

BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
July 8, 2020

The regular meeting of the Board of Trustees of the Lexington Public Library was held virtually and broadcast live online Wednesday, July 8, 2020, at 4:30 p.m. Lawrence T. Smith, Library Board Chair, called the meeting to order.

Board members present: Lynda Bebrowsky, Rania Belmadani, Mike Burke, Ralph Coldiron, Jordan Parker, Lawrence T. Smith, and Susan Wright. Advisory Board members present: Kimberly Turner Brennen, Megan George, Laura Hatfield, Louetta Hurst, James Inman, Stephanie Nallia, Rebecca Self, and Yajaira West

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

Also present: Cassidy Rosenthal, Stites and Harbison

Mr. Smith called the meeting to order.

Mr. Coldiron moved for approval of the minutes from the June 10, 2020, Board Meeting. Ms. Wright seconded.

Ms. Nallia had one amendment, stating that she was incorrectly omitted from the list of attendees for the meeting.

The motion to approve the minutes with the correction carried unanimously.

Ms. Donworth presented the Development Report. In June the Foundation received over \$500,000, the most significant portion from the Tuttle Estate. This gift will be used for the naming rights of the Eastside Branch Children's area. In addition, the Foundation received \$25,000 from PNC for the second year of Destination Kindergarten, \$10,000 in Cares Act funding from the Kentucky Humanities Council, and individual donations. Ms. Donworth stated that the \$20,000 grant from the National Endowment for the Arts in support of the I Was Here exhibit has not been received and that 115 classroom storytime kits were purchased as part of Destination Kindergarten.

Ms. King presented the Financial Report for the 11 months ending in May. The balance sheet had total assets of \$14,915,000. That is a month over month increase of \$181,000 and a year over year increase of \$956,000. Assets were cash and cash equivalence

of \$7.2 million, investments of \$5.1 million, and receivables of 2.5 million. Liabilities were \$1,291,000 and the fund balance was \$13,624,000. The fund balance was up \$2.3 million month over month and \$838,000 over last year. Revenues for May were \$1,269,000 and expenditures were \$1.1 million with revenues exceeding expenses by \$169,000. Year to date revenues were \$14,131,000 and expenses were \$12,093,000 with year to date revenues exceeding expenditures by \$2,037,000. Revenues were \$130,000 ahead of the budget for the year and \$373,000 greater than last year. Personnel was \$8.6 million for the year, primarily due to open positions, and \$194,000 year over year. Operating Expenditures were \$2,066,000 for the year, which was \$260,000 under budget and \$293,000 under the year before. Special projects were \$417,000 and Debt Service was \$930,000 year to date.

Materials Fund expenditures year to date were \$2,052,000 with expenditures of \$2,069,000. Ebook purchases increased significantly throughout the closure and is running \$402,000 over what was budgeted with expenditures for print adult and juvenile books decreasing a similar amount during the time period.

The Enterprise Fund is neither taking in revenue nor spending. Year to date, revenues have exceeded expenditures by \$62,000. Garage revenue was \$336,000 for the year, and expenditures have exceeded revenue by \$56,000 before capital expenditures.

Investments as of May were \$5,138,000 which is a slight increase over the month before and a year to date increase of \$43,000. Investments are split with \$2,166,000 in CDs, \$2,791,000 in the CDARS Program, and \$181,000 in miscellaneous money market accounts. There was \$5,909,000 in the general fund debt and \$2.2 million in the parking garage debt for total debt of \$8,111,000. Expenditures from the Fund Balance were from the Garage Fund for the brick and elevators. As of May we spent \$235,000 and \$1,057,000 year to date with \$219,000 remaining.

Ms. Dieffenbach presented the Director's Report. She reported that last month we circulated almost 70,000 ebooks and eaudiobooks and have checked out and delivered 8,425 holds since rolling out Curbside Service. Our community is excited and happy about the services we are able to offer them during this time. As we prepare to open Northside, staff are also focusing on services to help people who might not be able to, or feel comfortable, coming in. One such service, "Bag of Books", allows customers to call or submit an online request for a certain genre or kind of materials. A staff member will curate their selection and the customer may pick them up curbside. Staff are also developing a system for customers to submit documents they need printed and pick them up curbside. Ms. Dieffenbach praised staff for their creativity.

Mr. Smith presented the Chairman's Report. Mr. Smith read a Resolution in Memory of Timothy W. Sineath.

Whereas, Tim Sineath joined the Lexington Public Library Board of Advisors in January 1979 and served on the Board of Advisors or Trustees for over 40 years; and

Whereas, Tim Sineath was a current member of the Board Development and Building and Property Committees; and

Whereas, Tim Sineath served, at some point during his tenure, on every standing committee, as well as the Eagle Creek Building Committee, Personnel Committee and Nominating Committee, and chaired the Planning Committee and Architect Selection Committees for the Northside Branch and Central Library; and

Whereas, Tim Sineath began volunteering with the Friends of the Library in 2013; and

Whereas, Tim Sineath was dedicated to his work with the Friends of the Library, faithfully working three days a week, and served as a role model to other volunteers and employees of the Friends; and

Whereas, Tim Sineath was Director and Professor Emeritus at the University of Kentucky College of Library Science; and

Whereas, Tim Sineath will be remembered as a cheerful, smiling presence in the halls of the Library school and as an encouraging and supportive professor; and

Whereas, Tim Sineath was never afraid to ask a question or share his opinion for the betterment of the Library and the Community; and

Whereas, Tim Sineath brought valuable perspective and insight to the future of libraries; and

Whereas, Tim Sineath was a founding member of the Lexington Public Library Foundation, a generous donor, and a member of the 1798 Society; and

Whereas, Tim Sineath passed away on June 7, 2020;

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

Mr. Burke moved for adoption of the resolution. Ms. Wright seconded and the motion carried unanimously.

Mr. Smith presented the board meeting schedule for FY21. All meetings are scheduled to be held at the Central Library Board Room at 4:30pm on the 2nd Wednesday of each month.

Mr. Burke moved for adoption of the schedule. Dr. Belmadani seconded and the motion carried unanimously.

Mr. Burke presented the Budget and Finance Committee report. The committee brings forth a motion to approved the Financial Report as presented by Ms. King. Ms. Wright seconded and the motion carried unanimously.

Mr. Burke asked Ms. King to present the fund balance recommendations that were approved in the Budget and Finance Committee.

Ms. King stated that as of June 30, 2020, which is the end of the fiscal year, we have an opportunity to adjust the commitments that are in the fund balance and on our financial statements. Ms. King predicts that our Fund Balance will be \$14,627,000. The proposal is to increase the new branch fund by \$1 million from \$3 million to \$4 million, and to increase the emergency fund by \$500,000 to \$1 million.

The motion from the Committee is to approve \$4 million for building renewal and replacements, \$4 million for a new branch, and \$1 million for the emergency fund as commitments as of June 30, 2020. Ms. Bebrowsky seconded and the motion carried unanimously.

Mr. Burke stated that he and Mr. Smith reviewed the June check and procurement card files with no issues.

Mr. Smith called for new business.

Ms. Bebrowsky stated that the board received the Healthy at Work plan. She moved that board state its support of the decisions that have been made by the Library's Executive Director and Leadership Team regarding the Healthy at Work Plan, the phased reopening of the public library locations, and future staffing decisions that are needed to reopen the library. Dr. Belmadani seconded and the motion carried unanimously.

Ms. Bebrowsky continued. She stated that Ms. Self's first term on the Advisory Board expires in August. She has agreed to serve a second term. Ms. Bebrowsky moved that Rebecca Self's name be forwarded to Mayor Gordon to be considered for a second term appointment to the Advisory Board. Ms. Wright seconded and the motion carried unanimously.

There being no further business, the meeting was adjourned at 4:54pm.

Signed: _____
Susan Wright, Secretary

BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
August 12, 2020

The regular meeting of the Board of Trustees of the Lexington Public Library was held virtually and broadcast live online Wednesday, August 12, 2020, at 4:30 p.m. Lawrence T. Smith, Library Board Chair, called the meeting to order.

Board members present: Lynda Bebrowsky, Rania Belmadani, Mike Burke, Ralph Coldiron, Jordan Parker, Lawrence T. Smith, and Susan Wright. Advisory Board members present: Keith Bohart, Kimberly Turner Brennen, Megan George, Laura Hatfield, Louetta Hurst, James Inman, Stephanie Nallia, Rebecca Self, and Yajaira West

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

Also present: Cassidy Rosenthal, Stites and Harbison

Mr. Smith called the meeting to order.

Mr. Coldiron moved for approval of the minutes from the July 8, 2020, Board Meeting. Ms. Wright seconded and the motion carried unanimously.

Ms. Donworth presented the Development and Friends Reports.

The Friends of the Library Annual Meeting will be held virtually on September 16. In July they held a virtual book sale on their Amazon and Ebay stores, where they grossed \$4,700. Those stores remain open for anyone wishing to support the Friends. They also received donations in memory of Dr. Sineath from the Bravo Guild at OperaLex and the University of Kentucky Libraries.

Ms. Donworth continued with the Foundation Report. The Foundation Board met virtually on July 29 and welcomed their new Board Members and Executive Committee. In the month of July the Foundation received \$21,444, plus an additional \$5,500 pledged in support of the BOOKtacular, which will be a virtual event. The July donations included a bequest from former Foundation Board Member, Marian Woolfolk, and an unsolicited \$10,000, donation from the Bluegrass Community Foundation's Early Literacy and Family Education fund.

Ms. Donworth conclude her report by sharing the goal for FY 2020 was \$500,000. As of June 30, 2020, the Foundation had received \$982,773, plus an additional \$534,000 pledged. FY 2020 ended with the Foundation having raised over \$1.5 million. She is proud of the work done by the Foundation, a separate 501(c)(3) organization devoted to helping support the library through private funding, advocacy, and partnerships.

Ms. King presented the Financial Report for the fiscal year ending June 30, 2020. These are preliminary, unaudited financial statements. The Audit will be presented at the September 9 Board Meeting.

The balance sheet ending in June had assets of \$15,685,000. Of that, \$7.7 million was in cash, \$5.2 million was in investments, and \$2.7 was million in receivables. Cash was down \$501,000 year over year but receivables were up \$1.6 million due to the timing of receipt of the check from the city. The month ending in June had liabilities of \$1.5 million and a fund balance of \$14.2 million, an increase of \$1.4 million year over year. General fund activity for the month of June had revenues of \$1,462,000 and expenditures of \$979,000 with revenues exceeding expenditures by \$483,000. Year to date revenues were \$15,593,000, which was \$207,000 better than budget. This increase is primarily due to the true up and \$351,000 higher than the year before. Expenditures for the year were \$13,081,000, which was \$1.2 million under budget. The savings were a mix of personnel, unfilled positions, and lower than expected operating costs. Expenditures were \$395,000 less than last year with a bottom line of \$2.5 million, which was \$1.4 million higher than budget.

Materials fund revenue for the year was \$2,242,000 and expenditures were \$2,128,000 for a bottom line of \$113,000. That overage will roll over to FY21 and will be spent primarily on ebooks. The Enterprise Fund had revenues of \$93,000 for the year and expenditures of \$31,000 with a bottom line of \$62,000. Both expenditures and revenue were under budget due to the closure, so the bottom line ended up almost at the budgeted amount and a little better than the prior year. Garage fund revenues for the year were \$358,000. That is slightly under budget and very close to FY19 revenues. Ms. King stated that if the gate had been operational during the last quarter of the year, revenue would have well exceeded the prior year. The bottom line for the garage was negative \$23,000 before capital expenditures. Last year's bottom line was negative \$62,000. Investments for the month of June were \$5,181,000, which was \$42,000 more than last month and \$63,000 more than last year.

