Ann Hammond to proceed with an RFP for a consultant to assist with developing a long-term facilities plan for Lexington Public Library.

Mr. Coldiron seconded.

Ms. Hammond stated that staff will develop an RFP outlining the expectations for the report. They will invite consultants to examine the growth of the community, the city’s comprehensive plan, and identify the needs of the community. The Library will use this information to determine where the Library needs to have an additional presence, whether existing branches need to be renovated or expanded, and develop a long-range facilities plan for the system. Once the RFP is complete, Ms. Hammond will return to the Board with a budget recommendation for the RFP.
The motion to approve the RFP for a consultant to assist with developing a long-term facilities plan for Lexington Public Library carried unanimously.

Mr. Bohart continued with his report. Anderson Communities would like to build a restaurant in what is currently the lounge area of Park Plaza. This will require the Library to provide space for a vent in the Library Parking Garage. The Committee recommends allowing Anderson Communities to convert the Park Plaza resident lounge to an Athenian Grill and use one handicap garage space for vent, pursuant to their acceptance of the site agreement written by Stites and Harbison.

Ms. Watson seconded.

Ms. Hammond stated that the parking space being used for the vent is coming from the 210 spaces included in the monthly payment from Park Plaza and the Library will not receive additional revenue. She also stated that the Parking Garage has an adequate number of handicap parking spaces, and can create more if needed.

The motion to approve the Anderson Communities request carried unanimously.

Mr. Parker presented the Budget and Finance Committee report. The Committee recommends approval of the financial report as presented by Ms. King, Mr. Smith seconded and the motion carried unanimously.

Mr. Parker stated that the committee discussed the proposed changes to the Kentucky Retirement System and that he and Ms. Williams reviewed the credit card and checks for July and found no issues.

Mr. Smith moved 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 5:20pm.

Mr. Coldiron left the meeting.

The Board resumed in open session at 5:29pm.

There being no further business, the meeting adjourned at 5:29pm.

Signed: ____________________________
Meredith Watson, Secretary
The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, October 11, 2017, at 4:30 p.m. in the Board Room of the Central Library. Sharon K. Williams, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Ralph Coldiron, Jordan Parker, Meredith Watson, Sharon Williams, and Susan Wright. Advisory Board members present: Jeff Binford, Keith Bohart, Kimberly Turner Brennen, James Inman, John Meister, Timothy Sineath, Rebecca Self, and Hunter Stout

Library staff present: Jim Chandler, Director of Support Services; AnnaMarie Cornett, Administrative Support Coordinator; Tonya Head, Director of Collections; Karen King, Finance Officer; Tom Wallace, Human Resource Director; Jamie West, Circulation Supervisor, Beaumont; and Bill Widener, Library Assistant, Central

Also present: Megan George, Get on Board; Lori Meister, Friends of the Library; and Cassidy Rosenthal, Stites and Harbison

Ms. Williams called the meeting to order.

Mr. Coldiron moved for approval of the minutes from the September 13, 2017, Board Meeting. Mr. Burke seconded and the motion carried unanimously.

Ms. Meister presented the Friends of the Library Report. They will be holding a book sale October 26-29 in the lower level of the Central Library. Ms. Meister stated they are optimistic that this sale will be their highest grossing of the year. Next year’s sales will be April 18-22 and October 17-21.

Mr. Wallace presented the Development Report on behalf of Ms. Donworth. He reminded everyone that BOOktacular is October 21 at the Signature Club and stated there are still tickets available for those who have not yet purchased them. So far, sales are on par with last year and they have raised $24,000 in sponsorships.

Ms. King presented the Financial Report. On the balance sheet for the two months ending in August, the library has cash of $3,457,000, investments of $5,161,000, and receivables of $2,078,000, totaling assets of $10,697,000. That is a decrease from the prior month of $391,000 and a year over year increase of $891,000. Liabilities for August were $1,104,000 and the fund balance was $9,542,000. This is a decrease of $44,000 from July and an increase of $1,018,000 over last year. General Fund Activity for the month of August has revenues of $1,127,000 and expenditures of $1,124,000 with a bottom line of $3,000. Year to
date revenues are $2,258,000 and expenditures are $2,391,000 with expenditures exceeding revenues by $133,000. Ms. King stated that spending is typical for this time of year. Revenue is $45,000 above this time last year, but is slightly behind budget due to the timing of rate revenue. Materials Fund revenue is $335,000 and expenditures are $466,000 with expenditures exceeding revenue by $130,000 due to the timing of database renewal. Enterprise fund revenues are $19,800 year to date with a bottom line of $5,400, which is down slightly from last year. Garage year to date revenue is $62,900, up slightly year over year, and a bottom line of $4,100, down slightly year over year. Investments are $5,161,000 with no change month over month and an increase of $513,000 over this time last year. Ms. King reported on the Library’s debt obligations. Total debt as of August 2017 is $10,421,000. Debt from the General Fund is $7,931,000 and includes debt for Tates Creek, Northside, and Eastside, as well as debt remaining from the energy project. There is also debt of $2,489,000 on the parking garage. There have been no fund balance expenditures for the year.

Ms. Head presented the Director’s Report on behalf of Ms. Hammond. She encouraged everyone to read the Monthly Snapshot and called attention to the Customer Spotlight. She shared a proclamation from the Mayor and City Council recognizing the Village Branch as one of the participating partners in the Cardinal Valley Adopt-a-Park program. Ms. Head showed everyone the Charlie Cart, a mobile kitchen that will be used for system-wide programming. Ms. Head welcomed Mr. Widener and Mr. West.

Mr. Widener shared copies of his monthly zine, 741.5, which includes information about the Graphic Novels purchased for circulation and he spoke about his philosophy and method for selecting this genre.

Mr. West talked about the new circulating Board Game collection, which he conceptualized for the Beaumont Branch. The board game collection follows the same lending policies as other Library materials and are off to a very successful start.

Ms. Williams presented the Chairman’s Report. Next month’s Board Meeting is November 8 at the Tates Creek Branch. October 18 is the Tiny Libraries announcement at the Hope Center. BOOktacular is October 21 at the Signature Club. The Kentucky Book Fair is November 18 at the Kentucky Horse Park. The Friends of Kentucky Libraries have invited the Board to attend their annual meeting and those interested in attending should notify Ms. Cornett who will take care of registration. Ms. Williams congratulated Mr. Coldiron on the birth of his grandson and Ms. Nallia on the birth of her granddaughter.

Mr. Parker presented the Budget and Finance Committee report. The Committee recommends approval of the monthly Financial Report. Ms. Wright seconded and the motion carried unanimously.
Ms. Williams and Mr. Parker stated that they reviewed the check and credit card statements from August and found no issues.

There being no further business the meeting was adjourned at 5:07pm.

Signed: [Signature]
Meredith Watson, Secretary
The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, October 11, 2017, at 4:30 p.m. in the Board Room of the Central Library. Sharon K. Williams, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Ralph Coldiron, Jordan Parker, Lawrence T. Smith, Sharon Williams, and Susan Wright. Advisory Board members present: Keith Bohart, Michael Chambers, Kimberly Turner Brennen, James Inman, John Meister, Stephanie Nallia, Timothy Sineath, Rebecca Self, and Hunter Stout

Library staff present: Elliot Appelbaum, Manager, Tates Creek; 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 Officer; and Tom Wallace, Human Resource Director

Also present: Ramsey Bova, LPL Foundation; Buzz Carmichael, LPL Foundation; Robert Hammond, Community Member; Cassidy Rosenthal, Stites and Harbison; Jimmy Turek, LPL Foundation; and Christopher Woodall, LFUCG Division of Planning;

Mr. Smith moved for approval of the October 11, 2017, Board Minutes. Mr. Burke seconded and the motion carried unanimously.

Ms. Meister presented the Friends Report. The final Book Sale of the year was in October. The Friends are evaluating the financial impact of holding three, on-site sales versus one, off site sale and will present final numbers next month. The Tiny Libraries project is going smoothly and they have many boxes of books ready to go. Ms. Meister reminded everyone that the Kentucky Book Fair is at the Kentucky Horse Park on November 18.

Ms. Donworth presented the Development Report. She stated that BOOktacular was very successful and they exceeded their sponsorship goal, raising $26,000. They sold 178 tickets and 150 people attended. The event grossed $33,915 with net proceeds of $21,700. The Committee is beginning work on next year’s event, which will be held at Limestone Hall. Also in October, the Foundation received $5,000 from US Bank, a $5,000 donation from an individual, and a grant from the Kentucky Colonels to fund interactive end panels at Eastside. The Tiny Library project has been successful on all fronts and the funds raised by the BOOktacular are in support of that project. The Foundation is also collecting individual sponsorships for Tiny Libraries and she shared donation forms with members of the Board.
Ms. King presented the Financial Report. Total assets for the month ending in September were $10,945,000. That is a month over month increase of $248,000 and an increase of $1,351,000 year over year. Liabilities were $1,272,000, which is up month over month by $518,000 and up $58,000 over last year. There is a fund balance of $9,672,000. In the General Fund, revenues for September were $1,176,000 and expenditures were $1,053,000 with revenues exceeding expenditures by $122,000. Year to date revenues were $3,432,000, which is slightly under budget by $38,000 but $96,000 above this time last year. Year to date expenditures are $3,434,000, which is $196,000 under budget and $155,000 over last year. Year to date expenditures have exceeded revenues by $20,000. Materials fund revenue is $502,000 and expenditures are $623,000 with expenditures exceeding revenues by $120,000. This is normal and will balance out by the end of the year. The Enterprise Fund year to date has revenues of $29,000 with a bottom line of $10,000. There is no change year over year. Garage revenue is $10,000, which is an increase of $6,700 from the previous year. Revenue has increased $6,900. The Library has investments of $5,161,000 with no change month over month and an increase of $512,000 over last year. Debt for the general fund is $7,872,000 for the three branches and the energy project. Debt on the parking garage is $2,483,000 which makes the debt total $10,385,000. There were no expenditures from the fund balance.

Ms. Hammond presented the 1st Quarter Report. She stated that most projects have been reported on throughout the last three months, and in her report she highlighted how they support the Strategic Plan.

The strategic plan themes are Education, Access, Inclusion, Space, Culture, and Stewardship.

