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**AGENDA**  
**RICHLAND LIBRARY BOARD OF TRUSTEES MEETING**  
**1431 ASSEMBLY STREET, BOARD ROOM**  
**November 11, 2023**  
**5:30 P.M.**

A regular meeting of the Richland Library Board of Trustees was held on Monday, November 13, 2023 at 5:30 p.m.

**Board of Trustees Present:**

Lee Rambo, Chair  
Erin Johnson, Vice Chair  
Jon Robertson, Secretary  
Brenda B. Branic, Treasurer  
Burlean Moses  
Cindy Cox  
Chelsea Richard  
Tyson K. Brown  
Valerie Byrd Fort  
David Campbell

**Library Representatives Present:**

Georgia Coleman, Chief Operating Officer  
and Acting Executive Director  
Dyan Bowman, Chief Admin. Officer  
Tamara King, Chief Equity & Engagement Off.  
Sarah Sullivan, Finance Director  
Tina Gills, Development Director  
Kiosha Boyles, Marketing & Comm. Director  
Melissa Drayton, Finance Manager  
Tamara Addison, Human Resources Mgr.  
Sarah Seegars, Director, Library Exp., Main  
Wanda Taylor, Executive Admin. Assistant

Also Present: Rania Jamison (Chair of F + F), Mason Griffin, Heather McCue, Leah Bartys, Crystal Mickle, Makenzie (Blythewood staff), Elizabeth Barrett, Sonya Montgomery, Heather Barry, Anne Clifton-Katz, Mydrick Hall, Lisa Gieske, Kai Tang, Todd Barrett, M. Greene, Kelly Jones

**CALL TO ORDER**

Chair, Lee Rambo, called the meeting to order at 5:32 p.m.

**ADOPT CONSENT AGENDA**

Chair Rambo presented the consent agenda to include the full agenda for the meeting, approval of October Board meeting minutes, and approval of a PO CarryForward (Budget Amendment).

(Chair called for objections; with no objections, the consent agenda was adopted.)

**CITIZENS INPUT**

None

**FRIENDS + FOUNDATION REPORT**

Chair Rania Jamison provided the report.

The fall book sale was held on Friday and Saturday, October 20th and 21st. Over 575 customers attended the sale, with revenue of just over \$15,500, which is approximately 35 percent greater than last year's fall sale. During fiscal year 2023, book sales brought in over \$60,000 in revenue to support library programming. She expressed gratitude to the many volunteers who make the book sales possible.

Ms. Jamison thanked Board Trustees who have donated to the Richland Library Friends and Foundation during the current fiscal year. These gifts help support the Library's work in four crucial service areas: Literacy, Workforce Development, Innovative Programming, and Social Services and Inclusion. Friends and Foundation Board members are required to make a gift of \$1,000 annually, and it's important to have 100 percent board participation, as the question is often asked for the percentage of Board giving for grant applications.

While there is no such requirement for Library Trustees, she asked that each Trustee consider supporting the Friends and Foundation in any amount. A confidential pledge letter of intent was provided in order to make a gift in fiscal year 2024. The form should be returned to the Development Office as soon as possible. If a Trustee is not yet ready to pay a pledge, it was still asked that they complete the form with delayed billing indicated so when the gift is made, it can be marked for Fiscal Year 2024.

A gift may be made all at once, quarterly, or monthly—whatever is most convenient for the individual. The Friends and Foundation page of the Library website includes a monthly giving option where one may designate that a credit card be charged for a certain amount every month. Please note that a pledge must be paid in full by June 30, 2024 to be fully counted in this fiscal year. Please let Tina Gills know if you have any questions.

It would make a powerful statement if potential funders know that we have 100% participation by both the Library Board of Trustees and the Friends and Foundation Board this year. Thank you for your consideration.

## **TREASURER'S REPORT**

Brenda B. Branic, Treasurer, provided the report.

### **Balance Sheet**

Cash and investments have decreased by \$2.4 million in September. This change is due to \$900 thousand in revenue deposits, \$1.9 million in payroll and benefit payments and \$1.4 million in vendor payments.

### **Income Statement**

County property taxes received was higher than last year due to the increased budget and the timing of the amount collected by the county. Investment earnings are higher than prior year due to the nature of the Library investment in Certificate of Deposits. The checking account earned \$6,390.04 in October and the bank fees were \$1,889.96. Salaries and taxes are lower than last year due to a bonus that was paid in September, 2022. This bonus was approximately \$475,000. Materials and resources expenditures are lower than prior year due to the timing of the payments of digital resources. General

operations, contractual services, and technology expenditures are more than last year due to an increased budget for FY 2024 and the timing of the payment of invoices. Facilities and maintenance expenditures include the deposit for the escalator project of \$822,571.

### **Grant Income Statement**

The Library is managing over \$570,000 in grant projects currently. The Library has received \$21,000 in new grant funding for Education Studios. Education Studios focus on children with learning disabilities.

### **Capital Project Income Statement**

We are closer to the closing out of these projects. There are still a few outstanding items to be finalized and paid. There are currently about \$6,000 of open purchase orders. These unpaid expenses are for the wayfinding project. There is also \$300,000 set aside for the purchase of Edgewood.