In debt, the Tates Creek Branch debt has been completely paid off. General Fund debt remains on Northside, Eastside, and the Energy project, which totals \$5.8 million. Debt on the parking garage is \$2.2 million. Fund balance expenditures for the year were \$1,057,000 for the parking garage brick and elevator. There is still approximately \$200,000

remaining to be spent on the elevator project. One elevator is replaced and operational and the other is very close.

Ms. Dieffenbach presented the Director's Report. In July the library reached a new record, circulating over 70,100 ebooks and eaudiobooks. The library has contracted with BrainFuse, a live, online tutoring software that will be available to all Lexington Public Library cardholders. Students and families can log in between 2-11pm, 7 days a week for one-on-one homework help. The service is available in English and Spanish. The Northside Studio is now partly open, with the video and recording booths remaining. On September 8, Eastside, Tates Creek, and Beaumont will open to the public with the same services and capacity as the Northside Branch, which opened on July 20.

Mr. Smith presented the Chairman's Report. The next meeting is September 9 and will be held virtually.

Mr. Burke presented the Budget and Finance Committee report. Mr. Burke moved that the Board of Trustees accept the June Financial Report as presented by Ms. King. Ms. Wright seconded and the motion carried unanimously.

Mr. Burke stated that he and Mr. Smith reviewed the July procurement card and check files with no issues.

Ms. Bebrowsky presented the Board Development Committee report. The Committee reviewed a very good batch of Advisory Board applications to fill the vacancy left by the passing of Dr. Sineath. They selected Jessica Sanchez, who is the interpreting and translation department liaison for Fayette County Public Schools. The Committee felt that her connection to the school system and our local Hispanic community will be an asset to our board and the ongoing work of the library. The Committee moved to forward the application of Jessica Sanchez to Mayor Gorton to be considered for appointment to the Advisory Board.

Mr. Parker seconded and the motion carried unanimously.

Ms. Bebrowsky continued. She stated that the committee will be updating the Board Profile Worksheet, which is used to make sure the Library board is representative of our community. She asked that everyone watch for an email from Ms. Cornett with a new form to complete.

The committee also reviewed the Executive Director Evaluation process and made slight updates to the form. This evaluation will be distributed electronically to the library Board, the Executive Director's staff, and other staff. The deadline to complete the

evaluation is August 31. Ms. Dieffenbach's evaluation will be presented in the form of a motion at the September board meeting.

There being no further business, the meeting was adjourned at 4:54pm.

Signed: _____
Susan Wright, Secretary

BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
September 9, 2020

The regular meeting of the Board of Trustees of the Lexington Public Library was held virtually and broadcast live online Wednesday, September 9, 2020, at 4:30 p.m. Lawrence T. Smith, Library Board Chair, called the meeting to order.

Board members present: Rania Belmadani, Mike Burke, Ralph Coldiron, Jordan Parker, Lawrence T. Smith, and Susan Wright. Advisory Board members present: Keith Bohart, Kimberly Turner Brennen, Megan George, Laura Hatfield, Louetta Hurst, James Inman, Stephanie Nallia, Rebecca Self, and Yajaira West

Library staff present: AnnaMarie Cornett, Administrative Support Coordinator; Heather Dieffenbach, Executive Director; Anne Donworth, Director of Development; Tonya Head, Director of Access and Strategic Initiatives; Karen King, Finance Officer; and Tom Wallace, Human Resource Director

Also present: Cassidy Rosenthal, Stites and Harbison; and Lee Ann Watters, Mountjoy, Chilton, Medley

Mr. Smith called the meeting to order.

Mr. Burke moved for approval of the minutes from the August 12, 2020, Board Meeting. Ms. Wright seconded and the motion carried unanimously.

Ms. Donworth presented the Development and Friends Reports. The minutes from both the Friends and Foundation Board Meetings are included in the monthly Board Mailing. The Friends Annual Meeting will be held virtually on September 16 and will feature Ms. Dieffenbach as their keynote speaker. Ms. Donworth asked everyone to watch for an email invitation from Ms. Meister.

Ms. Donworth stated that the Foundation is preparing for Booktacular, which will be held October 24. The event will be virtual and the theme is Saturday Night Fever. The event, which will be broadcast by Mahan Multimedia, will last approximately 1 hour. There will be music from Ann Frances Backer and Michael Dawahare, cocktail demonstrations by The Burl and Black Bourbon Guild, disco instruction from Hunter Lisle, Arthur Murray Dance Studios, and several library stories. Dinner boxes will be available for purchase and pick up from Selma's for \$75 and there is a suggested \$25 donation for those interested in only watching the presentation. The Foundation has raised \$23,000 in sponsorships and tickets will go live by the end of the week.

Ms. Watters from Mountjoy Chilton Medley presented the FY20 Audit Report. She thanked Ms. King and her team for facilitating the audit under such unusual circumstances. The auditors met virtually with the Audit Committee last week and reviewed the financial statements in substantial detail. She stated that once again, the Lexington Public Library is receiving an unmodified opinion, which is the highest level opinion they can give. This means that the financial statements are fairly stated in all material respects. She specifically mentioned that the Library did an excellent job of maintaining procedures and processes during the Covid-19 pandemic.

Mr. Burke stated that the Budget and Finance Committee makes a motion to accept and approve the Audit. Ms. Wright seconded and the motion carried unanimously.

Ms. King presented the Financial Report for the month ending in July. For the July Balance Sheet, total assets were \$15,585,000 which was \$100,000 less than in June and \$1.4 million more than July 2019. That was \$7.5 million in cash, \$5.2 million in investments, and \$2.8 million in receivables. Receivables were higher than normal because of the timing of receiving the monthly ad velorem payment from the city. Liabilities were \$927,000 and the fund balance was \$14.6 million, which was \$426,000 more than the year before and \$1.9 million year over year. In General Fund activity, revenues were \$1.3 million, expenses were \$1,164,000, and the bottom line was \$139,000. Revenues were on budget and about \$38,000 more than the year before. Expenses were \$205,000 less than budget and a little more than half of those savings were in personnel.

The materials fund revenue was \$195,000 and expenses were \$137,000. It is typical that expenditures would be greater than revenues in the first month of the fiscal year because of database renewal, but because there were fewer expenditures in other areas, revenue exceeded expenditures by \$58,000. The Collection Services group is now back to full time and purchasing at normal levels, therefore Ms. King anticipates the budget will get closer to normal as the year progresses.

The Enterprise Fund, which are the copy/print machines, had no activity in July. The garage had revenue of \$21,000, which is lower than expected because the gate was up, and expenses exceeded revenue by \$9,300. Ms. King stated that the gate became operational in August and we are currently taking in revenue.

Investments in July were \$5.2 million with no change over the month before and an increase of \$63,000 year over year. The debt for the general fund was \$5,797,000 and for \$2,185,000 the parking garage. Fund Balance expenditures for the elevator in the parking garage was \$45,000. The total for the parking garage brick and elevator projects was at \$1,102,000.

Ms. Dieffenbach presented the Director's Report. She announced that on Monday, the Beaumont, Tates Creek, and Eastside Branches opened for in person service. She stated that the Library's ebook collection is now available to all kids attending school in Fayette County utilizing an app called SORA. This collection can now be accessed by students through their school credentials, rather than their library card number. In addition, the Library launched BrainFuse, a one-on-one tutoring service where students from Kindergarten through college can meet online with a tutor to get help with homework or feedback on a paper. The Library has received a number of library card applications from UK Students who are being asked to take Lynda.com classes and can be accessed for free through the Lexington Public Library. Staff have started supplementing online storytime with grab and go craft kits that can be picked up at library locations and completed at home.

Ms. Dieffenbach shared that 275 laptops have been purchased for checkout by library customers. They are identifiable as property of Lexington Public Library and are tracked via serial numbers in a federal database. Staff are in talks with the YMCA about the possibility of hosting an NTI camp at Central. County Clerk Don Blevins has approached the Library about providing space for ballot drop boxes in front of our locations, and about utilizing some branches as in-person polling places. Ms. Dieffenbach said that staff are gathering more information from Mr. Blevins and will send more information over the next couple of days.

Mr. Coldiron stated that if library locations are used as polling locations, the Library should require a hold harmless agreement with the Fayette County Clerk's office.

In response to a question from Ms. Hurst, Ms. Dieffenbach clarified that the YMCA NTI camp would be managed by YMCA staff, not LPL. The MOA that has been sent to the YMCA clarifies those roles; they would only be using the building.

Mr. Smith presented the Chairman's Report. Jessica Sanchez has been appointed to the Library's Advisory Board. She was unable to attend the September meeting and the Oath of Office will be administered next month. Mr. Smith hopes to have an in-person option next month for those who want to attend. Those who wish to participate virtually will still have the option of joining via WebEx.

Mr. Burke presented the Budget and Finance Committee report. He moved the Board of Trustees accept the July financial report as presented by Ms. King. Mr. Coldiron seconded and the motion carried unanimously.

Mr. Burke asked that the minutes reflect that he and Mr. Smith reviewed the August check and procurement card files with one question and no issues.

Ms. Wright presented the Board Development Committee report.

Ms. Wright stated that the Committee recommends adoption of the Cell Phone Stipend Policy as follows: "Employees who hold positions that include the need for a cell phone may receive a cell phone stipend to compensate for business-related costs incurred when using their individually-owned cell phones. The Library will not own cell phones for the use of individual employees except in limited situations."

Mr. Coldiron seconded.

Ms. King stated that traditionally, the library has purchased and provided cell phones for staff. This new policy would move away from that practice and instead issue staff a cell phone stipend of \$50 per month. The new process will include a few more employees than are currently issued cell phones and would cost approximately \$4,000 more annually than is currently being spent. This will allow staff to purchase the phones that they would like to use, keep their phone numbers when they leave employment with the library, and open significant time for IT Department staff who have to manage those phones.

The motion carried unanimously.

Ms. Wright continued with her report. The Executive Director Evaluation Survey was distributed last month and was completed by 15 Board Members and 12 Staff Members. The Board Development Committee reviewed the results with Chairman Smith and he and Ms. Bebrovsky reviewed the results with Ms. Dieffenbach. Overall, the evaluation was a strong solid, leading toward Outstanding. 14/16 performance questions scored solid, with two scoring outstanding and two near ties.

The Board Development Committee moves that the Board evaluate Ms. Dieffenbach's performance as solid and extend her current contract to June 20, 2021. Her salary will not be adjusted at this time to be consistent with the decision to freeze increases until further notice. When annual salary increases are permitted, the Board can elect to adjust the Executive Director's compensation accordingly.

Mr. Coldiron seconded.

Mr. Smith stated that Ms. Dieffenbach's contract is being extended in order to bring it in line with the fiscal year. She will be evaluated again next June.

The motion carried unanimously.

There being no further business, the meeting was adjourned at 4:59pm.

Signed: _____
Susan Wright, Secretary

BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
October 14, 2020

The regular meeting of the Board of Trustees of the Lexington Public Library was held virtually and in person at the Village Branch on Wednesday, October 14, 2020, at 4:30 p.m. Lawrence T. Smith, Library Board Chair, called the meeting to order.