Education
- Discover Summer is the expanded summer learning program that ran May through July 2017. Thanks to PNC Bank and Friends of the Library, as well as many community partners, the library provided an amazing array of activities to Lexington Children and families. Attendance at programs and special events exceeded 21,000 people and almost 571,000 items were checked out during this time period.
- Camp Digital was a series of STEAM classes held during Discover Summer. 190 students participated in seven classes. Students learned how to record podcasts, film Lego animations, create digital comic books, and use coding skills to build online role-playing games.

Access
- 741.5 is a monthly online and print comic and graphic novel zine created by Library Assistant Bill Widener.
• Beaumont Branch launched the Library's first non-traditional collection for checkout – Board Games. The Library has purchased 50 games they have checked out 109 times and have 89 holds.

• Digital Wallpaper is out in the community and available at the Lexington Center, both locations of North Lime Coffee and Donuts, the Fayette County Public Schools Administration office, the Senior Center, the Government Center, and additional sites are in process. So far, 523 ebooks have been checked out from this platform.

• The Tiny Library program launched last month at a press conference at the Hope Center. Units have been installed at each of the Hope Center campuses and by next spring an additional 30 Tiny Libraries will be established at partner organizations and public parks. An additional 20 Tiny Libraries are available for private individuals and groups. Currently 32 applications have been received from interested parties.

• In August, Courtesy Curbside service was launched at Beaumont and Central. Customers pull into a designated parking space, call the number listed on the sign, and a staff member will checkout the items on hold and bring them to the car. This service has been used 75 times at Beaumont and 28 times at Central, with statistics trending up.

• Staff evaluated fines and fees and removed unnecessary barriers to use. In the first three months of the fiscal year, we removed the $1 fine for holds not picked up, the $10 charge for missing CDs from a set, and the $1 fee for library card replacement. We also changed the block amount from $10 to $25.

Inclusion
• Teen services were an identified goal for this year.
  • A second Children’s Librarian has been added to the staff at Northside, with a focus on teen programming at that location. They are currently averaging 20 teens per program.
  • Northside staff are planning a remodel of their teen space
  • Central has created a teen space on the 2nd floor.
  • Beaumont and Village have expanded their Teen Advisory Boards, which are groups of teens that meet monthly to help plan activities for their peers
  • Beaumont is hosting a monthly new books program for teens.

Space
• Phoenix Forward was a very successful partnership between the Library, Parks and Recreation, and the Downtown Development Authority. The three groups worked together to re-envision Central Library and Phoenix Park with a goal of creating an environment that encourages play and exploration. The program
revitalized Phoenix Park and showed that people are hungry for experiential activities. We will continue these activities into the future.

- Beaumont is in the process of creating an open, collaborative space. The area will have a slot wall for displays, storage, AV equipment, and movable furniture.
- Under the authority of the Library Board, Ms. Hammond developed an RFQ for consultants to create a long-range Facilities Plan. The Plan is complete and has been reviewed by the Building and Property Committee. They will present it for approval later in the meeting.

Stewardship

- Small groups of senior staff attended the ULC Partnership Meeting in Philadelphia this past July and the ULC Annual Conference in St. Paul in October. In each case, a senior staff member from LFUCG joined them. Jenifer Wuorenmaa, Senior Administrator attended in July and Christopher Woodall, Long Range Planning Manager, joined them in St. Paul.
- In September, Ms. Hammond held a series of meetings with all staff to discuss questions, concerns and ideas. Ms. Dieffenbach met individually with all full-time and any interested part time public services staff. The next cycle of all staff meetings will take place in January.
- We are diversifying the ways we share information with staff. Ms. Hammond launched an Ask Ann form on the Staff Intranet that allows staff to send their questions, ideas, and comments. Ms. Hammond has also changed the format of her weekly updates to include more detail. She recorded a voiceover of the 4th quarter report to the Board and posted it on the Intranet.
- The Annual Audit of Library finances was approved by the Board this past September and is available on the website.
- The FY17 annual report is currently at the printer and will be distributed in December.
- Staff are our most valuable resource and here are some ways the Library invested in them:
  - The 2017-18 leadership Lexington class includes Heather Dieffenbach and Rob Parmley;
  - The ULC Partners Conference was attended by Ms. Hammond, Ms. Donworth, Ms. Dieffenbach, and Jenifer Wuorenmaa;
  - The Public Library Fundraising Conference in Seattle was attended by Ms. Donworth;
  - Mindfulness for Librarians 4-week online class was attended by Beaumont Branch Assistant Manager Heather Wingfield;
  - 36 Program Ideas in 90 Minutes was attended by Beaumont Branch Librarian Alice Wasielewski;
  - The KPLA Annual Conference in Louisville was attended by 16 staff from across the system;
○ All Assistant Managers participated in a 4 week online class called “Literacy Redefined”;
○ The University Cities Conference was in Lexington and attended by Ms. Head and Ms. King;
○ Designing the Future in Hartford, CT, was attended by Ms. Dieffenbach and Elliot Appelbaum;
○ The McConnell Conference on Youth Literature in Lexington was attended by 17 Youth Services Staff Members;
○ Realtime Coaching and Training was attended by Tom Wallace and Rob Parmley;
• There have been 22 part time new hires, 3 full time new hires, and 12 staff member promotions.
• Eastside Branch Manager Kelly Lamm has accepted a position with a library in Washington State. Therefore, Central Manager Rob Parmley moved to Eastside, Beaumont Manager Jenny Paul moved to Central, and Abby McCurry, Assistant Manager at Central, was promoted to Manager at Beaumont.
• A short term Librarian I swap occurred with Central Library Librarian Mariam Addarrat working at Northside, Eastside Branch Librarian Leslie Tate working at Central, and Northside Branch Librarian Jennifer Murphy working at Eastside.
• Staff Development Day will be December 1 at the Central Library. There will be sessions on Unconscious Bias Training, Embracing Change, and Playing at Work featuring games from Phoenix Forward.
• It has been a great year for awards to Lexington Public Library.
  ○ Locally, the Downtown Lexington Partnership announced the Library will receive the Perfect Partner Award for Phoenix Forward this December.
  ○ On a state level, KDLA presented Susie Lawrence, former Director of Library Services, with the James A. Nelson Advocacy Award and the PNC Foundation with the William H. Natcher Award for Philanthropic contribution for their support of Discover Summer
  ○ The Library was recognized nationally with the ULC Top Innovator Award in the category of Civic Engagement for our work with On the Table.

Ms. Hammond called on Ms. Donworth and Mr. Woodall to present their 5-minute overview of On the Table, which was presented at the Urban Libraries Council Meeting in St. Paul.

Ms. Williams presented the Chairman’s Report. She reported that Advisory Board Member Jeff Binford accepted a position in Houston, TX, and has relocated. She thanked him for his service to the Lexington Public Library. Ms. Williams congratulated Ms. Hammond on the Library’s Top Innovator Award from Urban Libraries Council. She acknowledged the great deal of work that goes into receiving such a prestigious award. Susan Benton, President of the Urban Libraries Council, is coming to Lexington on
December 7 to present the Top Innovator Award to the LFUCG Council and Lexington Public Library and invited everyone to small reception at the Central Library following the Council Meeting.

Mr. Bohart presented the Building and Property Committee Report. The Committee recommends authorizing Ms. Hammond to issue the RFQ as distributed. Mr. Smith seconded and the motion carried unanimously.

Mr. Meister presented the Board Development Committee.

Previously, the Board Development and Personnel committees were combined into one committee. They were separated to develop the Executive Director Evaluation Policy and Procedures. The Personnel Committee now meets infrequently and the Board Development Committee can address its responsibilities. The Committee recommends merging the Board Development and Personnel Committees.

Mr. Smith seconded and the motion carried unanimously.

Mr. Meister continued with the Board Development Committee Report. The Public Programming policy does not allow alcohol to be served while the Lexington Public Library is open. This restricts the types of events and receptions that can occur on Library property. The Committee recommends approval of the following policy change:

As part of its mission, the Library provides free programming to the public. If food and refreshments are provided, they must be appropriate for the nature of the public program and must stay within the budget provided. No alcoholic beverages may be served at Library-funded programs. Other organizations using the Library, including those associated with the Library, may serve alcoholic beverages when the Library is closed to the public and approved by the Executive Director.

Ms. Brennen voiced her concern about people overindulging in the library, liability concerns, and customers consuming alcohol in the library while children are present.

Ms. Hammond stated that the allowance of alcohol would be tightly controlled and used primarily for Foundation-sponsored events and receptions after work.

Ms. Donworth stated that the previous policy, which required the Library be closed in order to serve alcohol, meant that the Library had to close early to the public for a simple early-evening wine reception. The intent of the policy change is to have the option of hosting small events, with Ms. Hammond’s approval, while the library is open.
Ms. Brennen stated that she agrees with the policy change, but stated that her concern is that controls are not included in the policy.

Mr. Burke amended the motion to include language stating: “The Executive Director will develop procedures to handle events with alcohol present.”

The motion carried unanimously as amended.

Mr. Meister presented the final motion from the Board Development Committee.

Mr. Meister stated that in evaluating the Loans, Fines, and Fees schedule, staff determined that the detail of the fines and fees are procedure. In order to allow greater flexibility for changes to the schedule on an as-needed basis, staff recommend a policy statement replace the Loans, Fines and Fees detail.

The Committee recommends adopting the following policy:

The Lexington Public Library may charge fines for overdue, lost, or damaged materials. The purpose of fines is to ensure that materials are returned in a timely manner so that they can be available for use by the community. Fines are not intended to impede access to library materials and services. Materials may be returned to any Lexington Public Library Location. Items may be renewed unless the item has a reserve placed on it. Items may be renewed at any library location, by telephone, or online.

Mr. Coldiron seconded and the motion carried unanimously.

Mr. Parker presented the Budget and Finance Committee report. The committee recommends approval of the Financial Report as presented by Ms. King. Ms. Wright seconded and the motion carried unanimously.

Ms. Williams and Mr. Parker reviewed the checks and credit card statements and found no issues.

There being no further business the meeting was adjourned at 5:28pm.

Signed: 
Meredith Watson, Secretary
The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, December 13, 2017, at 4:30 p.m. in the Board Room of the Central Library. Sharon K. Williams, Library Board Chair, called the meeting to order.