### **2 Year Monthly Cash Investment Statement**

This chart shows the trends in balance of the Library's most liquid assets and the break out between cash and investment. Note that the balances begin to increase in the month of January, February and March. The balances begin to decrease in April. This trend shows how the revenue flows from the county as property taxes are collected and then submitted to the Library.

### **FY 2023 Investment Income**

This chart shows the monthly investment income/loss from FY 2023. (Keep in mind that the losses were unrealized as of the end of the year). You can see this trend as the market declined in August through October 2022. The income picked up as the market shifted in November 2023 and continued to improve through the end of the year. We have added FY 2024 analysis as the year progresses. The September income was lower due to an unrealized loss recorded of \$32,000 due to a shift in the market.

### **Monthly Revenue**

This is a monthly comparison of revenue collected. This is a fiscal year comparison. This chart also shows the property taxes being received from the county in December, January and February.

### **Monthly Expenditures**

This chart is a monthly comparison of expenditures paid. This is a fiscal year comparison. Note that July expenses are typically lower than other months. This is due to accrued payroll in July. August through October typically sees a spike due to payment of book leases and first of the year expenses. May and June spikes due to programming expenses (summer learning program) and year end journal entries to record accruals into the appropriate year. An additional spike in FY 2023 was due to the payment of retention bonuses to staff.

### **General Fund Budget Spent**

This chart shows each budget category for the General Fund and what percentage of the budget has been spent as of the financial statement date. Looking at this data

using a timeline, an estimated target would be 3/12 or 25% of the budget spent. Some of the personnel spend is lower due to accruing the expense into the prior year. Other expenses have a higher percentage due to the timing of the expense payments...such as contractual services (contracted services annual payments), technology (timing of the payment for contracts) and facilities and maintenance (contract agreements annual payments).

### **Grant Fund Budget Spent**

This chart shows each grant and the percentage spent of the budget. This shows that many of the active grants have spent most of their funding as of September, 2023. This chart includes grants that may have started in prior fiscal years but were still in progress as of July 1, 2023 (the start of the current fiscal year). The Sylvamo Pre-School grant (GL0094 ending 9/30/23) has been completely expended. This report shows the expense when the invoice is paid. The expense was incurred in September however, the invoice was paid in October. Next month's report will show this grant as being closed.

## **ITEMS OF BUSINESS**

### **Proposed Action Items:**

Chair Rambo called upon various staff to present the action items below.

#### **A. Friends and Foundation Gift Acceptance Policy**

Tina Gills requested Board approval for the proposed Gift Acceptance Policy to create and provide consistent direction of the Richland Library Friends and Foundation Board of Trustees and the Richland Library Board of Trustees to work together for gift acceptance. There are currently two gift acceptance policies in effect that were created in 2009, with one accepted by the Richland Library Board of Trustees, and the other accepted by the Richland Library Friends and Foundation Board of Trustees. While the Friends and Foundation is the primary agent for accepting gifts, it is important for the Library Board of Trustees, the Friends and Foundation Board of Trustees, and Richland Library staff to have synergy in a policy that outlines gift acceptance principles, types of gifts accepted, and other provisions. This policy creates a Gift Acceptance Committee, which will consist of the Library's Executive Director, the Library's Development Director, the Chair of the Library Board of Trustees, and the Chair of the Friends and Foundation Board, as well as any other Friends and Foundation or Richland Library representatives, as needed. It will be the role of this committee to vet potential gifts at the request of the Development Director as needed.

Ms. Gills stated this request aligns with Goal 2: under Advance the Library of the Friends and Foundation's Strategic Plan.

#### **Impact (Budget/Staff/Etc.)**

This policy establishes the growing importance of the Richland Library Friends and Foundation's role to supplement funds for the benefit of Richland Library. As the needs and resources of a 21st century library are

continuously evolving, it is critical to have additional funding resources beyond traditional operating and capital fund sources. This policy provides guidance to staff and prospective donors by establishing a fair and consistent approach to stewardship of gifts in a way that honors the charitable intent of the donors while ensuring all gifts are accepted and administered in the best interest of Richland Library and in a manner consistent with the Library's mission, vision and values, including our equity, diversity, and inclusion efforts.

The Richland Library Friends and Foundation Board of Trustees approved this policy at the October 25, 2023 meeting and approval is now being requested from the Richland Library Board of Trustees. If approved by the Library Board, the policy will be shared with staff and will be effective immediately.

The Chair called for a motion to approve as presented above.

(Motion: E. Johnson; Second: B. Branich; The Chair called for questions or discussion.)

At this time, Treasurer, Brenda B. Branich stated that the finance director is not a member of the Gift Acceptance committee. She indicated that a question arose in Executive Committee asking if the Friends and Foundation was a supporting organization. The finance director was consulted and it was reported that the Friends and Foundation is not a supporting organization by definition. Ms. Branich asked if it would be prudent to add the finance director to the Gift Acceptance committee, to answer questions in the future which may require the finance director's input. Ms. Gills responded she would be happy to add the finance director to the committee should this Board ask her to do so. Ms. Gills stated it would add to the acknowledge base of the committee.