Board members present: Lynda Bebrowsky, Rania Belmadani, Mike Burke, Ralph Coldiron, Jordan Parker, Lawrence T. Smith, and Susan Wright. Advisory Board members present: Megan George, Louetta Hurst, James Inman, Stephanie Nallia, Rebecca Self, and Yajaira West

Library staff present: AnnaMarie Cornett, Administrative Support Coordinator; Heather Dieffenbach, Executive Director; Anne Donworth, Director of Development; Tonya Head, Director of Access and Strategic Initiatives; Karen King, Finance Officer; Paige Halpin Smith, Development Manager; Melissa Strasser, Village Branch Manager; and Tom Wallace, Human Resource Director

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

Mr. Smith called the meeting to order.

Mr. Coldiron moved for approval of the minutes from the September 9, 2020, Board Meeting. Mr. Burke seconded and the motion carried unanimously.

Mr. Coldiron moved for approval of the minutes from the September 16, 2020, Special Board Meeting. Mr. Parker seconded and the motion carried unanimously.

Ms. Donworth presented the Development and Friends Reports. The Friends Book Cellar has begun offering curbside pick-up and reservation-only browsing appointments for Friends members. She thanked the Board for their support of the Library serving as polling places in the upcoming election. The Foundation received over \$22,000 in September, \$20,000 of which was for Booktacular, and an unsolicited \$2,000 in support of the Village Branch. Booktacular has reached its sponsorship goal of \$25,000 and has substantially exceeded their \$2,500 donation goal, raising \$10,000. Tickets are still available at booktacular.com.

Ms. King presented the Financial Report for the first two months of the fiscal year, ending in August. On the balance sheet, the Library had cash of \$7,901,000, investments of \$5,182,000, and total assets of \$15,925,000. Total assets were up \$340,000 from the month before and \$1,760,000 year over year. Liabilities in August were \$856,000 and the

fund balance was \$15,068,000. The fund balance was up \$410,000 over last month and \$2.2 million over the year before. In General Fund activity, revenues for August were \$1.3 million and expenditures were \$907,000 for a bottom line of \$395,000. Year to date, revenue was \$2,606,000 and expenditures were \$2,075,000 for a bottom line of \$531,000. Revenue was slightly under budget by \$7,200 and \$111,000 more than the year before. Expenditures were significantly under budget by \$490,000. Spending was down primarily in Personnel by \$316,000 due to the reduction of part time employees plus a number of vacant full time positions and in Operating and Maintenance by \$134,000 due to the reduced operations early and reductions in travel and programming. Year over year the bottom line was up \$368,000.

In the materials fund, there was revenue of \$390,000 and expenditures of \$312,000 with a bottom line of \$78,000. At this time last year we had spent \$59,000 more than we did this year, which is our normal spending pattern. The purchasing team is catching up now and there will be active material purchases going forward. There was no activity in the Enterprise Fund. The Parking Garage had revenues of \$47,600. That is \$19,900 under budget and \$21,000 over the year before. The bottom line was negative \$14,600 year to date and there have been major maintenance expenditures of \$154,000. Ms. King reported that the gate is now operational and that revenue is coming in at about half of what it was last year. Investments for August were \$5,182,000. There was no significant change over the month of July and a \$62,000 increase over the year before. Debt for the General Fund was \$5,760,000 and \$2,157,000 for the parking garage for total debt of \$7.9 million. In fund balance expenditures, \$122,000 has been spent on the elevator project. There is one small draw remaining and then we will be finished with the major garage projects of the elevator replacement and brick repair.

Mr. Burke asked when the Library would start filling the vacant positions. Ms. King said that staff will begin looking at those at the beginning of the calendar year.

Ms. Dieffenbach presented the Director's Report. She stated that the voting at Beaumont, Northside, and Tates Creek is going very well and that there has been a strong response from the community. Since Library staff have been unable to visit day care centers in person, our Community Engagement department is now offering give-away kits that include a picture book, song sheet, and flannel boards that the teachers can use with their classes. In addition, Ms. Parmley and her team have been developing and distributing Destination Kindergarten kits that include books and activities for preschoolers. She thanked PNC Bank for their support of this project. Ms. Dieffenbach introduced the new Manager of the Village Branch, Melissa Strasser.

Mr. Smith presented the Chairman's Report. The next meeting is November 11, 2020. Moving forward, Mr. Smith stated that there will be an option of attending the

meetings in person. The WebEx option will remain for those who want to attend virtually.

Mr. Burke moved that all the board meetings for the remainder of FY21 be moved to the Northside Branch Library. Ms. Wright seconded and the motion carried unanimously.

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

Mr. Burke stated that he and Mr. Smith reviewed the September check and procurement cards with two questions, which were answered, and no issues.

The meeting was adjourned at 4:54pm.

Signed: _____
Susan Wright, Secretary

BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
November 11, 2020

The regular meeting of the Board of Trustees of the Lexington Public Library was held virtually on Wednesday, November 11, 2020, at 4:30 p.m. Lawrence T. Smith, Library Board Chair, called the meeting to order.

Board members present: Lynda Bebrowsky, Rania Belmadani, Mike Burke, Ralph Coldiron, Jordan Parker, Lawrence T. Smith, and Susan Wright. Advisory Board members present: Keith Bohart, Kimberly Turner Brennen, Megan George, Laura Hatfield, Louetta Hurst, James Inman, Stephanie Nallia, Rebecca Self, and Yajaira West

Library staff present: AnnaMarie Cornett, Administrative Support Coordinator; Heather Dieffenbach, Executive Director; Anne Donworth, Director of Development; Tonya Head, Director of Access and Strategic Initiatives; Karen King, Finance Officer; and Tom Wallace, Human Resource Director

Also present: Charlotte McCoy, Stites and Harbison; and Cassidy Rosenthal, Stites and Harbison;

Mr. Smith called the meeting to order.

Mr. Coldiron moved for approval of the minutes from the October 14, 2020, Board Meeting. Ms. Wright seconded and the motion carried unanimously.

Ms. Donworth presented the Development Report. The Foundation's annual Booktacular event was held virtually and was very successful. They exceeded their \$35,000 fundraising goal by \$10,000. The proceeds from the virtual event will be used to create a Covid Relief Fund, which will be specifically targeted to children, students, and families with economic and educational recovery needs. She thanked Mr. Parker, Ms. Hatfield, and Ms. West for sharing testimonials at the event. In all, the Foundation received over \$20,000 in the month of October. Nearly \$16,000 was for Booktacular, and they additional donations were received for Beaumont, the Capital Campaign fund, Outreach, and unrestricted.

Ms. King presented the Financial Report for the first three months of the fiscal year, ending in September 2020. For assets, the Library had \$16,279,000. That is an increase of \$354,000 month over month and \$3,050,000 year over year. This included \$9,734,000 in cash and cash equivalence, \$5,183,000 in investments, and \$1.3 million in receivables. In September there were \$774,000 in liabilities and a fund balance of \$15.5 million. The fund balance increased \$437,000 month over month and \$3.7 million year over year. In general fund activity for September, revenues were \$1,305,000 with expenses

of \$883,000 for a bottom line of \$421,000. Year to date revenues were \$3,911,000 and expenditures were \$2,961,000, with a bottom line of \$941,000. Revenues were slightly under budget by \$9,400, but increased over last year by \$157,000. Personnel was under budget \$546,000, operating expenses were under budget \$150,000, and equipment and special projects were under budget \$60,000 for a total of \$765,000 in expenditures and a bottom line of \$556,000.

In the materials fund, year to date revenue was \$580,000 and expenditures were \$480,000. That is a bottom line of \$97,000 with revenues over expenditures. There is very little activity in the Enterprise Fund, with some minor expenditures from printing services offered through Curbside Service. Revenues in the garage fund were \$74,000 with a bottom line of negative \$19,500. Garage revenues were down \$28,000 year over year and the bottom line was down \$14,000 year over year. Investments were \$5,183,000 with very little change from the month before and a \$60,000 increase from the year before. Debt in the general fund was \$5,711,000 and parking garage debt was \$2,149,000 for total debt of \$7,061,000. There were no fund balance expenditures for the month of September. Year to date fund balance expenditures were \$1,274,000 for the garage brick and elevator repair project.

Ms. Dieffenbach presented the Director's Report. She was very pleased by how many people came to vote and drop off ballots at Tates Creek, Beaumont, and Northside. Tates Creek had the longest lines of any polling location with people waiting up to an hour to vote on Election Day. Secretary of State Michael Adams and County Clerk Don Blevins both shared that voters opted to stay at Tates Creek because they knew and trusted that location. The Library received many accolades on social media and through traditional media outlets, including during election night coverage. The Library placed media carts in the foyers of each location offering early, in person voting and everyone in line was met with information about the Library. Ms. Dieffenbach thanked the staff, board, and poll workers for making this possible. In response to a question from Mr. Parker, Ms. Dieffenbach said the Library would be willing to offer space in their locations to voting in the future.

Mr. Smith presented the Chairman's Report. He commended Ms. Dieffenbach, the senior team, and Library staff for their commitment to making voting happen at the branches. He announced that the next meeting will be on December 9. He went on to say that as long as Fayette County is in a red zone, the board meetings will be conducted virtually.

Mr. Burke presented the Budget and Finance Committee report. The Budget and Finance Committee brings forth a motion to accept the September 2020 Financial Report as presented by Ms. King. Ms. Wright seconded and the motion carried unanimously.

Mr. Burke stated that he and Mr. Smith reviewed the October check and procurement cards with one question and no issues.

Mr. Coldiron presented the Building and Property Committee report. The Committee met with legal counsel to discuss the Library's options to build a new branch on Versailles Road. The Building and Property Committee moves that the Lexington Public Library Board of Trustees acquire the property on which the current Village Drive Branch is located at 2197 Versailles Road, Lexington KY for a purchase price of \$3,050,000.00 in accordance with the terms of the purchase and sale agreement for said property between the Board and Shoppers Village of Versailles Road, LLC.

Mr. Burke seconded.

Mr. Smith stated that the closing is scheduled for tomorrow morning at 9:30 after which time the Library will publish an RFP for an architect to design a two story, 30,000 square foot library.

The motion carried unanimously.

Ms. Dieffenbach stated that at 11:00am tomorrow, there will be a media event at the Village Branch. The speakers will be Mr. Smith, Board Chair; Ms. Dieffenbach, Executive Director; Mayor Linda Gordon; Jennifer Reynolds, 11th District Councilmember; and Erin Serrate, Library Foundation Board Chair. Members of the media have been invited to join via WebEx and the event will be live streamed on the Library's YouTube Channel. In addition, Ms. Dieffenbach will be available for one-on-one media interviews Thursday afternoon.

There being no further business, the meeting was adjourned at 4:55pm.

Signed: _____
Susan Wright, Secretary

BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
December 9, 2020

The regular meeting of the Board of Trustees of the Lexington Public Library was held virtually on Wednesday, December 9, 2020, at 4:30 p.m. Lawrence T. Smith, Library Board Chair, called the meeting to order.

Board members present: Lynda Bebrowsky, Rania Belmadani, Mike Burke, Ralph Coldiron, Jordan Parker, and Lawrence T. Smith. Advisory Board members present: Keith Bohart, Kimberly Turner Brennen, Megan George, Laura Hatfield, Louetta Hurst, James Inman, Stephanie Nallia, Rebecca Self, and Yajaira West

Library staff present: Jacki Arakaki, Library Assistant, Village Branch; AnnaMarie Cornett, Administrative Support Coordinator; Heather Dieffenbach, Executive Director; Anne Donworth, Director of Development; Tonya Head, Director of Access and Strategic Initiatives; Karen King, Finance Officer; Eunice Reyes, Library Assistant, Village Branch; Tom Wallace, Human Resource Director; and James West, Assistant Manager, Village Branch

Also present: Cassidy Rosenthal, Stites and Harbison;

Mr. Smith called the meeting to order.