Board members present: Ralph Coldiron, Jordan Parker, Lawrence T. Smith, Meredith Watson, Sharon Williams, and Susan Wright. Advisory Board members present: Keith Bohart, Michael Chambers, Kimberly Turner Brennen, James Inman, John Meister, Stephanie Nallia, Timothy Sinear, and Rebecca Self

Library staff present: AnnaMarie Cornett, Administrative Support Coordinator; Heather Dieffenbach, Director of Library Operations; Anne Donworth, Development Officer; Colleen Hall, Director of Community Engagement; Tonya Head, Director of Collections; Karen King, Finance Officer; and Jenny Paul, Central Library Manager

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

Mr. Smith moved for approval of the minutes from the November 8, 2017, Board Meeting. Ms. Wright seconded and the motion carried unanimously.

Ms. Meister presented the Friends of the Library Report. The Friends Book Cellar is having a 20% off sale December 15-20, then the store will be closed December 21-January 2. During that time, volunteers will be changing the layout of the store. In February, the Friends of the Library will be the cause of the month at West 6th and will benefit from a trivia contest February 10. The Tiny Libraries project is going very well and the Friends have donated over 1,000 books and magazines.

Ms. Hall reported that five Tiny Libraries are in place and an additional five will be installed on Thursday. Ms. Hall explained that the Tiny Libraries have been distributed intentionally throughout the city and exist in areas with the greatest need for access to reading materials. The Library worked with community partners and Parks and Recreation to determine the best locations. Additional Tiny Libraries will be given to private individuals and neighborhood associations based on applications. To date, $2,000 in individual sponsorships has been received in support of the project.

Mr. Coldiron joined the meeting.
Ms. Meister concluded her report by stating that the Book Cellar is hiring a part
time cashier/back room clerk and that she will bring the final report on 2017 quarterly
book sales to the January meeting.

Ms. Donworth presented the Development Report. In November, the Foundation
received $20,860 in donations and $6,000 in pledges. As of July 1, the Foundation has
received $60,000 in donations and $555,000 in pledges. In FY 2017, the Foundation reached
its personal best of $495,000, and Ms. Donworth is pleased with the growth being achieved
by the Foundation. In November, Ms. Donworth, Ms. Dieffenbach, and Rob Lewis,
Consultant from Global Advancement, visited the Nashville Public Library, which was
named Library of the Year by the Library Journal. The Nashville Library Foundation
provides the Library $2.7 million dollars annually. The year-end mailing will go out this
week and the Good Giving Challenge is under way. National Philanthropy Day was in
November and the Library honored Kentucky Bank for their contributions to the Capital
Campaign. Work has begun on On The Table 2018.

Ms. King presented the Financial Report. For the month ending October 2017, the
Library had total assets of $11,130,000. $5.2 million in cash and cash equivalents, $5.2
million in investments, and the remainder is in receivables and other. That is an increase of
$183,000 over last month and a year-over-year increase of $1,341,000. In October there were
liabilities of $1,431,000 and a fund balance of $9,608,000. General fund activity for the
month had revenues of $1,129,000 and expenses of $1,082,000 with a bottom line of $48,000.
Year-to-date revenues are $4,564,000 and expenditures are $4,545,000 with revenues
exceeding expenditures by $18,000. Revenue is slightly behind budget, $139,000 ahead of
where we were this time last year. Expenditures are about $228,000 behind budget, but
$238,000 ahead of last year. The materials fund revenue year to date is $670,000 with
expenditures of $809,000 and expenditures exceeding revenue by $139,000. That is normal
for this time of year and is expected to be on budget by the end of the year. The enterprise
fund year to date is at $16,900, which is slightly better than this time last year. The garage
has made $16,700 year to date, which is $10,000 better than last year due primarily to the
construction project across the street. Investments are $5,162,000, which is very little change
from the month before and an $113,000 increase over the year prior. Debt for the general
fund is $7,825,000 and $2,475,000 for the parking garage, for total debt of $10,300,000. There
have been no expenditures from the fund balance.

Ms. Dieffenbach presented the Director’s Report. Earlier this month, Lexington
Public Library received the Perfect Partner Award from the Downtown Lexington
Partnership Awards of Excellence. This is awarded to a business, person, or organization that
contributes greatly to the Downtown Lexington Corporation’s mission. Lexington Public Library
won for our dedication and ongoing work toward the transformation of Phoenix Park into
a family friendly destination in downtown Lexington. A number of staff members attended
the luncheon last week to accept the award. To recognize staff’s hard work in achieving
this award, the management team hosted a reception for all Central Library staff to thank them for their willingness to embrace change and innovation.

Lexington Public Library also received the Urban Libraries Council Top Innovator Award in the category of Civic and Community Engagement for our role in On the Table. Susan Benton, President and CEO of Urban Libraries Council, visited Lexington last week and presented the award to the Library at Thursday’s City Council meeting. She also spoke to the Council about the importance of libraries and their role in the civic life of a city. Ms. Benton also appeared on Kentucky Newsmakers with Bill Bryant and received a tour of the Central Library, Northside, and Village branches. Fourteen firms attended the RFQ site visits, which were held over two days at the beginning of the month. Library staff took the architects on tours of the Central Library and all of the branches. Firms from Lexington, Louisville, Chicago, San Francisco, Minneapolis, and Watertown, Massachusetts were on site. The Annual Report is finished and distributed around the table. Read Y’all t-shirts are available for everyone, and more can be purchased through the Foundation for $25. These shirts were given to staff on Staff Development Day. The December monthly snapshot highlights Susan Benton’s visit and also talks about the increase in the numbers of programming and participation that we have seen, thanks to Ms. Hall, the programmers, and the renewed focus on programming.

Ms. Williams presented the Chairman’s Report. She reminded everyone that next month’s meeting is January 10 at the Beaumont Branch. Tonight is the Annual Service Award Banquet at the Hilary J. Boone Center.

Ms. Watson presented the Board Development Committee Report. The Committee met the previous day to consider filling vacancies on the Library Advisory Board. Five terms expire January 1 and there is one vacancy from Ms. Watson’s appointment to the Board of Trustees. Mr. Binford has moved to Texas and Mr. Chambers will not to seek a full term on the board.

The Committee recommends the following names be sent to the mayor for consideration for an appointment to a second term on the Library Advisory Board: Stephanie Nallia, Keith Bohart, and Kimberly Brennen. The committee also recommends the following names be sent to the mayor for consideration for an appointment to a first term on the Library Advisory Board: Lynda Bebrowski, Laura Hatfield, and Megan George.

Mr. Smith seconded and the motion carried unanimously.

Mr. Parker presented the Budget and Finance Committee report. The Committee reviewed and approved the Financial Report and recommend it for Board approval.
Mr. Coldiron seconded and the motion carried unanimously.

Mr. Parker and Ms. Williams both stated that they reviewed the Credit Card and Financial Statements and found no issues.

Mr. Smith presented the Building and Property Committee report. He 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 Board adjourned to closed session at 5:01pm.

The Board resumed in open session at 5:15pm.

Mr. Smith moved the Board authorize Ann Hammond to negotiate on behalf of Lexington Public Library with the Kissling Trust to effectively remove the Library from the ownership of the property in question.

Ms. Wright seconded and the motion carried unanimously.

There being no further business, the meeting adjourned at 5:16pm.

Signed: [Signature]
Meredith Watson, Secretary
BOARD OF TRUSTEES’ MEETING  
LEXINGTON PUBLIC LIBRARY  
January 10, 2018

The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, January 10, 2018, at 4:30 p.m. in the Large Meeting Room of the Beaumont Branch Library. Sharon K. Williams, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Ralph Coldiron, Jordan Parker, Meredith Watson, Sharon Williams, and Susan Wright. Advisory Board members present: Keith Bohart, James Inman, John Meister, Timothy Sineath, Hunter Stout, and Rebecca Self.

Library staff present: AnnaMarie Cornett, Administrative Support Coordinator; Heather Dieffenbach, Director of Library Operations; Anne Donworth, Development Officer; Colleen Hall, Director of Community Engagement; Ann Hammond, Executive Director; Tonya Head, Director of Collections; Karen King, Finance Officer; Abby McCurry, Beaumont Branch Manager, and Tom Wallace, Human Resource Director.

Also present: Cassidy Rosenthal, Stites and Harbison.

Mr. Parker moved for the approval of the minutes from the December 13, 2017, board meeting. Ms. Watson seconded and the motion carried unanimously.

In Ms. Meister’s absence, Mr. Meister presented the Friends Report. He presented a $25,000 check from the Friends of the Library to the Lexington Public Library.

Mr. Coldiron joined the meeting.

Ms. Donworth presented the Development Report. The Foundation raised over $45,000 from 208 donors in December. $24,000 was for the capital campaign. The Good Giving Challenge went very well, raising $7,600 from 101 unique donors. Ms. Donworth stated that more than 25% of those were first time library donors.

Ms. King presented the Financial Report for the month ending in November. There were total assets of $10,809,000. Cash of $3,592,000 is down month over month by $1,583,000 due to timing of receivables. Total investments are $5,162,000, an increase of $513,000 year over year. Receivables have increased $2,054, to $1,262,000, liabilities are $1,069,000, and the fund balance is $9,740,000.

General fund activity for the month of November had revenues of $1,124,000 and expenses of $1,064,000 with revenues exceeding expenditures by $60,500. Year to date revenues are $5,688,000 and expenses of $5,610,000 with revenues exceeding expenditures...
by $77,000. Revenues are slightly below budget by $82,000 but up year over year by 
$72,000. Total expenditures are below budget by $335,000 and have increased $291,000 
year over year. The materials fund year to date has revenue of $830,000 and expenditures 
of $997,000 with expenditures exceeding revenues by $160,000.

Enterprise Fund revenues are $48,600 with a bottom line of $18,000. That is an 
increase of $4,800 over last year. Garage year to date revenues are $159,900, which is an 
increase of $9,800 from last year. The bottom line is $20,400, an increase of $12,500 year 
over year. Investments are $5,163,000, which is flat month over month and up $513,000 
year over year. Debt for the General Fund is $7,766,000 and $2,469,000 for the garage. 
There have been no expenditures from the fund balance this year.

Mr. Stout joined the meeting.

Ms. Hammond presented the mid-year Strategic Plan update, focusing primarily 
on the 2nd quarter. The Strategic Plan themes are education, access, inclusion, space, 
culture, and stewardship.