Mr. Coldiron moved for approval of the minutes from the November 11, 2020, Board Meeting. Ms. Bebrowsky seconded and the motion carried unanimously.

Ms. Donworth presented the Development Report. The Friends continue with online sales, which are doing well, and are open for curbside pickup. The Friends received a large donation of items from the Lexington Herald-Leader when they moved out of their Midland Avenue offices. Both the Friends and Foundation are working on a year-end appeal that should arrive in mailboxes this week.

Ms. Donworth reported that the Foundation staff are beginning to work on the Village Branch Capital Campaign and have contracted with Bullhorn Creative on the creation of those materials. They have also begun recruiting volunteers to help with solicitation. There is an ad in this month's Tops in Lex Guide to Giving that compliments the year-end giving appeal. The Foundation received \$35,000 in November. That includes \$18,500 in pledge payments for the Eastside Branch Capital Campaign, a \$10,000 unsolicited gift for the Endowment Fund, a few pledge payments from Booktacular, and \$2,300 in unrestricted donations. Ms. Donworth also worked with the Marketing Team to create Read Y'all face masks and t-shirts that are available for purchase online.

Ms. King presented the Financial Report for the 4 months ending in October. The Balance Sheet had \$16,427,000 in assets. Of that, \$8.4 million was in cash which was down \$1.3 million for the month but up \$2.8 million year over year, \$5,183,000 was in investments, which was up \$60,000 year over year, and \$2.8 million was in receivables. The fund balance was \$15.6 million which was up \$3.6 million for the year. General fund activity revenues were \$1,318,000 with expenses of \$978,000 and a bottom line of \$339,000. Year to date revenues were \$5,229,000 with expenditures of \$3,940,000. Revenues are operating on budget and are ahead of last year by \$245,000. Expenditures are under budget \$962,000 year to date, the majority of which is in Personnel due to the reduction in part time positions and open full time positions. Year to date in expenditures, there has been a \$544,000 decrease in spending compared to this time last year.

In the materials fund, revenue was \$781,000 with expenditures of \$694,000 and a bottom line of \$86,000. The enterprise fund has a bottom line of \$3,700 in expenses over revenues. Parking Garage income year to date is \$96,000 and the bottom line is negative \$30,000. Parking Garage revenues are down \$40,000 year over year due to the gate being raised over the summer and the loss of tenants. Investments were \$5,183,000 with no change month over month and a \$60,000 increase year over year. Debt totals \$7,809,000, with \$5,668,000 in the general fund and \$2.1 million in the parking garage. There were no fund balance expenditure for the month, but \$1,224,000 has been spent on the garage brick/elevator repair project.

Mr. Smith presented the Chairman's Report. He stated that the next meeting would be January 13, 2021, and will be held virtually. Mr. Smith read the following tribute to Fayette County Public Schools Superintendent Manny Caulk, who passed away earlier this month.

Partnership is not a posture, but a process- a continuous process that grows stronger each year as we devote ourselves to common tasks. - John Kennedy

The Lexington Public Library is grateful for its partnership with Fayette County Public Schools Superintendent Emmanuel "Manny" Caulk. In addition, we are grateful for his vision and for his shared desire to help every student and family succeed no matter what their background or circumstance. Our community had no greater champion for children- from cradle to career- than Manny Caulk. We can think of no better way to honor him than by striving to continue the work that he started: We will be advocates and teachers of early literacy- ensuring that every child in our community enters school ready to learn. We will strive for equity, knowing that all families have differing barriers and varying obstacles to success. We will work to eliminate those barriers and to open doors that may otherwise have been closed. We will welcome new families and students to our

community and will work to equip them with the tools and language access they need to thrive. We will look outward from the doors of our buildings and inward to our communities for opportunities to engage and encourage families and to make them places for students to learn and succeed. We will seek high-performing partners who share Dr. Caulk's vision of creating young leaders who will compete in a global society, and will be a support and center for lifelong learning to all we encounter. We thank you for your passion, for your steadfast tenacity and for your leadership in our community. You will be dearly missed. Farewell, partner.

Mr. Coldiron moved for adoption of the resolution for Manny Caulk. Mr. Parker seconded and the motion carried unanimously.

Ms. Dieffenbach presented the Director's Report. She recognized members of the Diversity, Equity, and Inclusion Task Force, who were present at the meeting: AnnaMarie Cornett, Karen King, Tonya Head, Jackie Arakaki, Eunice Reyes, Jamie West, Jordan Parker and Lou Hurst. The DEI Vision Statement will be presented for adoption later in the meeting and they will be available for questions. She thanked them for their work and for being at the meeting. She also recognized staff members who are celebrating service award milestones.

15 Years

Johnnie Daniels, Maintenance Technician, Facilities
Jennifer Fleenor, Circulation Supervisor I, Tates Creek
Kristine Pierce, Circulation Supervisor II, Tates Creek

20 years

Raul Garces, Library Assistant, Northside
Cathy Howell, Cataloging Supervisor, Collection Services
JP Johnson, Library Associate, Central Library
Lara Lair, Library Assistant, Northside
Doug Tattershall, Community Arts Coordinator, Community Engagement
Bobby Webb, Virtual Branch Manager, Virtual Services

25 Years

Sarah McKlusky, Cataloging Specialist, Collection Services
Allen Sleeth, Circulation Supervisor II, Central Library

30 years

Johnna Waldon, Assistant Manager, Tates Creek
Kelli Parmley, Community Relations Manager, Community Engagement
Leigh Anne Robertson, Clerk, Collection Services

Leslie Clifford, Cataloging Specialist, Collection Services

40 years

Phyllis Buchanan, Help Desk Specialist, Information Technology

50 Years

Vickie Richardson, Acquisitions Specialist, Collection Services

Mr. Coldiron presented the Building and Property Committee report. There is a zoning change request that would allow for condominiums to be built across the street from the Tates Creek Branch. Staff and members of the Building and Property Committee are concerned about the impact such a building would have on the drainage issues that have plagued this site in the past. The Committee moves for the approval of \$2,000 to engage Vector Engineering in a study of storm water runoff from the proposed development site.

Mr. Burke seconded.

Ms. Brennen questioned why the Library would pay for something that should be the responsibility of the developer and asked whether the report would be received in time.

Mr. Coldiron said that the Library needs this information to determine whether or not they should oppose the development.

Ms. King stated that the zoning plan has been delayed because the site is in a tree protection area and the planning commission needs more time to review the plan. The hearing will be delayed at least a month and the report will be received in time for review.

The motion carried unanimously.

Mr. Coldiron continued his report. The Lexington Public Library has acquired the portion of the Shopper's Village Shopping Center that includes the Village Branch Library and the MetroPCS cell phone store. The Committee moves for Library staff to proceed with terminating the MetroPCS lease and give notice that they must vacate the premises within 12 months.

Dr. Belmadani seconded.

Ms. King stated that the seller, in the negotiated contract, gave the library \$50,000 to pay MetroPCS to terminate the lease. The funds were provided to the library in the closing of the property.

The motion carried unanimously.

Mr. Coldiron presented the final motion from the Building and Property Committee. The first step in the process of building the new Village Branch is to find an architect. Once the RFQs are received, the committee will select three finalists to create more detailed plans for a new branch and one will be selected as the architectural firm. The Committee moves that staff prepare and distribute a Request for Proposals for architectural services that outlines the project we are building on Versailles Road, includes an overview of the land acquired, and includes the architect's experience with gathering community input. Once the RFQs are received, the committee will select three finalists to create more detailed plans for a new branch and one will be selected as the architectural firm.

Mr. Burke seconded and the motion carried unanimously.

Ms. Bebrowsky presented the Board Development Committee Report. The Committee recommends the Diversity, Equity, and Inclusion Statement be formally adopted by the Lexington Public Library Board of Trustees.

Lexington Public Library's Vision for Diversity, Equity, and Inclusion

Our commitment to listening, learning and changing is ongoing and our work is never complete. We affirm that we achieve more together because of our differences, not despite them. When all voices are heard, we are stronger.

Diversity

We celebrate the rich variety that makes up our dynamic community, and seek to involve and reflect all of it through our collections, programming, staffing and spaces. We call for unity and honest effort in building a sustainable, inclusive culture and accessible spaces that better represent and serve our full community. We will identify and remove barriers in our policies and training that impede diversity. We will work to create a culture that welcomes, respects and responds to the differences among us.

Those differences, which may be visible or invisible, include our physical and mental characteristics and abilities. They include our race, ethnicity, language of origin, sexual orientation, gender identity or gender expression, religion, political views and age. They include whether we are housed, housing insecure or unhoused. They include our education, socioeconomic factors, whether we are

immigrants, whether we are caregivers, and more. We affirm that we achieve more together because of our differences, not despite them.

Equity

The Lexington Public library is committed to aligning our policies, practices and resources to benefit all community members. We recognize and value the unique needs and attributes of each member of the community. We strive to use open communication to increase understanding and to eliminate biases. We commit to equity being present in our decision-making by utilizing structures of accountability and assessment. Our commitment to listening, learning and changing is ongoing and our work is never complete.

Inclusion

We will actively seek to remove barriers to access for all who use the library. We commit to hiring and fostering the careers of a diverse work force so that our community is well represented throughout our institution. We will develop collections, programs and partnerships that responsibly represent all differences. We seek to welcome marginalized groups into our institutions both as customers and co-workers. When all voices are heard, we are stronger.

Mr. Burke seconded and the motion carried unanimously.

Ms. Bebrowsky continued with her report. Staff have been revising the policies, procedures, and forms for the Library's annual performance evaluations. The Committee moves that the following change be made to the Performance Evaluation Policy.

Performance Evaluation Policy

The Library's Executive Director will ensure a comprehensive performance evaluation process is in place for all employees of the Lexington Public Library.

Every employee's work performance is to be evaluated at eight weeks of employment and annually, based on the employee's anniversary date. The employee's anniversary date is the date the employee was hired ~~or the date of his/her last promotion.~~

Completion of any evaluation is considered a managerial responsibility.

Managers are responsible for, and will be held accountable for, completing and submitting evaluations in a timely manner. If a manager's supervisor is not available for consultation and approval of the evaluation within the critical time

period, it is the manager's responsibility to contact the next level of authority for consultation and approval.

Mr. Burke seconded and the motion carried unanimously.

James Inman's first term on the Advisory Board expires on January 1, 2021. He has agreed to serve a second term. The Committee moves that the Library recommend to Mayor Gorton that James Inman be considered for a second term appointment to the Advisory Board.

Dr. Belmadani seconded and the motion carried unanimously.

Mr. Burke presented the Budget and Finance Committee report. The committee recommends the Board of Trustees accept the October financial report as presented by Ms. King.

Dr. Belmadani seconded and the motion carried unanimously.

Mr. Burke confirmed that Mr. Smith and Mr. Burke reviewed the checks and procurement card statements for November with one question and no issues.

There being no further business, the meeting was adjourned at 5:15pm.

Signed: _____
Susan Wright, Secretary

BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
January 13, 2021

The regular meeting of the Board of Trustees of the Lexington Public Library was held virtually on Wednesday, January 13, 2021, at 4:30 p.m. Lawrence T. Smith, Library Board Chair, called the meeting to order.