Education
- The Library has begun offering Storytime programs at Fayette Mall. Three events 
have been held so far and are scheduled through April.
- In support of school readiness and Fayette County Public Schools, the Library has 
created a series of short videos that encourage learning activities on snow days.
- In order to move forward on our goal to increase digital literacy, a multi-year 
project to replace all aging computers across the system has been completed.
- The Charlie Cart mobile teaching kitchen has facilitated the creation of a culinary 
literacy program that includes classes we can teach in our libraries and with our 
partner organizations.

Access
- The Library offers chat reference as a way for customers to get information in the 
ways they are most familiar and comfortable with. Since July there have been 2,274 
chat reference sessions.
- The circulating board game collection continues to be a huge success with 341 
checkouts and 145 reserves. Based on customer requests, Monopoly, Clue, and Life 
have been added to the collection.
- Six months ago the Library launched Libby, the customer friendly and easy to use 
one stop shop for all things digital. Since its launch, customers have checked out 
7,981 e-audiobooks.
- Website improvements include improved searching capabilities, simplified menu 
tabs, and the removal of underutilized tabs and links. The website is continuously 
evaluated for improvements.
Tiny Libraries, which launched in October, is the Library’s hyper-local approach to literacy. There are currently 13 units installed in areas with low literacy and limited access. There are plans to install 20 more units.

Digital Wallpaper has been installed in 19 locations across the city and the second version is due out soon. Customers have checked out 960 ebooks from the off-site installations.

Staff have removed unnecessary burdens and removed roadblocks from patrons by making changes to loan procedures. Instead of penalizing Library customers, the focus is on reducing blocked accounts and expanding access to materials.

Inclusion
- Library staff from across the system attended the ULC training, “Programs That Advance Race and Social Equity Goals.” This training presented several innovative library programs that promote awareness of race and equity issues, as well as access to the library.
- All library locations feature different iterations of the “Libraries are for Everyone” posters.
- The Library has expanded its support of residents at the Juvenile Detention Center. Librarians Ashley McGraw and Blayne Bordon are offering regular programs in collaboration with the Juvenile Detention staff. They also provide oversite of the collection housed at the center and Outreach is doing twice-monthly delivery of requested items.

Culture
- This fall, Central was host to the Latino Blend Arts Festival. It was an amazing event that filled the entire library with visual and performing arts of all kinds, representing the home countries and cultures of Lexington’s Latino citizens.
- The Central Library Gallery’s current exhibit features Gatewood Galbraith, one of Kentucky’s most colorful citizens. The previous exhibit was the art of Clay Lancaster. The Eastside gallery features an exhibit in collaboration with a group of local print artists.
- Librarian David Bryant hosted a spooky walking tour of Downtown Lexington in October and Library Assistant Shea Simanek offered two programs about Belle Breezing. A new series of programs, Hidden Histories, will highlight Lexington history once a quarter and be accompanied by a podcast.

Space
- New teen areas have been installed at Central, Beaumont, and Tates Creek.
- Beaumont is developing a Collaborative Space.
- The Facilities RFQ was issued at the end of November. In early December, 14 interested firms attended one of two site visits. Responses are due February 15.
Stewardship

- In October, four staff members and a representative from LFUCG attended the ULC Conference in St. Paul, MN, where the Library received the Top Innovator Award in the area of Civic Engagement for the On the Table program.
- Two staff members attended the Library Design workshop in Hartford, CT. As a result, a manager who attended the workshop lead a staff brainstorming session to help address space issues at his branch.
- Three staff members attended the Conversation on Local Agriculture at the Stockyards with commissioner Ryan Quarels. The conference featured discussion with local food producers and consumers on statewide resources and educating consumers on local food options.
- A number of different partnerships were developed or strengthened in the last quarter and we are working with them to provide services to our community.
- Staff are our most valuable resource and we continue to work very hard to offer the trainings and opportunities needed to be successful. So far this year, 67 staff attended 13 conferences.
- Since July, 37 part time and 6 part time staff members have been hired and there have been 18 promotions.
- Staff Development Day featured sessions on Unconscious Bias and Dealing with Change. These sessions will help staff as we continue to reduce barriers to library use and improve flexibility, efficiency, and ultimately provide better service to our community.
- The Annual Report was distributed last month.
- Susan Benton, President and CEO of ULC, visited Lexington last month to present the Top Innovator Award to LPL at the City Council meeting. She was also interviewed by Bill Bryant for Kentucky Newsmakers.
- The Library received the Perfect Partner award from the Downtown Lexington Partnership for our role in the Phoenix Forward program.

Ms. Hammond concluded her report by sharing a new video highlighting the ways the Library is for Everyone.

Ms. Williams presented the Chairman’s Report. Next Monday, January 15, is the Dr. Martin Luther King Jr. Unity Breakfast. February 10 is the Friends of the Library Trivia event at West 6th, February 14 is the Library Board Meeting at Central, and February 15 is Library Legislative Day in Frankfort.

Ms. William read the following resolution in memory of James Chandler.
Whereas, James Chandler began his career at Lexington Public Library on September 15, 1986; and

Whereas, James Chandler served as Computer Services Manager until 1999; and

Whereas, James Chandler served as Information Technology Manager until 2008; and

Whereas, James Chandler served as Director of Support Services from 2008 until 2017; and

Whereas, James Chandler was responsible for the implementation of the energy audit, improving Lexington Public Library’s environmental impact; and

Whereas, James Chandler developed regular maintenance schedules for repair of parking lots, painting, and carpet replacement, which has kept Library facilities in good condition; and

Whereas, James Chandler was known for creative problem solving; and

Whereas, James Chandler could be relied upon for a play-by-play office report the day after each Kentucky Basketball game; and

Whereas, James Chandler was a mentor, friend, and valuable teammate who will be deeply missed; and

Whereas, James Chandler passed away on November 16, 2017;

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

Dr. Sineath called for a motion that the Resolution for James Chandler be read into the minutes and that the proclamation be forwarded to his widow.

Mr. Burke moved for approval.

Mr. Coldiron seconded and the motion carried unanimously.

Ms. Watson presented the Board Development Committee report. In November, the Board approved a change to the Hospitality Policy that allows alcohol to be served, with authorization from the Executive Director, during the hours the Library is open to the public. The committee reviewed and approved the procedures drafted by staff. The
Board Development Committee recommends approval of the following policy, which supports the Hospitality Policy approved in November:

**Permitted Conduct Policy**
LPL permits the consumption, possession, distribution, and storage of alcohol, in the context of library business, under the exceptions set forth in the Drug Free Workplace procedures.

Mr. Coldiron seconded and the motion carried unanimously.

As part of their annual policy review, Staff have updated the Library Donation and Sponsorship Policy. The Committee recommends the following policy update for approval.

**Library Donation and Sponsorship Policy**
The Lexington Public Library welcomes donations through the Friends of the Library and Library Foundation. The Library accepts donations only through its supporting organizations. The aim of sponsorship is to obtain funding or in-kind support to provide services and equipment that may not otherwise be available.

The Library reserves the right to make decisions regarding the implementation of each grant, gift, or offer of in-kind support—monetary or in-kind donation. Purchasing decisions, including type of equipment, materials, furnishings, and other components of a gift will reside with Library management. All details as to design of programs and allocation of resources will also reside with Library management. The acceptance of any donation or sponsorship does not imply endorsement of a company by the Library, nor does it entitle a donor to special treatment unless outlined in a gift agreement and approved by the Library’s Executive Director. The Library reserves the right to deny partnerships or sponsorships for any reason and to end these arrangements at any time if, in the opinion of the Executive Director, the services or image of the Library warrant such action.

Mr. Parker seconded.

Mr. Coldiron asked if the Library has had a problem with anyone misrepresenting an endorsement. Ms. Hammond stated that we have not, but this language makes the policy consistent with the Foundation’s gift acceptance policy.

Mr. Parker presented the Budget and Finance Committee report. Mr. Parker moved for approval of the following changes to the Procurement Card Policy.
Procurement Card Policy
Authorized users of the procurement card must be approved by the Board. Current authorized card holders are all employees in paygrade 15 and above, the Executive Director, Finance Officer, the Facilities Team Leader, Information Technology Team Leader, Collection Development Acquisitions Specialist, and the Administrative Support Coordinator, Library Location Managers, Marketing Manager, Outreach Manager and the coordinator of staff activities. Other users may be added at the Executive Director’s recommendation to the Board of Trustees and will be listed in the Library Board minutes as approved.

Mr. Coldiron seconded.

In response to a question from Mr. Coldiron, Ms. King stated that all Procurement Cards have the same daily spending limit and, with the exception of the IT Manager whose is higher, all cards have the same credit limit.

The motion carried unanimously.

Mr. Parker moved for approval of the November Financial Report. Mr. Burke seconded and the motion carried unanimously.

Mr. Parker and Ms. Williams confirmed that they both reviewed all procurement card purchases and checks for December.

There being no further business, the meeting adjourned at 5:10pm.

Signed: [Signature]
Meredith Watson, Secretary
BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
February 14, 2018

The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, February 14, 2018, at 4:30 p.m. in the Board Room of the Central Library. Sharon K. Williams, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Ralph Coldiron, Jordan Parker, Sharon Williams, Lawrence T. Smith, and Susan Wright. Advisory Board members present: Lynda Bebrowsky, Keith Bohart, Kimberly Turner Brennen, Megan George, Laura Hatfield, James Inman, John Meister, Stephanie Nallia, Timothy Sineath, Rebecca Self, and Hunter Stout

Library staff present: AnnaMarie Cornett, Administrative Support Coordinator; Heather Dieffenbach, Director of Library Operations; Anne Donworth, Development Officer; Stephanie Flout, Development Assistant, Colleen Hall, Director of Community Engagement; Ann Hammond, Executive Director; Tonya Head, Director of Collections; Karen King, Finance Officer; and Tom Wallace, Human Resource Director

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

Ms. Williams called the meeting to order.

Mr. Coldiron moved for approval of the minutes from the January 10, 2018, meeting of the Board of Trustees. Mr. Burke seconded and the motion carried unanimously.

Ms. Meister presented the Friends report. She reported on the past five years of Friends Book Sales. The highest grossing sale was held at the Eastside branch in 2015, prior to the branch opening. The second highest grossing sales were the combined three sales held at Central Library in 2017, which netted $15,000. These sales were the highest because there are almost no expenses when held on Library property. Ms. Meister stated that the sales held at the Central Library also resulted in increased revenue at the Book Cellar. She stated that the downside of having the sales at the Central Library was a limited number of consecutive days in which Conference Room A was available and the shortened hours on Sunday, which is their bag day. She stated that they can work around those issues.