Board members present: Lynda Bebrowsky, Rania Belmadani, Mike Burke, Ralph Coldiron, Jordan Parker, Lawrence T. Smith, and Susan Wright. Advisory Board members present: Keith Bohart, Kimberly Turner Brennen, Megan George, Laura Hatfield, Louetta Hurst, James Inman, Stephanie Nallia, Rebecca Self, and Yajaira West

Library staff present: AnnaMarie Cornett, Administrative Support Coordinator; Heather Dieffenbach, Executive Director; Anne Donworth, Director of Development; Tonya Head, Director of Access and Strategic Initiatives; Karen King, Finance Officer; and Tom Wallace, Human Resource Director

Also present: Cassidy Rosenthal, Stites and Harbison;

Mr. Smith called the meeting to order.

Mr. Coldiron moved for approval of the minutes from the December 13, 2020, Board Meeting. Ms. Bebrowsky seconded and the motion carried unanimously.

Ms. Donworth presented the Development Report. Ms. Donworth stated that there was a 3.6% response rate to the end of the year campaign in December, which is line with industry standards, and donations have continued into January. In addition to the direct mail, there were a series of email messages and a feature in Tops in Lex. In December, the Foundation received \$42,750 including \$9,000 for the Eastside Branch Capital Campaign and \$14,125 to support the YMCA Learning Lab at the Village Branch. The Learning Lab support came from the LFUCG Neighborhood Development Grants and the United Way and Bluegrass Community Foundation Covid Relief fund. Ms. Donworth does not anticipate any library issues during the current legislative session and stated that library funding was included in Governor Beshear's budget. There will not be a Library Legislative Day this year. Ms. Donworth concluded her report by stating that the Friends made \$6,000 in online sales in December and also received a \$1,000 donation from one of their members.

Ms. King presented the Financial Report for the five months ending in November. The Balance sheet for the month of November had assets of \$14,088,000, liabilities of \$861,000 and a fund balance of \$13,226,000. Cash was down \$2,222,000 month over month due to the purchase of the Village Branch building and cash was up \$285,000 year over

year. Liabilities for November were flat and the fund balance was down \$2.4 million due to the purchase of the Village Branch. Year over year, the fund balance was up \$1 million. General fund activity for the month was \$1,418,000 in revenues and \$834,000 in expenses for a bottom line of \$583,000. Year to date revenues were \$6,648,000, which is \$59,000 over budget and \$380,000 over the year before. Year to date expenditures were \$4,776,000, which is \$1,293,000 under budget, \$966,000 of which is in Personnel. Expenditures were \$755,000 less the year before. The bottom line year to date was \$1,872,000 which is a year over year improvement of \$1,135,000.

The Materials fund year to date had revenue of \$975,000 and expenditures of \$988,000 with expenditures over revenue by \$12,000. Ebook spending was \$356,000, which is \$148,000 ahead of last year. The enterprise fund was fairly inactive with a year to date loss of \$3,100. Year to date garage revenue was \$123,000, which was down \$44,000. This decrease is due to the closure at the beginning of the year combined with low activity at the gate. The bottom line for the garage was negative \$33,000. Investments were \$5,183,000, which is an immaterial change month over month and \$60,000 more than the year before. Debt is \$7,738,000, with \$5,625,000 for the general fund and \$2,113,000 for the parking garage. There have been no new expenditures from the fund balance. In total, \$1,224,000 has been spent on from the Fund Balance on the Garage Brick and Elevator project.

Ms. Dieffenbach presented the Director's Report. There is a listening session with the Village Branch staff this Friday regarding the new Village Branch. The Diversity, Equity, and Inclusion Task Force met yesterday afternoon and are fast tracking four priorities for this coming year - Hiring a Diverse Workforce, Creating an Inclusive Library Culture, Developing Diverse Services, and Cultivating Inclusive Partnerships. Each group is working on recommendations for change. In the coming weeks, Hotspots will be available for customers to check out.

In response to a question about reopening the library to the public, Ms. Dieffenbach stated that, among other things, she and her team continue to talk to libraries around the state and the country, watch the impact of new strains of Covid 19, and follow Fayette County Public School's plans for a return to in-person instruction. At this time, there isn't enough information to say when the library will fully reopen.

Mr. Smith presented the Chairman's Report. The next meeting is February 10 via WebEx.

Mr. Coldiron presented the Building and Property Committee report. Staff has been in touch with the planning and zoning departments and are awaiting the construction drawings for the proposed development on Walden Drive, directly across

the street from Tates Creek. The Library will engage with their engineers to evaluate the plans and make sure the branch will not be affected by water runoff.

The Building and Property Committee finalized the Request for Qualifications for Architectural Services for the Village Branch, which will be advertised next week. There is a detailed schedule for receiving, vetting, and interviewing the firms. Staff are seeking a temporary facility for the Village Branch to occupy during construction.

Ms. Bebrowsky presented the Board Development Committee Report. They recommend a change to the Staff Education and Professional development policy, which does not accurately reflect the certification requirements at the state level.

Staff Education & Professional Development

Purpose

The Library provides opportunities for staff to take part in continuing education activities/classes, which contribute to betterment of services and/or fulfill certification requirements. Time and expenses may be provided for these activities.

Certification

All professional librarians working in a full time capacity are required to obtain a Professional Certificate upon employment and as a condition for continued employment. ~~This certificate is issued to public library employees who possess a master's degree in library science.~~

Part-time librarians who wish to maintain their certification may do so on their own time and expense. There may be job specific opportunities for which the library may agree to pay on a case by case basis.

Employees in other staff positions that may require certification are expected to maintain their credentials. The Library will provide opportunities for staff to attend continuing education activities, which are appropriate for re-certification.

In the event that a lapse of certification occurs, the Library may take disciplinary action against the employee.

Mr. Coldiron seconded the motion and it carried unanimously.

Ms. Bebrowsky stated that there is a vacancy on the Library Advisory Board. The Board Development Committee recommends moving forward the name of Casandra Hockenberry for appointment to the Advisory Board. Ms. Hockenberry, a policy analyst

for the Council of State Governments, was interviewed by members of the Board Development Committee.

Ms. Bebrowsky stated that the Board Development Committee moves that Casandra Hockenberry be recommended to Mayor Gorton for appointment to the Library Advisory Board. Mr. Burke seconded and the motion carried unanimously.

Mr. Burke presented the Budget and Finance Committee report. He confirmed that Mr. Smith and Mr. Burke reviewed the checks and procurement card statements for December with no questions and no issues.

The Budget and Finance Committee moved for the acceptance of the November financial report as presented by Ms. King. Dr. Belmadani seconded and the motion carried unanimously.

Mr. Burke continued. The Budget and Finance Committee reviewed a projected FY21 revision of the budget that was brought about by the Covid-19 pandemic.

Ms. King presented the FY21 budget adjustments. The adjustment reflects a \$384,000 decrease in revenue due to a decline in projected Ad Valorem revenue from the city, a decrease in revenue from copiers and theater, and an increase in rental revenue from the Village Branch purchase for a total adjustment in revenue of \$358,000. Expenditures have also decreased due to staff layoffs, expenses related to copiers and the theater, and an adjustment to the materials fund due to the revenue decrease. An additional \$275,000 is being added to the Special Projects budget for the purchase of Laptop Kiosks for all branches, scanning equipment, and changes at the Central Library for a decrease in expenditures of \$749,000.

Mr. Burke stated that the Budget/Finance Committee moves to approve adjustments to the FY 2021 Budget decreasing revenue by \$358,606 and decreasing expenditures by \$794,569. The adjustments reflect a reduction in Ad Valorem tax revenue due to a decrease in the certified assessment, changes from the purchase of the Village Branch, the layoff of part-time staff, and other adjustments due to changes resulting from the Covid-19 pandemic.

Ms. Wright seconded and the motion carried unanimously.

There being no further business, the meeting was adjourned at 5:03pm.

Signed: _____
Susan Wright, Secretary

BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
February 10, 2021

The regular meeting of the Board of Trustees of the Lexington Public Library was held virtually on Wednesday, February 10, 2021, at 4:30 p.m. Lawrence T. Smith, Library Board Chair, called the meeting to order.

Board members present: Lynda Bebrowsky, Rania Belmadani, Mike Burke, Ralph Coldiron, Jordan Parker, Lawrence T. Smith, and Susan Wright. Advisory Board members present: Kimberly Turner Brennen, Laura Hatfield, Casandra Hockenberry, Louetta Hurst, James Inman, Stephanie Nallia, Rebecca Self, and Yajaira West

Library staff present: AnnaMarie Cornett, Administrative Support Coordinator; Heather Dieffenbach, Executive Director; Anne Donworth, Director of Development; Tonya Head, Director of Access and Strategic Initiatives; Karen King, Finance Officer; and Tom Wallace, Human Resource Director

Also present: Charlotte McCoy, Stites and Harbison;

Mr. Smith called the meeting to order.

Mr. Burke moved for the approval of the minutes from the January 13, 2021, Board Meeting. Dr. Belmadani seconded and the motion carried unanimously.

Ms. Donworth presented the Development Report. She thanked everyone for joining her and the Library Foundation Board at prospecting sessions for the Village Branch Capital Campaign. The general assembly in Frankfort is currently meeting and there are no issues directly facing Lexington Public Library at this time. In lieu of Library Legislative Day, Ms. Donworth shared information about the Library with all Central Kentucky legislators via email. She is also scheduling meetings between her, Ms. Dieffenbach, and Councilmembers.

In January, the Foundation received \$6,300. \$2,000 was for hot spots, \$125 for book buddies, and \$4,200 in unrestricted funds. At their board meeting, the Foundation Board invested an additional \$100,000 in their investment account with Solomon and Company and agreed to transfer \$800,000 to pay off some of the Eastside Debt. The Friends have started a Bag of Books promotion. Customers can request either mysteries or romance novels and Book Cellar staff and volunteers will put together a collection for them to purchase curbside.

Ms. King presented the Financial Report through December 2020. The Library had assets of \$14,553,000 with \$5,116,000 in cash, which was down \$1,200 month over month

due to the timing of funds received from the city. Investments were \$5,185,000 and receivables were \$4,251,000 which were higher because of the timing from the city. In December there were liabilities of \$885,000 and a fund balance of \$13,667,000. The fund balance was up \$440,000 for the month and \$1.3 million year over year. In the general fund, revenues were \$1,301,000 and expenses were \$903,000 with a bottom line of \$398,000. Year to date revenues were \$7,949,000 with expenses of \$5,681,000 and a bottom line of \$2,268,000. Revenues were slightly behind budget by \$6,600 but \$370,000 higher than last year. Expenses were a little over \$1,000,000 under budget this year, about half of which is in Personnel.

Materials Fund revenue year to date was \$1,171,000 with expenditures of \$1,040,000 for a bottom line of \$30,000. At this time last year the Materials Fund had a bottom line of negative \$59,000 which is normal. Ms. King expects the Materials Fund will finish on budget at the end of the year. There is little activity in the enterprise fund since there are currently no fees for copies and prints, however there was \$6,200 in revenue from rental property acquired when the Village Branch property was purchased. The Enterprise Fund had \$6,400 in expenses for a bottom line of negative \$1,200. Garage revenues year to date were \$150,000, which is \$52,000 under last year due to a decrease in gate revenues, and a bottom line of negative \$35,500. Investments were \$5,185,000 with no change month over month and an increase of \$60,000 year over year. Debt for the general fund was \$5,594,000 and \$2,124,000 for the garage for total debt of \$7,719,000. There were no expenditures in December from the Fund Balance.

Ms. Dieffenbach presented the Director's Report. Staff have added a new digital resource to our archives: The Reporter newspaper, which was published from March 1808 to September 1817. Free seed packets will be distributed via Curbside Service at Central, Northside, Tates Creek, and Village. The senior team is following the Red Zone/Orange Zone guidance on opening and continues to monitor the vaccine rollout as it pertains to the library staff.

Mr. Smith presented the Chairman's Report. Mr. Smith welcomed Casandra Hockenberry to the Advisory Board and she was sworn in to her first term. Mr. Inman was sworn in to his second term on the Advisory Board.

Mr. Coldiron presented the Building and Property Committee report. The Committee is preparing to go into a very intense review of responses to the Request for Qualifications for Architectural Services for the Village Branch, which are due at the end of February. The Committee will short list up to five firms for finalist interviews, which will be conducted over Zoom.

Mr. Burke presented the Budget and Finance Committee report. The Committee brings forth a motion that the Board of Trustees accept the December Financial Report as presented by Ms. King. Mr. Coldiron seconded and the motion carried unanimously.

Mr. Burke stated that he and Mr. Smith reviewed the January procurement card and check files with one question and no issues.

There being no further business, the meeting was adjourned at 4:57pm.

Signed: _____
Susan Wright, Secretary

BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
March 10, 2021

The regular meeting of the Board of Trustees of the Lexington Public Library was held virtually and at the Northside Branch on Wednesday, March 10, 2021, at 4:30 p.m. Lawrence T. Smith, Library Board Chair, called the meeting to order.

Board members present: Lynda Bebrowsky, Rania Belmadani, Mike Burke, Ralph Coldiron, Jordan Parker, Lawrence T. Smith, and Susan Wright. Advisory Board members present: Keith Bohart, Kimberly Turner Brennen, Megan George, Casandra Hockenberry, Louetta Hurst, James Inman, Stephanie Nallia, Rebecca Self, and Yajaira West

Library staff present: AnnaMarie Cornett, Administrative Support Coordinator; Heather Dieffenbach, Executive Director; Anne Donworth, Director of Development; Tonya Head, Director of Access and Strategic Initiatives; Karen King, Finance Officer; Paige Smith, Development Manager, and Tom Wallace, Human Resource Director

Also present: Charlotte McCoy and Cassidy Rosenthal, Stites and Harbison

Mr. Smith called the meeting to order.

Mr. Coldiron moved for the approval of the minutes from the February 10, 2021, Board Meeting. Mr. Parker seconded and the motion carried unanimously.

Ms. Donworth presented the Development Report. She reported that this week, the Friends Book Cellar opened for appointment shopping Monday-Saturday, 11am-2pm. They are offering grab bags of books – 10 softcover or 5 hardcover – for \$5. They are also hosting a Women's History Collage challenge. The entry is \$5 and the winner receives an annual membership to the Friends of the Library.

The Foundation staff spent most of February meeting with members of the Friends and Foundation Boards on prospect identification for the Village Branch Capital Campaign. They are also working with Bullhorn Creative on the design for Capital Campaign materials.

In lieu of Library Legislative Day, Ms. Donworth interacted successfully with elected officials via email and web conferencing.

Ms. King presented the Financial Report through January 2021. The balance sheet had total assets of \$15,133,000, liabilities of \$973,000, and a fund balance of \$14,160,000. Total assets were up \$580,000 over last month and \$1,166,000 over the prior year. The

fund balance was \$492,000 month over month and \$1,562,000 over the year before. General fund activity for the month had revenues of \$1,329,000 and expenses of \$856,000 for a bottom line of \$473,000. Ms. King noted that Governor Beshear is utilizing Cares funding to cover unemployment costs for the second, third and fourth quarter, which accounts for nearly all of the unemployment expenses incurred by the Library. Year to date revenue was \$9,279,000 and expenses were \$6,542,000 for a bottom line of \$2,737,000. Year to date, the budget was \$46,000 over on revenues and \$427,000 above the prior year. Expenses were running \$1,266,000 under budget and \$1.2 million less than the year before.

The Materials Fund year to date had revenue of \$1,366,000 and expenditures of \$1,317,000 for a bottom line of \$49,000. The enterprise fund includes rental income from the Village Branch property for total revenue of \$12,000 and a bottom line of \$3,600. Garage revenues were \$176,000, which was down over the year before by \$54,000, and had a bottom line of negative \$39,000.

Investments in January were \$5,203,000, which was \$18,000 higher than the month before and a \$71,000 increase over the year before. Debt for the general fund was \$5,551,000 and debt for the parking garage was \$2,116,000 for total debt of \$7,667,000. Fund balance expenditures year to date include the completed garage brick and elevator project as well as \$3,089,644 for the Village Branch purchase. This was an approved budget of \$3.1 million.

Ms. Dieffenbach presented the Director's Report. Beaumont, Eastside, Northside, and Tates Creek reopened for in person services on Monday. The first floor of Central Library is scheduled to open for computers, browsing and hold pickups on Monday, March 29. Location managers are developing a plan for the next phases of reopening, including the Village Branch. The Central Library is receiving new carpet, paint and furniture as approved by the Board from Special Projects funding. They are also moving shelving to create more flexible spaces for customers. Staff at Northside were pleased to work with God's Pantry on a pop-up pantry, delivering 115 boxes of food to Lexington residents. Both parties were pleased with the success of the event and are planning another. Ms. Dieffenbach and her team are participating in a 6-week Leadership Lab from the Public Library Association titled, "Embedding EDI in Library Leadership". Ms. Dieffenbach concluded her report by stating that in the last 12 months, only 11 staff members have tested positive for Covid-19. There were no positive cases for 8 months and at the peak, only 3% of staff were Covid positive. Ms. Dieffenbach thanked the staff for their commitment to wearing masks, gloves, good hand hygiene, and following our Healthy at Work plan. Because of these measures, there were no hot spots at any library location.

Mr. Smith presented the Chairman's Report. The next meeting will be April 14, 2021, at the Northside Branch.

Mr. Coldiron presented the Building and Property Committee report. The Committee has been busy with the Village Branch architect selection and thanked the members of the Committee for the time they have committed to this project.

The Committee discussed naming opportunities and move for the adoption of naming levels for the new Village Branch, including one \$2 million naming opportunity for the branch and two naming opportunities for the Adult and Children's areas of the branch at \$500,000 each. Ms. Wright seconded.

Ms. Donworth stated that there is a \$5.3 million Capital Campaign goal for the Village Branch. There may be more naming opportunities that will be brought for approval at a later time. She also stated that if and when a naming opportunity is presented, it must be approved by both the foundation and library boards.

The motion carried unanimously.

Mr. Coldiron continued the Building and Property Committee report. The Committee received 12 responses to the Request for Qualifications for Architecture Services for the Village Branch. After reviewing all of the firms, the Committee selected four finalists. They are Brandsetter Carroll, EOP and Group 4, JRA and MSR, and Omni Architects. They are all local firms and three have worked with Lexington Public Library in the past. Final interviews are March 21, 22, and 23 and all members of the board are invited to participate.

Mr. Burke presented the Budget and Finance Committee report. He moved that the board approve the January Financial Report as presented by Ms. King. Dr. Belmadani seconded and the motion carried unanimously.

Mr. Burke stated that he and Mr. Smith reviewed the February procurement card and check files with no questions and no issues.

There being no further business, the meeting was adjourned at 4:51pm.

Signed: _____
Susan Wright, Secretary

BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
April 14, 2021

The regular meeting of the Board of Trustees of the Lexington Public Library was held virtually and at the Northside Branch on Wednesday, April 14, 2021, at 4:30 p.m. Lawrence T. Smith, Library Board Chair, called the meeting to order.

Board members present: Lynda Bebrowsky, Rania Belmadani, Mike Burke, Ralph Coldiron, Jordan Parker, Lawrence T. Smith, and Susan Wright. Advisory Board members present: Keith Bohart, Megan George, Laura Hatfield, Casandra Hockenberry, Louetta Hurst, James Inman, Stephanie Nallia, Rebecca Self, and Yajaira West

Library staff present: Blayne Borden, Librarian, Northside Branch; Robert Callen, Assistant Manager, Northside Branch; AnnaMarie Cornett, Administrative Support Coordinator; Heather Dieffenbach, Executive Director; Anne Donworth, Director of Development; Tonya Head, Director of Access and Strategic Initiatives; Karen King, Finance Officer; Jennifer Murphy, Librarian, Northside Branch; Jenny Smith, Manager, Northside Branch; and Tom Wallace, Human Resource Director

Also present: Cassidy Rosenthal, Stites and Harbison

Mr. Smith called the meeting to order.

Mr. Coldiron moved for approval of the minutes from the March 10, 2021, Board Meeting. Ms. Wright seconded and the motion carried unanimously.

Ms. Donworth presented the Development Report. The Friends Book Cellar opened for in person, appointment based shopping on March 8. The hours are Monday-Saturday from 10am-2pm and appointments can be scheduled in advance by phone or email. The continue their online sales as well. The Foundation spent the past month preparing for the Village Branch capital campaign and are finalizing materials with Bullhorn. The Foundation Board met and the Nominating Committee is looking for prospective members to begin a 3-year term on July 1. They are seeking diverse community members with connections in the equine and medical fields. In March, the Foundation received \$10,540 including payment from the Central Library Atrium and Theater Preservation Fund and \$4,000 for hot spot expansion from Traditional Bank. She thanked Mr. Parker and Traditional Bank for their support of this program.

Ms. King presented the Financial Report for the year ending in February. The library had total assets of \$16,426,000. This included \$8,491,000 in cash, which was up \$1,333,000 from the month before due to timing of the monthly transfer of the ad velorum tax, and a year over year increase of \$1,820,000. Investments were \$5,204,000. Liabilities

were \$1,170,000 and the fund balance was \$15,255,000, which is an increase over the prior year of \$2,249,000.

In general fund activity, revenues for the month were \$2,140,000 and expenses were \$963,000. Revenues were high because of an \$842,000 transfer from the Foundation for payment on the principle balance from the Capital Campaign for the Eastside Branch. The expenditure will be reflected in next month's financial statements. Year to date revenue is \$11,308,000, which is \$824,000 over budget due to the transfer of funds from the Foundation, and \$1,161,000 over the year before. Year to date expenditures were \$7,513,000. Of that, \$5,109,000 was in personnel, which was \$835,000 under budget, \$1,380,000 was in operating, which was \$486,000 under budget, \$492,000 was in equipment and special projects, \$471,000 was in debt service and \$58,000 was in other. The bottom line was \$3,795,000, which was an increase over last year.

The Materials Fund year to date had revenue of \$1,544,000 and expenditures of \$1,461,000 for a bottom line of \$83 million. Spending has resumed its pre-pandemic pace, with increased spending on ebooks and a decrease in spending on DVDs. Revenue in the Enterprise Fund was \$16,800, the bulk of which was from the rental income on the Village Branch Property. There were expenses of \$9,900 in expenses for a bottom line of \$6,900. Garage revenue was \$199,800 with a bottom line of negative \$49,000. Revenue has been down significantly due to lower gate activity.

Investments were \$5,204,000 with no significant changes from the month before, and an increase of \$71,000 from the year before. Debt for the general fund was \$5,520,000, but she noted that the Eastside Debt of \$2,633,000 will reduce significantly next month due to the payout from the Foundation. Debt on the parking garage was \$2.1 million for total of \$7,628,000

There were no Fund balance expenditures in the month of February. Year to date, \$3 million was spent on the Village Branch and \$1,224,000 was spent on the Parking Garage brick and elevator for total expenditures from the fund balance of \$4,314,000.