Mr. Smith asked what the annual revenue in 2017 was, and what percentage of that revenue came from the Book Sales. Ms. Meister was unsure but stated she would report that information at a subsequent meeting.
Ms. Meister reported that the West 6th Fundraiser was held last Saturday and raised approximately $1,600 through registrations, book and auction sales, beer sales, and the matching donation from Big Ass Solutions.

Ms. Donworth presented the Development report. $44,732 was received in January, with $5,560 in unrestricted donations including the $1,500 settlement from the Kissling Estate. The Foundation received $34,000 in pledge payments for the Capital Campaign. In addition, the Foundation received $42,000 in pledges for the Capital Campaign and a $2,000 grant from the Bluegrass Charity Foundation to support culinary literacy.

Ms. Donworth has also been focused on Library advocacy. She stated that the Foundation is using unrestricted funds to hire Bob Babbage as a lobbyist to address some of the legislative issues affecting Lexington Public Library. Between the changes to KRS, the proposed elimination of the Inventory Tax, and cuts to KDLA, the Library is facing a possible $1 million budget reduction in FY 2019.

In response to a question from Dr. Sineath, Ms. Donworth stated that there is a small, board restricted endowment. She stated that there was a robust conversation at the most recent Foundation Board Meeting regarding $100,000 in unrestricted funds. Next month, they will discuss a slate of ideas for the best use of these funds, including an endowment.

Ms. King presented the Financial Report. As of December 2017, the Library had total assets of $11,101,000, liabilities of $1,197,000, and a fund balance of $1,904,000. That was an increase in total assets of $292,000 month over month and an increase year over year of $682,000. The fund balance increased month over month by $164,000 and year over year $1.2 million. The financial statements for the month of December showed revenues were $1,173,000 with expenditures of $1,071,000. Revenues in December exceeded expenditures by $102,000. Year to date revenues are $6,862,000 and expenditures are $6,687,000 with revenues exceeding expenditures by $179,000. Revenues are under budget by $53,000 for the month, but have increased year over year by $245,000. Expenditures are under budget by $301,000, but have increased $322,000 year over year.

Materials fund revenues year to date are $1,005,000 and expenditures are $1,105,000 with expenditures exceeding revenues by $100,000. That is normal for this time of year due to the timing of contract renewals. Enterprise fund year to date revenue is $55,000 with revenues exceeding expenditures by $18,500. Garage revenues are $187,000 year to date with revenues exceeding expenditures by $19,900. Both of these are slightly better than this time last year. December investments were $5,163,000, with $2.3 million in
CDs, $7 million in the CDARS program, and $111,000 in money market accounts. That was an insignificant increase month over month and a year-over-year increase of $12,000. The general fund has debt of $7,706,000 for the Tates Creek, Northside, and Eastside Branches as well as the energy project. The Parking Garage has debt of $2,461,000. Total debt as of December is $10,167,000. There are no expenditures from the fund balance.

Ms. King stated that the Budget and Finance Committee discussed going back to the Kentucky League of Cities, who holds the bond on the Northside debt, in an attempt to get a reduced interest rate.

Ms. Hammond presented the Director’s Report. The Library had good representation at the Martin Luther King Unity Breakfast and at the Mayor’s State of the City Address. Ms. Hammond also conducted 13 all-staff meetings with all library branches and departments to update staff on some fiscal challenges we are facing in the coming year. Several new programs launched in January, including the Unlearn Fear + Hate coloring parties which will be held through April, and the photographic Freetown Exhibit, which launched at Northside on January 31. Additionally, nearly 70 people attended the first session of Beginning Spanish for Seniors at the Lexington Senior Center.

Ms. Hammond updated the board on a procedural change to Library Card procedures. Previously, people who didn’t have a permanent address in Fayette County were eligible only for a temporary library card, which came with restrictions. Staff have now removed that barrier so anyone who lives or works in Fayette County can get a full-service library card.

In collections, digital materials continue to grow in popularity. This was seen in January with not only the highest ever circulation of ebooks but also the largest number of new ebook users.

Staff are preparing the FY 2019 budget and the conversation with the Budget and Finance Committee has begun. The full budget will be presented to the Board in April. Library Legislative Day is tomorrow and Ms. Hammond passed around the information that will be shared with elected officials.

Ms. Williams presented the Chairman’s Report. She encouraged everyone to attend Library Legislative Day on February 15, as well as the Freetown Exhibit at the Northside branch. The next Board Meeting is March 14 at the Village Branch Library. Ms. Williams administered the Oath of Office to the newest Library Advisory Board members, Lynda Bebrowsky, Laura Hatfield, and Megan George.
Mr. Parker presented the Budget and Finance Committee Report. In addition to discussing the FY 2019 Budget, the committee reviewed three policy changes which they are bringing forward for approval.

The current Professional Services Arrangements and Contracts policy states that contracts and arrangements will be reviewed once every three years, and staff will make a recommendation for any change to the Library Board. In practice, staff make a recommendation to the Budget and Finance Committee, who then bring any proposed changes to the full Board. The policy change reflects this practice.

The Budget and Finance Committee recommend updating the Professional Services Arrangements and Contracts policy.

Ms. Wright seconded and the motion carried unanimously.

The Committee reviewed the Investment Policy, which includes the removal of obsolete language and the addition of the following section:

**Limitation on Investment Transactions**

To the extent possible, the Library will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow need, the Library’s funds should not, in general, be invested in securities maturing more than eighteen (18) months from date of purchase.

Reserve funds may be invested in securities exceeding eighteen (18) months if maturity of the investments are made to coincide as nearly as practicable with the expected use of the funds.

The Budget and Finance Committee recommends approval of the Investment Policy as distributed.

Mr. Smith seconded and the motion carried unanimously.

The committee reviewed the Fund Balance Policy. The current policy requires the Library keep 20% of the subsequent year’s operating budget. In order to meet the KDLA Essential Standard, the Library should have three months of personnel costs in reserve. This would be 15% of the Library’s budget. The Committee recommends updating the Fund Balance Policy to state the Library must have 3 months of personnel costs in reserve.
Mr. Coldiron seconded and the motion carried unanimously.

Mr. Parker stated that the Budget and Finance committee reviewed the Financial Report and recommend it for approval.

Mr. Smith seconded and the motion carried unanimously.

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

Mr. Smith moved the board adjourn to closed session under KRS 61.810(1)(c) to discuss pending litigation. The Board Adjourned to closed session at 5:13pm.

The Board resumed in open session at 5:29pm.

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

Signed: _____________________________
Meredith Watson, Secretary
BOARD OF TRUSTEES’ MEETING
LEXINGTON PUBLIC LIBRARY
March 14, 2018

The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, March 14, 2018, at 4:30 p.m. in the Large Meeting Room of the Village Branch Library. Sharon K. Williams, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Ralph Coldiron, Jordan Parker, Sharon Williams, Lawrence T. Smith, Meredith Watson, and Susan Wright. Advisory Board members present: Lynda Bebrowsky, Keith Bohart, Kimberly Turner Brennen, Megan George, Laura Hatfield, James Inman, John Meister, Stephanie Nallia, Timothy Sineath, Rebecca Self, and Hunter Stout

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

Also present: Cassidy Rosenthal, Stites and Harbison

Ms. Williams called the meeting to order.

Mr. Smith moved for approval of the minutes from the February 14, 2018, meeting of the Board of Trustees. Ms. Wright seconded and the motion carried unanimously.

Mr. Coldiron joined the meeting.

Ms. Donworth presented the Development Report. February, which is traditionally a low month for the Foundation, saw donations of $4,000. This is a significant decrease from January, but a $2,500 increase over last year. Donations received were in support of Beaumont, unrestricted funds, and included purchases of Read Y’all shirts. Ms. Donworth has focused on Advocacy these past few weeks and is working with Babbage Cofounder on issues facing Lexington Public Library. The Inventory Tax proposal, which would have eliminated $400,000 from Lexington Public Library’s operating budget, has not been filed. The annual $110,000 received through state aid is not included in the budget drafts and the KPLA Advocacy Committee is focusing on that issue. Ms. Donworth stated that pension reform remains in flux and the Library is advocating for a 5-year phase in of the $500,000 increase.
Ms. Donworth is working on a letter from the Library Board of Trustees and Advisory Board that would go to all elected officials in the state of Kentucky. It will lay out the Library’s case for support and the negative impacts facing their constituents.

Mr. Coldiron suggested an introductory letter be sent to the Fayette County delegation in advance, notifying them that the letter is being sent and asking them to be advocates on the Library’s behalf. Ms. Donworth thanked Mr. Coldiron and agreed to proceed with his suggestion.

Ms. King presented the Financial Report for the month ending in January 2018. The Library had total assets of $11,352,000, which is a $251,000 increase month over month and a $1,210,000 increase year over year. Total liabilities are $1,199,000 and there is a fund balance of $10,153,000. General fund activity for the month of January had revenues of $1,279,000 and total expenditures of $1,043,000 with a bottom line of $235,000. Year to date revenues are $8,140,000 with expenses of $7,731,000 and a bottom line of a positive $409,000. Revenue is running $34,900 behind budget and expenses are $381,000 behind budget. Year over year revenues have increased $363,000 and expenditures are up $345,000. Materials Fund activity year to date has revenues of $1,184,000 and expenses of $1,277,000 with expenditures exceeding revenue by $93,000. That is a normal rate for this time of year. The Enterprise Fund year to date is $65,600 in revenue with a bottom line of $23,400, which is an $8,200 increase over last year. Garage year to date revenue is $215,700 with a bottom line of $19,900. That is an increase of $11,000 over this time last year. Investments for January were $5,166,000, which is no change month over month and a $513,000 increase year over year. Total debt is $10,111,000 with $7,546,000 in the General Fund and $2,454,000 in the Parking Garage. There have been no expenditures from the fund balance.

Ms. Hammond presented the Director’s Report. She and Ms. Donworth are in the process of conducting follow up meetings with elected officials in Frankfort. Last month, Mayor Gray issued a proclamation in honor of retired Village Branch Manager, Betty Abdinshani. Susan Price, Assistant Branch Manager, is Acting Branch Manager during the transition. Ms. Hammond conducted thirteen all-staff meetings to go over the budget concerns for FY2019 and to solicit ideas and input from staff. A preliminary FY 2019 budget was presented to the Budget and Finance Committee at this month’s meeting and will be presented to the full board in April.