Ms. King continued by presenting the 2021-2022 Operational Budget. A motion to approve the Personnel Budget will be made this month, and small group budget meetings to review the budget will be held the first two weeks of May.

The proposed budget has revenue of \$18,697,000 and expenditures of \$17,694,000 for a bottom line of \$1,003,000. An estimated \$600,000 will be spent from the fund balance on Village Branch, which results in a change in the fund balance of a positive \$403,000. Positive budget impacts include an increase in revenue from LFUCG of 2.6% and a prior year true up. Decreases in operating costs include a reduction in internet costs, savings associated to the Village Branch purchase, costs associated with unemployment and other

savings from Personnel, a reduction in computer replacements and major special projects, and a reduction in interest from the Enterprise fund. In total there is a positive budget impact of \$1,255,000.

The positive fund resources will offset a reduction in support from the Foundation for the Capital Campaign, the movement of funds associated with the Village Branch purchase, and a reduction in Erate and in revenue from the enterprise fund. This coming year's budget also includes a 5.5% merit increase for staff, the hiring of 72 part time positions, other reorganizations, and an increase in retirement to 26.95%. In addition, the cost of health insurance increased 5% and there were other increases in legal services, phones, and inflation. Expenditures for materials will increase \$36,000 and there are additional expenses in the Enterprise Fund. Major garage maintenance will increase \$9,000 over the year before. The total uses for those funds is \$1,893,000.

Ms. King presented a detailed overview of the Personnel Budget. The proposed personnel budget is \$10,175,000. That includes \$6,931,000 in salaries, \$2 million in retirement, and \$1.2 million in benefits and unemployment. Staff are recommending a merit increase 5.5% for all staff and a 5.5% band shift for the bottom and top ends of the pay grade. The state retirement system is increasing 12% to a rate of 26.95%, and there is an insurance increase of 5%. 72 part time positions will be added back to the organization, and FTEs are down 20, which is an 11% decrease. Ms. King noted that despite absorbing significant increases in retirement and insurance, the FY22 personnel budget increased only slightly over FY20. The personnel budget makes up 57.5% of the total budget. Ms. King also noted that staff did not receive raises last year, and the 5.5% increase covers both of those years.

Ms. Dieffenbach presented the Director's Report. With the Village Branch having reopened on April 12, every library location is now open for in person services. Staff are working with Health First Bluegrass to host a vaccination clinic at the Village Branch. This was set to begin April 24, but after the pause of the Johnson and Johnson vaccine, the opening may be delayed. Staff are also working with the YMCA on the possibility of hosting the Power Scholars Program in library meeting rooms. This annual summer program, which focuses on math and reading for school-age children, is usually held at schools but their facilities will be in use this year. Contactless Bookvan services resumed for 7 facilities. Ms. Dieffenbach thanked the Northside Staff for their involvement with God's Pantry and the food distribution program taking place at their branch.

Mr. Smith presented the Chairman's report. The next meeting is May 12. It will be held in person at Northside and also via WebEx.

Mr. Coldiron presented the Building and Property Committee Report. He began by thanking the members of the Committee for their significant work in the process of

selecting a design firm for the Village Branch. The library received 12 RFQs for architect services and invited 4 firms to a final interview. The Building and Property Committee moves that Lexington Public Library enter into contract negotiations with EOP Architects and Group 4 to provide architectural services for the Village Branch Library, not to exceed \$1,025,000 and that the chairman be authorized to execute the contract.

Ms. Wright seconded and the motion carried unanimously.

Mr. Burke presented the Budget and Finance Committee report. The Budget and Finance Committee brings forth a motion to accept the February financial report as presented by Ms. King. Dr. Belmadani seconded and the motion carried unanimously.

Mr. Burke stated the Budget and Finance Committee brings forth a motion to approve the personnel portion of the 2021-2022 operating Budget as presented by Ms. King.

Ms. Wright seconded and the motion carried unanimously.

Mr. Burke stated that he and Mr. Smith reviewed the March check and procurement card statements with no questions and no issues.

There being no further business, the meeting was adjourned at 5:11pm.

Signed: _____
Susan Wright, Secretary

BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
May 12, 2021

The regular meeting of the Board of Trustees of the Lexington Public Library was held virtually and at the Northside Branch on Wednesday, May 12, 2021, at 4:30 p.m. Lawrence T. Smith, Library Board Chair, called the meeting to order.

Board members present: Lynda Bebrowsky, Rania Belmadani, Mike Burke, Ralph Coldiron, Jordan Parker, Lawrence T. Smith, and Susan Wright. Advisory Board members present: Keith Bohart, Megan George, Laura Hatfield, Casandra Hockenberry, Louetta Hurst, James Inman, Stephanie Nallia, Rebecca Self, and Yajaira West

Library staff present: AnnaMarie Cornett, Administrative Support Coordinator; Heather Dieffenbach, Executive Director; Anne Donworth, Director of Development; Tonya Head, Director of Access and Strategic Initiatives; Karen King, Finance Officer; Kelli Parmley, Community Relations Manager; Clarissa Thomas, Director of Education; and Tom Wallace, Human Resource Director

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

Mr. Smith called the meeting to order.

Mr. Coldiron moved for approval of the minutes from the April 14, 2021, Board meeting. Mr. Burke seconded and the motion carried unanimously.

Ms. Donworth presented the Development report. The Northside Branch Family Play Patio officially opened to the public on May 11. This space was made possible thanks to the Friends of the Library and a grant from BGCF365. The Development team continues to work on the collateral materials for the Village Branch Capital Campaign and have been in contact with two lead donors. Ms. Donworth also met with Rob Parmley, Central Library Manager, and representatives from the Kloiber Foundation about the \$100,000 grant for the Central Library STEAM Lab. The Booktacular Committee will meet soon and determine whether their annual October event will be conducted virtually or in person.

Ms. Meister stated that the Friends Book Cellar continues to offer appointment-based shopping and they are hoping to be able to open for walk in visits when the Central Library opens the 2nd floor.

Ms. Wright joined the meeting.

Ms. Donworth reported that the state legislature passed a continuance budget, meaning that items not included in last year's budget were not included in this year's budget. This includes state aid for libraries. While this does not represent a large portion of the Lexington Public Library's budget, it does provide significant funding to libraries in other counties. KPLA is organizing statewide efforts to bring support for libraries in the community and the general assembly.

Ms. King presented the financial report through March 2021. There were total assets of \$15,834,000, which included cash of \$7,861, investments of \$5,205, and receivables of \$2,759. Liabilities were \$1,158,000 and the fund balance was \$14,675 for a total of \$15,834. Cash was down \$621,000 month over month and \$506,000 year over year. Investments were up slightly and receivables were flat. In the general fund, revenues were \$1,244,000 and expenses were \$1,851,000 with expenses exceeding revenues by \$606,000. Last month we received a one-time gift of \$842,000 from the Library Foundation to pay toward the Eastside Branch debt. That payout is reflected in this month's financial statements which is why the expenses are so much higher than revenue. Year to date expenses were \$12,553,000 with expenditures of \$9,359,000 for a bottom line of \$3,193,000. Personnel expenditures were down \$1,165,000 and operating expenditures were under budget by \$464,000. Year over year revenue was up \$1,067,000, part of which was the \$842,000 payout from the Foundation. Expenses were down \$522,000 for the year.

In the materials fund, year to date revenue was \$1,731,000 and expenditures were \$1,626,000 for a bottom line of \$105,000. The primary source of revenue in the Enterprise Fund is rental income from Long John Silvers. Total revenues for the year were \$18,200 with expenditures of \$12,000 for a bottom line of \$6,400. That is a significant decrease year over year. Garage revenue year to date was \$226,000 with a bottom line of negative \$54,000.

Investments were \$5,205,000, which is not a significant change month over month but a \$70,000 increase year over year. Debt in the General Fund was \$4,627,000 and Ms. King noted that the Eastside Branch debt has been reduced to \$1,781,000 due to the payout from the Foundation. She noted that this is a very low amount of debt for a branch that was opened so recently. Debt on the parking garage was \$2,099,000 for total debt of \$6,727,000. There were no new expenses from the fund balance, but we have spent \$1,224,374 on the Garage Brick and Elevators and \$3,089,644 on the purchase of the Village Branch for total fund balance expenditures of \$4,314,000

Ms. Dieffenbach presented the Director's Report. Furniture is being put back into place at the branches, capacity has increased across the system, and we anticipate opening Central Library's 2nd floor the last week of May. Both the adult and children's collections will be on that floor while the 4th floor is being renovated. We also hope to

begin posting the part time Library Associate positions at the end of this month. Ms. Dieffenbach welcomed Clarissa Thomas, the new Director of Education. Ms. Thomas will lead efforts in response to learning loss related to the Covid-19 pandemic as well as Workforce Development initiatives. Long term, she will work with staff on providing programs and services equitably throughout our branches and our community.

Ms. Parmley presented information on the 2021 Summer Reading program. Traditionally, Summer Reading welcomes thousands of people into our libraries for programs and events. This year, staff created an activity booklet for children and families to do at home. There are weekly themes, games, and activities that begin June 1. The Summer Reading booklets will be distributed beginning Saturday, May 22 and the first 1,000 people will receive a supply bag with everything they need to do the activities. Ms. Parmley also updated the Board on the partnership with Bluegrass Health First that is providing vaccines at the Village Branch. In 4 weeks, they distributed 200 doses and they are going to pilot a vaccine clinic at Central Library later in the month. And finally, Ms. Parmley reported that the Library is providing a hot spot on permanent loan for the Lexington Children's Theater summer season, which is being held at the outdoor Moon Dance Amphitheatre.

Mr. Smith presented the Chairman's Report. The next Board Meeting is June 9 at the Northside Branch.

Mr. Coldiron asked Ms. King to provide an update on the Architect process for the Village Branch. Ms. King stated that contract negotiation with EOP and Group 4 are underway. Those negotiations are going well and, once the contract is in place, work will begin on the Community Engagement phase of the project.

Ms. Bebrowsky presented the Board Development Committee Report.

Dr. Belmadani is filling the unexpired term of Meredith Watson, which expires July 20, 2021. The Committee moves that Rania Belmadani be recommended to Mayor Gorton for consideration of appointment to her first term on the Board of Trustees.

Mr. Burke seconded and the motion carried unanimously.

On July 20, 2021, Mr. Parker completes his second term on the Board of Trustees. The committee moves that Stephanie Nallia be recommended to Mayor Gorton for consideration of appointment to the Board of Trustees.

Mr. Burke seconded and the motion carried unanimously.

The Executive Committee is elected every two years. With the exception of Mr. Parker, who completes his second term in July, everyone is eligible to serve a second term. Ms. Bebrowsky clarified that both Mr. Smith and Mr. Burke's terms expire next July and are eligible for only 1 year of 2-year term.

The Committee moves for the following slate of officers to take effect on July 21, 2021: Chair, Lawrence T. Smith; Vice Chair, Lynda Bebrowsky; Secretary, Susan Wright; and Treasurer, Mike Burke.

Mr. Parker seconded and the motion carried unanimously.

Ms. Bebrowsky updated the Board on the other items the Committee is currently working on.

Last September, the Board completed Ms. Dieffenbach's annual performance evaluation and moved her evaluation date, contract renewal, and compensation to be in line with the fiscal year. Ms. Cornett will email an evaluation survey to all Board Members and staff members who participated in her evaluation last fall. In June, there will be a motion to address her contract, evaluation, and compensation.

A number of Trustee and Advisory Member terms will be expiring in the next 12-18 months. The Committee is working on an informational piece to help recruit a pool of potential board members that is diverse in council district, age, race, gender, and professional experience.

Ms. Bebrowsky concluded her report by stating that the Committee discussed the FY22 Board Meeting calendar. In June they plan to bring a motion to approve the calendar and meeting location with the hopes of returning in person to the Central Library Board Room in July, following the Governor's recommendations for masks and social distancing. Staff are working on a plan to facilitate improved hybrid meeting participation.

Mr. Burke presented the Budget and Finance Committee. Last month, the Trustees approved the personnel portion of the FY22 budget and this month they are tasked with approving the operational budget. The FY22 budget is \$18,697,000 in revenue and \$17,695,000 in expenditures with \$1,300,000 on the bottom line. The budget also includes \$600,000 in expenditures from the fund balance for the Village Branch, which leaves a \$400,000 positive increase to the fund balance.

The Budget and Finance Committee moves that the Board approve the FY22 budget as presented by Ms. King.

Ms. Wright seconded and the motion carried unanimously.

Mr. Burke stated that the Budget and Finance Committee moves that the board accept the financial report as approved by Ms. King. Dr. Belmadani seconded and the motion carried unanimously.

Mr. Burke stated that he and Mr. Smith reviewed the April procurement card and check files with two questions and no issues.

There being no further business, the meeting was adjourned at 5:09pm.

Signed: 
Susan Wright, Secretary

BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
June 9, 2021

The regular meeting of the Board of Trustees of the Lexington Public Library was held virtually and at the Northside Branch on Wednesday, June 9, 2021, at 4:30 p.m. Lawrence T. Smith, Library Board Chair, called the meeting to order.

Board members present: Lynda Bebrowsky, Rania Belmadani, Mike Burke, Ralph Coldiron, Jordan Parker, Lawrence T. Smith, and Susan Wright. Advisory Board members present: Megan George, Laura Hatfield, Casandra Hockenberry, Louetta Hurst, James Inman, Stephanie Nallia, and Yajaira West

Library staff present: AnnaMarie Cornett, Administrative Support Coordinator; Heather Dieffenbach, Executive Director; Anne Donworth, Director of Development; Tonya Head, Director of Access and Strategic Initiatives; Karen King, Finance Officer; Clarissa Thomas, Director of Education; and Tom Wallace, Human Resource Director

Also present: Melissa Boulton, Kentucky Department of Libraries and Archives; and Cassidy Rosenthal, Stites and Harbison

Mr. Smith called the meeting to order.

Mr. Coldiron moved for approval of the minutes from the May 12, 2021, Board meeting. Mr. Burke seconded and the motion carried unanimously.

Ms. Donworth presented the Development report. Ms. Donworth updated the Board on the progress of the Capital Campaign for the Village Branch and reported receiving \$3,677 in May. She also reported that the Urban County Council is recommending approval of \$150,000 for a design study for Phoenix Park using funds from the American Recovery Plan Act (ARPA). This builds on a 2016 grant from the Knight Foundation, which highlighted the relationship between the park, the Library, and city and business leaders. Parks and Recreation has reached out to LPL for input on the design and is eager to expand our partnership. Ms. Donworth thanked Ms. King, Mr. Smith, Mr. Burke, and Mr. Coldiron for their assistance with the Industrial Revenue Bond conversations.

Ms. Bebrowsky joined the meeting.

Ms. King presented the financial report through April 2021. There were total assets of \$16,575,000, which included cash of \$8,546, investments of \$5,205, and receivables of \$2,822. Liabilities were \$1,603,000 and the fund balance was \$14,972. Cash was up \$677,000 month over month and \$1,647,000 year over year. Investments were flat and receivables were up \$63,000 month over month and \$134,000 year over year. In the

general fund, revenues were \$1,257,000 and expenses were \$1,034,000 with expenses exceeding revenues by \$223,000. Year to date expenses were \$13,810,000 with expenditures of \$10,396,000 for a bottom line of \$3,414,000. Year over year revenue was up \$785,000 and expenses were down \$554,000.

In the materials fund, year to date revenue was \$1,918,000 and expenditures were \$1,750,000 for a bottom line of \$168,000. The primary source of revenue in the Enterprise Fund is rental income from Long John Silvers. Total revenues for the year were \$33,000 with expenditures of \$14,000 for a bottom line of \$19,600. That is a significant decrease year over year. Garage revenue year to date was \$254,000 with a bottom line of negative \$56,000.

Investments were \$5,205,000, which is not a significant change month over month but a \$70,000 increase year over year. Debt in the General Fund was \$4,581,000 debt on the parking garage was \$2,091,000 for total debt of \$6,673,000. There were no new expenses from the fund balance, but we have spent \$1,224,374 on the Garage Brick and Elevators and \$3,089,644 on the purchase of the Village Branch for total fund balance expenditures of \$4,314,000

Ms. Dieffenbach presented the Director's Report. She invited everyone to visit the new Northside Branch play area, which was dedicated last month, and announced that the Laptop Kiosks have been installed and are operational in all library locations. She welcomed Ms. Thomas to her first in-person board meeting, and introduced Melissa Boulton, Lexington Public Library's Regional Consultant from the Kentucky Department of Libraries and Archives.

Mr. Smith presented the Chairman's Report. He announced that the next meeting is July 14, 2021, in the Board Room of the Central Library. Board Members may still participate virtually, but temporary changes to Open Meeting Laws will expire on June 11. Participating via telephone is no longer an accepted means of participation and virtual attendees must keep their camera on for the entirety of the meeting.

Mr. Smith stated that the Library has had a very successful partnership with God's Pantry for many years. There has been a rise in food insecurity in Fayette County during the pandemic and, because the Winburn neighborhood does not have a conveniently located food pantry, Northside Branch has served as a food distribution center. The Library has been in talks with God's Pantry to pilot a food pantry in what is currently the Teen Area of the Northside Branch for 1 year. Legal counsel has reviewed and approved the Memorandum of Understanding.

Mr. Smith moved that the Library enter into an agreement with God's Pantry for the installation of a Food Pantry at the Northside Branch for one year, to expire June 30, 2022.

Mr. Coldiron seconded and the motion carried unanimously.

Mr. Coldiron asked Ms. King to provide an update on the Architect process for the Village Branch. Ms. King stated that contract negotiations continue. Staff met with EOP Architects last week, and will meet with Ms. Rosenthal on Thursday to continue the conversation.

Ms. Bebrowsky presented the Board Development Committee Report.

The Kentucky Department for Libraries and Archives have updated their requirements for certification of Library staff. The committee moves that the Certification Policy be updated to state that all professional librarians working in a full time capacity are required to be certified upon employment, not to obtain a professional certification as it previously stated.

Mr. Coldiron seconded and the motion carried unanimously.

Staff evaluated the Bag Policy and recommend removing language that is out of the purview of Library staff responsibilities, and increases the length of time that bags are held in lost and found by 24 hours. The changes are as follows:

~~Customers are required to keep their personal belongings with them at all times and should be vigilant in supervising them.~~ The library is not responsible for personal belongings left unattended.

~~Bags left unattended at closing supervised in the Library will be considered abandoned and may be confiscated and searched by Library Security Staff. Abandoned bags will be held in lost and found by the Security Department for 48 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.~~

The committee moves for approval of the Bag Policy as amended. Dr. Belmandani seconded and the motion carried unanimously.

The committee reviewed the Jury Duty Policy and move that it be amended to state that the summons or subpoena for appearance must be submitted to the Business Office, rather than the Human Resources Department. Mr. Coldiron seconded and the motion carried unanimously.

The Board Development Committee moves for two changes to the Political Campaigns, Petitions, and Voter Registration Drives Policy. The first change adds

campaigning for a specific ballot initiative on library property to the list of prohibited conduct, and the second changes the word bipartisan to nonpartisan. Mr. Coldiron seconded and the motion carried unanimously.

Each year, the Library Board of Trustees vote on the day, time, and location of all Board Committee meetings and Regular Meetings of the Board of Trustees and Advisors. Per Open Meeting Laws, meetings that are called outside of this calendar are considered Special Board Meetings. All meetings are being held at the Central Library this year. This room is being prepared to facilitate a more equitable hybrid virtual/in person participation experience for all attendees.

The Committee recommends approval of the FY22 Board and Committee Meeting Schedule, with all regular board meetings held at the Central Library Board Room at 4:30pm on the 2nd Wednesday of each month. Mr. Burke seconded and the motion carried unanimously.

Last month, the Library Board of Trustees and Staff conducted a performance evaluation for Ms. Dieffenbach. She was evaluated this past September, so this was a partial-year review in order to bring her evaluation, salary adjustment, and contract renewal date in line with the Fiscal Year.

The evaluation was completed by 10 Board Members and 8 Staff Members. The Board Development Committee reviewed the results, and Ms. Bebrowsky discussed them with Mr. Smith and Ms. Dieffenbach. It was noted that Ms. Dieffenbach showed strong and steady leadership during a very difficult time and during a crisis. She and her staff have been exceptional in their commitment to Diversity, Equity and Inclusion. She strives for transparency and staff involvement in all levels of communication. Ms. Dieffenbach received high marks on communication and Ms. Bebrowsky stressed that she cannot over communicate with the board on items that might be important to the community.

The Committee moves that Ms. Dieffenbach be approved as exceeds expectations. Mr. Coldiron seconded and the motion carried unanimously.

The Committee discussed an FY22 salary adjustment for Ms. Dieffenbach and agreed that she should receive the same salary increase as the rest of the Library staff. The Committee moves that Ms. Dieffenbach receive a 5.5% salary increase on July 1, 2021. Ms. Wright seconded and the motion carried unanimously.

Heather Dieffenbach's contract expires on June 30, 2021. The Committee moves that Ms. Dieffenbach's contract be extended 3 years to June 30, 2024. Mr. Coldiron seconded and the motion carried unanimously.

Ms. Bebrowsky continued her report, stating that the Mayor has approved Stephanie Nallia and Rania Belmadani to their first terms on the Board of Trustees, effective July 21. The Committee continues to work on a board recruitment strategy.

Mr. Burke presented the Budget and Finance Committee.

The Budget and Finance Committee brings forth a motion for the FY21-FY22 fiscal year fund balance commitment that the LPL Board of Trustees approve \$4 million for building renewal and replacements, \$4 million for a new branch, and \$1 million for the emergency fund as of June 30, 2021.

Dr. Belmadani seconded.

Mr. Smith stated that the Library plans to use \$7 million for the construction of the new Village Branch. \$3 million was spent last year and the \$4 million fund balance will be used for this project. The motion carried unanimously.

Mr. Burke stated that the Budget and Finance Committee moves that the board accept the April financial report as approved by Ms. King. Mr. Coldiron seconded and the motion carried unanimously.

Mr. Burke stated that a group of developers are working with LFUCG to take a piece of property off the public tax rolls. The Library has negotiated an agreement to keep the Library financially whole over the next 40 years.

The budget and finance committee moves that the board not contest the Speigle Heights IRB if a library payment in lieu of taxes is successfully negotiated with the library and is executed by the Lexington-Fayette Urban County Government and Astana LLC.

Mr. Coldiron seconded and the motion carried unanimously.

Mr. Burke stated that he and Mr. Smith reviewed the May procurement card and check files with three questions and no issues.

There being no further business, the meeting was adjourned at 5:09pm.

Signed: 
Susan Wright, Secretary