Ms. Williams presented the Chairman’s Report. On the Table is Wednesday, March 28. The Foundation Board Meeting is Tuesday, March 20 and the Friends Board Meeting is Wednesday, March 21.

Ms. Bohart presented the Building and Property Committee Report.
The Building and Property Committee is reviewing the RFQ and three to four candidates will be selected to make presentations to the full board in April. The Building and Property Committee also had some action on the Parking Garage, which will be brought forward by the Budget and Finance Committee.

Mr. Parker presented the Budget and Finance Committee report. The committee reviewed the Financial Statements and move for approval. Mr. Smith seconded and the motion carried unanimously.

Mr. Parker brought forward two motions from the Budget and Finance Committee.

The Budget and Finance Committee recommends $64,400 be allocated from the true up appropriation to the Materials Fund.

Mr. Coldiron seconded and the motion carried unanimously.

Mr. Parker continued his report. There are a number of immediate repairs needed on the LPL Parking Garage. The Committee recommends a budget amendment of $932,000 for the following: exterior brick repair, power washing, new parking gate system, and 7th floor drop ceiling replacement. Funding for these repairs and upgrades will be allocated as follows: true up tax appropriation: $430,897, reallocation from the general funds running under budget: $361,103, and the Improvements Fund of the fund balance: $140,000. Mr. Smith seconded.

There was discussion regarding the Library’s business relationship with Park Plaza and the Library’s ability to raise their rates. Ms. King stated that the relationship is contractual and rates can increase based on the CPI index.

The motion to approve the parking garage expenditures carried unanimously.

Mr. Parker and Ms. Williams both reviewed the checks and procurement card statements with no issues.

There being no further business, the meeting was adjourned at 4:52pm.

Signed: [Signature]
Meredith Watson, Secretary
BOARD OF TRUSTEES’ MEETING
LEXINGTON PUBLIC LIBRARY
April 11, 2018

The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, April 11, 2018, at 4:30 p.m. in the Board Room of the Central Library. Lawrence T. Smith, Library Board Vice-Chair, called the meeting to order.

Board members present: Mike Burke, Ralph Coldiron, Jordan Parker, Lawrence T. Smith, Meredith Watson, and Susan Wright. Advisory Board members present: Lynda Bebrowsky, Keith Bohart, Kimberly Turner Brennen, Megan George, Laura Hatfield, James Inman, John Meister, Timothy Sineath, Rebecca Self, and Hunter Stout

Library staff present: AnnaMarie Cornett, Administrative Support Coordinator; Natalie Davis, Programming Manager; Heather Dieffenbach, Director of Library Operations; Anne Donworth, Development Officer; Stephanie Flout, Development Assistant; Colleen Hall, Director of Community Engagement; Ann Hammond, Executive Director; Karen King, Finance Officer; Julie Scalo, Assistant Manager, Central Library; Jennifer Smith, Manager, Central Library; and Tom Wallace, Human Resource Director

Also present: Louis “Buzz” Carmichael, LPL Foundation; John Cioci, PNC; Brandon Green, PNC; Lori Meister, Friends of the Library; Keith Moorman, Frost Brown Todd; and Yajaira Aich West, PNC

Mr. Smith called the meeting to order.

Ms. Watson moved for approval of the minutes from the March 14, 2018, Board Meeting. Mr. Parker seconded and the motion carried unanimously.

Ms. Meister presented the Friends Report. She announced the next Book Sale will be Wednesday, April 18 through Sunday, April 22. She encouraged any Board Members who have not already joined the Friends, to do so. The Book Cellar is currently in the process of hiring a part time employee to help sort books. This year, the Friends are celebrating their 50th anniversary and are working with the Library’s Community Engagement Department to help mark the event.

Ms. Donworth presented the Development Report. In March, the Foundation raised $38,000, $25,000 in pledges, and significant Gifts in Kind, including six Amazon Fire Tablets from RunjumpDev and 900 pieces of chicken from Raising Canes for On the Table. The $38,000 included $26,000 for the Capital Campaign, distribution from the Clock and Pendulum maintenance fund, $1,500 for Outreach, $2,000 for Youth Services, and $1,900 unrestricted.
Ms. Donworth updated the Board on Legislative Advocacy. Support for library operations was added back into the state budget and the CERS roll in appears to be moving forward. Gov. Bevin has vetoed the budget, however the Legislature is expected to override the veto. The Inventory Tax has been converted to a tax credit, so the $400,000 in annual revenue received by the Library is, for now, secure.

Ms. Donworth welcomed three representatives from the PNC Foundation, who presented the Library with a $20,000 check in support of this year’s Summer Reading program.

Ms. King presented the Financial Reports. For the month ending in February, the Library had total assets of $12,112,000, which is $4,582,000 in cash, $5,251,000 in investments, and $2.2 million in receivables. This is a $759,000 increase over the prior month and a $1.7 million increase over the prior year. Liabilities for the month were $2.2 million and a Fund Balance of $9.9 million, which is up $192,000 month over month and $944,000 up over the prior year. General Fund Activity for the month of January had revenue of $1,193,000 and expenses of $1,070,000, with a bottom line of $123,000. The Library is currently receiving an additional $75,000 each month from the true-up of the ad velorum tax revenue. Ms. King noted that the year-to-date bottom line will grow for the next few months because of the funds approved to be spent on the Parking Garage; that project is currently out for bid. Currently, revenue is $9,334,000 with $8,801,000 in expenses and $532,000 on the bottom line. Revenue has increased $15,000 year to date and $400,000 over last year. The bottom line is $440,000 ahead of budget and $368,000 ahead of this time last year. The materials fund year to date has revenue of $1,362,000 with expenditures of $1,385,000. The Enterprise Fund has brought in $75,000 year to date with a bottom line of $18,800. This is slightly below budget, but an increase over last year. Garage revenues are $247,000 with a bottom line of $23,900, which is ahead of last year by $15,400. Investments for the month are $5,251,000, which is a month over month increase of $85,000 and a $598,000 increase over last year. General fund debt is currently $7,587,000 and $2,447,000 for the parking garage, with total debt of a little more than $10 million. There are no expenditures from the fund balance year to date.

Ms. Hammond presented the Director's Report. She stated that she has prepared the 3rd Quarter update and will send it later in the week, but ceded her time this month to Heather Dieffenbach and Natalie Davis.

Ms. Dieffenbach gave a presentation on expectations for the upcoming Long Range Facilities Planning presentations, outlining three major questions the RFQ is designed to answer:

1. What is the best model for providing Library Services to our Community?
a. The only thing we know for certain about the future is that change will continue at a rapid pace. We must determine the location of future libraries and work with city planners in developing a plan for growth. These conversations must include the urban service boundary, infill, and the Lexington's role in the broader Central Kentucky region.

2. What is the best design for our current and future library facilities?
   a. Library facilities must be flexible so that when we have to change again in the future, it is simpler and less expensive that it is today.
   b. We need to ask what the needs of our community are, and what opportunities do those afford the Library?
   c. We must investigate and gather data, rather than make assumptions.
   d. Library services have changed and our spaces have not. We have to plan for the future rather than being reactive to change.
   e. Our spaces need to reflect how our community uses them. For example, we should put computers in areas where parents with children can use them, while still allowing children to explore and be present.
   f. 21st Century Libraries are designed around learning journeys that are unique to our customers. They are built around experiences, activities, and accomplishments, not linear lines of shelving.
   g. The challenge today is to build a library that is not the library of yesterday or even the library of today. We need to work to build libraries that are adaptable enough to be the libraries of the future.

3. Where do we start?
   a. There is a lot to consider: New buildings, renovations, different service models, and small prototypes verses large branches. Does it make financial sense to do one project before another? The Master Facilities Plan is intended to help us study these questions and come up with a plan to guide us through the next several years. As we meet with each of the groups that can assist us, there are some questions we need to be asking:
      i. What is their process like? We need a firm that is familiar with service design and design thinking. It should be participatory and people-centered, and should include many conversations with the community.
      ii. Are they are really exploring our community? Are they looking at drive times between different communities and our locations and the city’s comprehensive plan? Do they incorporate diversity into the process, or are they only working with a small selection of community groups?
iii. We need a process that is structured and proven. Has the firm worked successfully with other libraries and are they flexible enough to work with our community?

iv. What experience do they have with working through this process with other libraries of our size, and which libraries and communities have they worked with in the past?

Ms. Hammond welcomed Natalie Davis, who presented information on this year’s upcoming Summer Reading program, *Read Y’all*. Cricket Press provided the graphic and printed 100 limited edition posters which will be available for incentives and giveaways. The Summer Reading Program encompasses two primary aspects: programs, classes and events, and the Summer Challenge, aka reading logs. The Friends have agreed to give all finishers a voucher to use at any of the locations or the Book Cellar that will be good for any item up to $3. Youth finishers will also receive a swim pass to one of Lexington’s public pools.

This year’s program features things that make Kentucky special. To promote the program, local celebrities and government officials are starring in a “Read Y’all” video that will be shared through Social Media. The Library is also partnering with Frederick Douglass High School’s media class who will be making promo spots for the program. “Read Y’all” stencils and hopscotch courts will be imprinted on sidewalks using paint that only appears when it gets wet. The Library has increased its use of Facebook to promote more events and engage with the community. A Profile Picture frame and Snapchat filter has been created. Also new this year, Read Y’all banners have been purchased at ball fields.

Among the participatory activities at each location, dot polling will be utilized at all programs. A series of statements based on Strategic Planning goals will be posted and attendees of all ages will be asked to put a sticker on the statements that apply to them, such as: Because I came to this program, I am going to check out something. Because I came to this program I met someone new. Because I came to this program, I had fun. In addition, child program finishers will get a sticker to put on a mosaic that, when finished, will make a picture of the Viceroy, the state butterfly of Kentucky.

Ms. Davis highlighted some of the programs happening this summer. Pete Litwin, author of the popular Pete the Cat books, will hold four performances. A videogame trailer than can accommodate 17 players at one time will be parked at each location. A series of Kentucky-themed drop-in programs will held across the system. There will be a yearbook show and tell, Songfarmer jams, and the Kentucky Historical Society will hold a class for kids on Bluegrass music.
Mr. Smith presented the Chairman’s Report. The four finalists from the Long Range Facilities Plan Request for Qualifications will be making presentations to the Board at the end of the month. These Special Meetings will be on April 23 at 1pm, April 24 at 10am and 1pm, and April 26 at 1pm. The presentations will be video recorded and emailed to the Board so those who are unable to attend can participate in the process. Mr. Smith called attention to the Conflict of Interest Disclosure forms at each person’s place, and asked everyone to disclose business or personal relationships with the firms and/or individuals associated with the short-listed Long Range Planning firms.

Mr. Bohart presented the Building and Property Committee report. At their Monday meeting, they reviewed the parking garage report and are looking at options for moving forward.

Ms. Watson presented the Board Development Committee report. The committee met yesterday and Ms. Watson brought forward three recommendations.

The first is a recommendation on the Meeting Room Policy. The Committee recommends the following changes to the policy: the addition of study groups to the list of organizations able to reserve the rooms in advance, the elimination of the $25 food fee, and addition of the sentence Customer use of Library Meeting Rooms may be restricted due to policy violations, and the following change: The Executive Director of the Library, or designee, will be responsible for implementing this policy. Exemptions from these policies may be made by the Executive Director or designee.

Mr. Parker seconded and the motion carried unanimously.

The Committee recommends an update to the sick leave policy, which will make it consistent with the vacation leave. The recommended change is the addition of the sentence: When leaving employment, sick time received by an employee shall not be construed to extend employment with the library beyond the days of actual work.

Mr. Parker seconded and the motion carried unanimously.

The Committee’s final recommendation was approval of rolling closures for each of the following dates for Active Shooter Training: April 16: Eastside; April 17: Village; April 25: Northside; April 26: Beaumont; May 3: Tates Creek; and May 4: Central. The trainings are from 8:30-11:30 and library locations would open at noon.

Mr. Parker seconded and the motion carried unanimously.
Ms. Watson concluded her report by inviting everyone to participate in the Executive Director Performance Evaluation, which will be emailed in the next couple of weeks.

Mr. Parker presented the Budget and Finance Committee report.

The committee reviewed and recommend for approval the Financial Report. Mr. Coldiron seconded and the motion carried unanimously.

The committee reviewed the FY 2019 Personnel Budget. The Committee recommends a 1% band shift for the top and bottom ends of the pay grades and a 3% raise for staff. Employees who reach or are above the top of their pay range (adjusted up 1%) will not be eligible for a pay raise or may be prorated to the maximum and employees promoted or hired during the past year will receive prorated increases passed upon full months employed.

Ms. Watson seconded and the motion carried unanimously.

Mr. Parker reviewed the checks and procurement card statements with no issues.

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

The board adjourned to closed session at 5:25.

The board resumed in open session at 5:32.

There being no further business, the meeting was adjourned at 5:33pm.

Signed: 

Meredith Watson, Secretary
BOARD OF TRUSTEES’ MEETING
LEXINGTON PUBLIC LIBRARY
May 9, 2018

The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, May 9, 2018, at 4:30 p.m. in the Large Meeting Room of the Northside Branch. Sharon Williams, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Ralph Coldiron, Meredith Watson, Sharon Williams, and Susan Wright. Advisory Board members present: Keith Bohart, Kimberly Turner Brennen, Laura Hatfield, James Inman, John Meister, Stephanie Nallia, and Timothy Sineath

Library staff present: AnnaMarie Cornett, Administrative Support Coordinator; Heather Dieffenbach, Director of Library Operations; Anne Donworth, Development Officer; Ann Hammond, Executive Director; Tonya Head, Director of Access; Karen King, Finance Officer; and Jenny Lewis, Manager, Northside Branch

Also present: Jim Cunningham, Community Member; and Lori Meister, Friends of the Library

Ms. Williams called the meeting to order.

Mr. Coldiron moved for approval of the minutes from the April 11, 2018, Board Meeting. Ms. Watson seconded and the motion carried unanimously.

Ms. Williams welcomed Mr. Cunningham, a member of the public who requested time to speak at the Board Meeting.

Mr. Cunningham shared how much the Library has meant to him and his family for many years. He introduced himself as a financial advisor for Edward Jones Investments who had, for much of last year, been conducting financial seminars at the Eastside Branch. This past December, Mr. Cunningham was notified that the seminars would no longer be included in the calendar as a Library program. He said that he does not understand why his seminars are no longer being advertised by the Library but others apparently are.

Mr. Coldiron asked Mr. Cunningham if he had gone through proper channels to meet with staff regarding this. Mr. Cunningham said that he had not, other than Ms. Hall and his primary contact at Eastside.

Ms. Meister presented the Friends report. The Good Foods Co-op has selected the Friends of the Library as one of their Give Where You Live charities for FY 2019. The
April Book Sale raised more than $5,800 with expenses of $136. The Friends Board Meeting is next Wednesday, May 16. Ms. Meister presented a check to the Lexington Public Library in the amount of $25,000.

Ms. Donworth presented the Development Report. In April, the Foundation received over $37,000 in donations. That included $10,000 for the capital campaign, $5,000 for Central Library and Phoenix Forward programming, $220 in Read Y'all T-shirt sales, $20,000 from PNC for the Read Y'all Summer Reading program sponsorship, and just under $1,700 in unrestricted funds. In addition, the Foundation received $25,000 in pledged support; $5,000 from the Bluegrass Community Foundation for Phoenix Forward and a $20,000 grant from the JP Morgan Chase Foundation to support additional GED initiatives. Kentucky Gives Day is May 22. Ms. Donworth stated that she was pleased with the Library’s successful advocacy efforts during this year’s Legislative Session.

Ms. King presented the Financial Report for the month ending March 2018. The Library has assets of $12,063,000, which is a month over month decrease of $48,000 and a year over year increase of a little more than $1.5 million, primarily in cash and investments. The Library has liabilities of $1.9 million and a fund balance of $10.1 million, which increased slightly from the month before. General fund activity for the month of March included revenues of $1,243,000 and expenditures of $1,064,000 with a bottom line of $179,000. Year to date revenues are $10,578,000, expenses are $9,862,000, and there is a bottom line of $716,000, about $220,000 of which is from the true-up received in the 2nd half of the year. The majority of these additional funds are being used for the Parking Garage. Revenues are $107,000 over budget and $484,000 over the year before. Expenditures are $511,000 under budget, most of which is in personnel. Year over year, expenditures are $383,000 more than the prior year. Materials fund revenue year to date is $1,540,000 and expenses are $1,541,000. The Enterprise Fund year to date has revenue of $86,000 and a bottom line of $24,000, which is a little lower than last year. The parking garage year to date has revenues of $279,000 and a bottom line of $23,000, which is up slightly from the year before. Investments for the month of March were $5,252,000, which is flat from the month before and an increase of $600,000 year over year. General Fund debt is $7,526,000 and the Parking Garage has debt of $2.4 million. No funds have been spent from the Fund Balance this year, but expenditures have been approved for the Parking Garage.


Ms. King presented the FY 2019 Budget. She stated that the FY 2019 budget was challenging due to the potential impacts at the state level. Fortunately, the Library’s funding remained intact. Going into the coming year, the Library has total support and
revenue of $17,345,000 and total expenses of $17,167,000. The items in the budget that changed materially and had a positive effect to the fund balance included:

Increases:
Ad valorem tax increase: $306,000
Garage and enterprise fund: $4,400
Interest: $10,000
Foundation: $9,000
Other revenue: $10,000

Savings:
Decrease in utilities: $43,000
Facilities and vehicle maintenance: $55,000
Village rent: $9,000 (Planned for an increase in FY18, but rent remained flat)

Other savings: $29,000
Personnel: $300,000 due to replacements and reorganization.
Enterprise Fund: $20,000.

In addition, the FY 2018 budget includes major maintenance on the Parking Garage, which will not be included in the FY 2019 budget: $435,600.

That is a total revenue increase of $1,253,231.

Ms. King outlined the way additional funds would be used:

Expenses:
Fines and fee revenue reduction to increase access - $112,000
Decrease in Erate - $34,000

Staffing changes: $8,800
3.3% increase in insurance: $29,390.

Personnel:
3% raise and 1% band shift: $223,000
Job inequities and adjustments: $17,000
Prorated retirement rate increase: $125,646
The retirement rate will continue to increase over the next few years until the total contribution is 28%.

Operating expenses:
Inflation: $14,000
Long-Range Facilities Plan: $315,000
Materials Fund increase: $33,000
Major special projects: $33,000
Parking depreciation: $50,000
That is total expenses of $1,294,064.

Ms. Brennen asked about the change in facilities and vehicle maintenance, and how it relates to the Storytime RV. Ms. King stated that the Storytime RV has cost a significant amount of money in repairs. When the driver retired, staff evaluated the return on investment and decided to find new ways to provide services to the daycare centers being served by the Storytime RV. Currently, programs are being offered inside the facilities and next year’s budget includes funds to purchase a new, smaller vehicle to serve those daycares.
Ms. King stated that small group budget review sessions will be held at the end of May and beginning of June, and she invited all members of the Board to sign up. The FY 2019 Budget will be voted on at the June 13 Board Meeting.

Ms. Hammond presented the Director’s Report. The open enrollment window for the coming year has closed, and she commended Mr. Wallace and Human Resource Coordinator, Christi Gresham, on their good work. As part of the process, they held 14 meetings with staff to ensure full understanding of the changes in the benefits package. A Tiny Library build day was held at NOMI Architect and ten additional Tiny Libraries were built. An online-only Library Card launched in April and so far, 115 people have signed up. The online only card is a way for people who don’t have regular library cards to get access to ebooks and other downloadable materials. April was a busy month for staff training. Staff attended the KPLA Conference in Bowling Green and many gave presentations and helped plan and conduct the conference. Ms. Hammond thanked them for their dedication to the profession and for sharing their knowledge with their colleagues. In addition, active shooter training was held at all locations. Chief Greg Muravchick from Transylvania University donated his time and talents to lead the training. Ms. Hammond thanked Ms. Dieffenbach, Facilities Manager, Mike Connolly, and Security Supervisor, Dominic Norwood, for their indispensable assistance. Last week, Ms. Dieffenbach attended the ULC Fieldtrip in Columbia, South Carolina. Currently, Mr. Wallace and Ms. Hall are in Boise with the Commerce Lexington’s Leadership Visit. Ms. Hammond concluded her report by announcing the Lexington Public Library has, for the second time, been awarded an Exemplary Level rating from KDLA.

Ms. Brennen stated that she and Dr. Sineath attended an event for the University of Kentucky Library and commented on how many people praised Ms. Hammond and the Lexington Public Library system.

Ms. Williams presented the Chairman’s Report. The next meeting is on June 13, 2018, at the Central Library.

Mr. Bohart presented the Building and Property Committee report. The week of April 23, four listed Architectural Firms came to Lexington Public Library to present Long Range Facilities Plan proposals. After reviewing the presentation evaluations from Library staff and board members and discussing the merits of each firm, the committee recommends to the Budget and Finance Committee entering into negotiations with Group 4 and EOP to lead the Lexington Public Library in developing a Long Range Facilities Plan.

Mr. Coldiron seconded.
There was discussion about the motion going to the Budget and Finance Committee. It was noted that the FY 2019 budget includes funding of the Long Range Facilities Plan so it does not need to go before the Budget and Finance Committee before being approved by the Board.

The motion to enter into negotiations with Group 4 and EOP carried unanimously.

Ms. Williams called for new business.

Mr. Coldiron commended staff, specifically Ms. Donworth and Ms. Hammond, on the Legislative effort put forward this past session. He stated that multiple Fayette County representatives told him how impressed they were with the Library’s positive approach during the session.

Ms. Hatfield praised Ms. Lewis and the staff of the Northside Branch for being a “bright spot” in the Winburn neighborhood. She stated that her role with One Lexington is to enhance safety and quality of life in Lexington neighborhoods, including Winburn, and the Northside Branch team has gone over and beyond to accommodate more people and more programs.

There being no further business, the meeting was adjourned at 5:33pm.

Signed: ____________________________
Meredith Watson, Secretary
BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
June 13, 2018

The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, June 13, 2018, at 4:30 p.m. in the Board Room of the Central Library. Sharon Williams, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Ralph Coldiron, Jordan Parker, Lawrence T. Smith, Meredith Watson, and Sharon Williams. Advisory Board members present: Lynda Bebrowsky, Keith Bohart, Kimberly Turner Brennen, Megan George, James Inman, John Meister, Stephanie Nallia, Rebecca Self, and Timothy Sineath

Library staff present: AnnaMarie Cornett, Administrative Support Coordinator; Heather Dieffenbach, Director of Library Operations; Anne Donworth, Development Officer; Colleen Hall, Director of Community Engagement; Ann Hammond, Executive Director; Tonya Head, Director of Access; Karen King, Finance Officer; Jenny Smith, Manager, Central Library; and Tom Wallace, Human Resource Officer

Also present: Jim Cunningham, Community Member; and Taylor Stuckey, Stites and Harbison

Ms. Williams called the meeting to order.

Mr. Coldiron moved for approval of the minutes from the May 9, 2018, Board Meeting. Mr. Parker seconded and the motion carried unanimously.

Ms. Williams welcomed Mr. Cunningham, a member of the public who requested time to speak at the Board Meeting.

Mr. Cunningham shared information about a program the Lexington Public Library is offering and questioned why the Library would chose to affiliate itself with that particular organization.

Ms. Hammond reminded Mr. Cunningham that he is invited to continue his use of the Library’s Meeting Rooms. She reiterated that the only change is that the Library will no longer advertise his seminars on their website or in the printed calendar. She thanked him for providing her with a comprehensive list of the workshops he offers.

Ms. Donworth presented the Development Report. In May, the Foundation received over $40,000 in contributions and a $25,000 Capital Campaign pledge from Central Bank. Also in May, the Foundation received $7,500 in support of the Phoenix Forward activities for June and July and an unsolicited $5,000 grant for the Village Branch
from the Kentucky Public Education Foundation. Ms. Donworth continues to work with Bob Babbage to identify advocacy needs and she is closely watching local and state elections. She thanked Mr. Coldiron for agreeing to serve as the second Library Board Representative on the Foundation Board. The FY 2019 Foundation Executive Team will be Yajaira West, Chair; Jimmy Turek, Vice Chair; Erin Serrati, Treasurer; and Missy Clifton, Secretary. The Foundation raised $995 toward their $1,000 goal on Kentucky Gives Day.

Ms. Donworth presented the Lexington Public Library with a check for $219,000 in unrestricted gifts for FY 2018.

Ms. Brennen joined the meeting.

Ms. King presented the Financial Report. As of April, the Library had total assets of $12,508,000. Of that, $4.9 million was in cash, $5.2 million was in investments, and $2.4 million was in receivables. This totaled a month over month increase of $442,000 and a year over year increase of $2,045,000. For the month of April there were liabilities of $2,088,000 and a fund balance of $10.4 million. General Fund activity for the month of April had revenues of $1,298,000, expenses of $1,045,000 with revenues exceeding expenditures by $253,000. Year to date revenues were $11,877,000, expenses of $10,912,000, and a bottom line of $965,000. Part of the $965,000 has been allocated for the Parking Garage and will be committed to a Parking Garage Repair fund to be used in FY 2019. Revenue is $155,000 over budget and $519,000 higher than the year before. Expenses are currently $599,000 under budget and $397,000 more than the previous year. Materials Fund revenue is $1,718,000 with expenditures of $1,692,000 and a bottom line of $26,000. Enterprise fund revenue year to date is $96,000 and revenues exceed expenditures by $31,000. The Parking Garage has had $310,000 in revenue year to date with a bottom line of $27,000. Investments for April total $5,252,000 with no change month over month, but a $599,000 increase over the year before. The general fund has debt of $7,454,000 and the parking garage has debt of $2,432,000. There have been no expenditures year to date from the fund balance.

Ms. Hammond presented the Director’s Report. She stated that as part of Read Y’All, 594 programs will be presented over the next two months. In May, Mayor Gray issued a proclamation naming June and July Read Y’All months in Lexington. The remaining Tiny Libraries have been distributed – fully stocked – to members of the community. Ms. Hammond passed around a recent issue of La Voz, which features the Mayoral Forums sponsored by the League of Women Voters and held in the Farish Theater. Staff are currently in the process of developing a Crisis Communication Plan. Ms. Dieffenbach attended ULC’s Lessons from the Field conference in Richland, SC. Mr. Wallace attended the SHRM conference in Lexington, and he and Ms. Hall joined Commerce Lexington for the Chamber Trip to Boise, ID. Abby McCurry, Beaumont
Branch Manager, and Jenny Lewis, Northside Branch Manager, went to The Disney Institute for a one day Customer Service Training. Ms. King and Ms. Hammond held small group budget sessions with Board Members, and Ms. Hammond also held meetings with staff to review the budget and priorities for the coming year. Ms. Dieffenbach and Eastside Branch Manager, Rob Parmley, will graduate tomorrow from Leadership Lexington. Ms. Hammond and her team have had virtual meetings with Group 4 and EOP and there will be on-site meetings scheduled for the coming months. The Library Parking Garage is undergoing a new appraisal and the new gate has been ordered. Ms. Head, Will McGinnis, and Ms. King are interviewing qualified firms to conduct an IT Audit which will help develop an understanding of capacity, areas for improvement, and security needs.

Ms. Williams presented the Chairman’s Report. She announced that next month’s Regular Board Meeting will be held on July 11, at 4:30pm, in the Central Library Board Room.

Ms. Watson presented the Board Development Committee Report.

Ms. Watson stated that a change needs to be made to the Board Orientation Policy, striking language that states the KDLA Regional Librarian will be in attendance. The KDLA program will still be used, however our regional librarian is now based out of Somerset and it is not always feasible for him or her to attend every orientation session.

Mr. Smith seconded and the motion carried unanimously.

Ms. Watson continued. The Bag Policy was reviewed and staff have recommended additional language be added:

For the health and safety of customers and staff and To ensure allow
unimpeled access to Library spaces and resources, the collections, the Library
restricts the following does not allow:

- Bedrolls/Sleeping Bags, blankets, frame backpacks, and suitcases over 12”
  X 24”;

- Duffle bags measuring over 12” x 24”

- Garbage bags or multiple plastic bags

Customers are required to keep their personal belongings with them at all
times and should be vigilant in supervising them.
Bags left unsupervised in the Library will be considered abandoned and may be confiscated and searched by Library Security Staff. Abandoned bags will be held by the Security Department for 24 hours and then discarded. Soiled clothing and bags will be immediately discarded.

All bags entering and exiting the facility are subject to search for contraband including but not limited to alcohol, drugs, and library property.

Mr. Coldiron seconded and the motion carried unanimously.

Ms. Watson presented the Board and Committee Meeting calendar for FY 2019. The Board Meetings will continue to be held on the 2nd Wednesday of every month at 4:30 and the Committee Meetings on their regular days and times.

Mr. Smith seconded and the motion carried unanimously.

Ms. Watson stated that the Board Development and Personnel Committee discussed the survey results for Ms. Hammond’s Executive Director evaluation and reviewed it with Ms. Hammond at their meeting on June 12. Ms. Watson thanked everyone for participating and reported that Ms. Hammond’s overall rating is outstanding. She thanked Ms. Hammond for her service.

Ms. Watson passed around a copy of Ms. Hammond’s evaluation and asked that all members of the Library Board of Trustees and Advisory Board sign the signature page.

Mr. Parker presented the Budget and Finance Committee report.

Staff, in conjunction with the Budget and Finance Committee, have developed a budget for FY 2019. Ms. Hammond and Ms. King held meetings with members of the Library Board throughout the month. The Committee recommends approval of the FY 2019 budget as presented.

Mr. Smith seconded and the motion carried unanimously.

Mr. Parker continued. At the end of each fiscal year, the Board must approve allocations to the Library’s fund balance. The committee recommends the following:

$3 million to the Building renewal and replacement fund;
$3 million to the new branch fund
$500,000 to the Emergency Fund
$866,000 to the Garage Refurbishment Fund

Mr. Smith seconded and the motion carried unanimously.

Mr. Parker stated that the Budget and Finance Committee reviewed the monthly financial report and recommend it for approval.

Ms. Watson seconded and the motion carried unanimously.

Mr. Parker and Ms. Williams stated that they reviewed the monthly checks and credit card statements and found no issues.

There being no further business, the meeting was adjourned at 5:00pm.

Signed: ______________________
Meredith Watson, Secretary