(Ms. Branich asked for an amendment to the policy to add the financial director to the committee; Second: J. Robertson. Chair Rambo called for a vote and the amendment to the policy carried).

Next, the Chair returned to the motion to approve the Gift Acceptance policy as amended.

(Motion: E. Johnson; Second: B. Branich; Motion Carried).

## **B. Renewal of Electronic Subscription Services Provided by EBSCO**

Kiosha Boyles asked the Board for approval to renew EBSCO Discovery Services (EDS). This product package allows customers to search for content, link directly to the content (i.e., full text articles), and obtain reading recommendations upon searching at the Library's website. The Library has been utilizing these services on the website for the past eight years, and EBSCO is a sole source provider. This action addresses both Goals 1 and 2 via Enhance the Customer Experience in the RL Strategic Plan.

### **Impact (Budget, Staff, Etc.)**

Initial Cost: \$39,185

Maintenance Costs: N/A

Source of Funds: Marketing and Communications Budget

Approval of this proposed action would allow for continued use for

customers online. No implementation costs or planning are necessary.  
(Motion: B. Branick; Second: B. Moses; Motion Carried.)

### **C. Tyler Enterprise ERP(MUNIS) Software Contract Renewal**

Finance manager, Melissa Drayton, requested Board approval to renew the contract with Tyler Technologies for one year. Tyler Technologies supports and licenses the Library's software (MUNIS). This contract was previously offered for three years but Tyler only offers an annual agreement at this current time.

The contract is for hosting the financial, payroll (read only) and digital content management software. This includes license fees upgrading the software, maintaining the servers, disaster recovery, and software support. This is a sole source vendor since Tyler Technologies owns Munis software. No other vendor can offer these services. The software supports the allocation of budget, collection of revenue and payment expenditures for the Library. Therefore, it meets the RL strategic plan to "Engage Our Team".

#### **Impact (Budget, Staff, Etc.)**

Annual Cost: \$78,799.48 (The prior year cost was \$74,761.39. This is a 5% increase from the prior year agreement.)

Maintenance Costs: N/A

Source of Funds: Software Maintenance Budget

Upon approval, there is no implementation required other than the signed contract and no additional services are provided at this time.

(Motion: B. Moses; Second: E. Johnson, Motion Carried.)

### **D. UKG Software Contract Renewal**

Tamara Addison, human resources manager, sought Board approval to renew the UKG software contract.

UKG is the software that manages library payroll, human resources and learning engagement functions. This software was originally implemented in February, 2021 with a three-year agreement. This agreement ends February, 2024.

The renewal request will extend the agreement for another three years. The agreement is based on usage with a flat rate with additional costs for employees that have access to the system but are no longer employed by the library. This software meets the strategic plan via "Engage Our Team".

This request will limit the price increase to 4.5% per year for the next three years.

#### **Impact (Budget, Staff, Etc.)**

Annual Cost: This request will limit the price increase to 4.5% per year for the next three years. The FY 2024 budget anticipated a 5% increase. The

current contract amount is \$149,034 annually plus estimated expenses of \$1,600.

New contract cost:

Year 1 \$155,741 plus \$1,672 expenses

Year 2 \$162,749 plus \$1,748 expenses

Year 3 \$170,073 plus \$1,826 expenses

The Chair called for a motion to approve the UKG Software Contract Renewal as presented above.

(Motion: T. Brown; Second: B. Branick; Motion Carried).

#### **E. Professional Services Budget Amendment**

Sarah Sullivan, finance director, sought approval to amend the FY 2024 budget to accommodate an increased need for the professional services budget.

An analysis of printer revenue has shown that we anticipate receiving more revenue than what was budgeted. The approved budget was \$54,400 and the current revenue through October 26 is approximately \$30,500. Based on this information, we anticipate collecting over \$90,000 (difference of \$35,600). We are requesting to increase the budget by \$30,000. It is also requested to move funds from supplies to professional services and feel that we are sufficiently under budget in supplies to accommodate this shift in funding. The need for professional services budget has increased due to a variety of requests for consulting services. This request supports the "Engage Our Team" aspect of the Strategic Plan.

##### **Impact (Budget, Staff, Etc.)**

The budget request will increase the revenue by \$30,000 and transfer \$25,000 from supplies. These changes will increase the professional services budget by \$55,000.

Upon approval, the budget transfer will be recorded into the financial software and the payments for the professional services can move forward.

(Motion: B. Branick; Second: B. Moses; Motion Carried.)

#### **F. Main Roof Repair Budget Amendment**

Sarah Sullivan, finance director, requested board approval to amend the FY 2024 budget use of reserve funds for an emergency replacement of a portion of the roof for the Main location. The finance and operations departments issued an ITB for the roof replacement and the winning bid is \$112,524. This project will repair the roof that is currently leaking. This action addresses the "Enhance the Customer Experience" portion of the Strategic Plan.

##### **Impact (Budget, Staff, Etc.)**

The budget request will increase the facilities budget by \$112,524.

Upon approval, the budget transfer will be recorded into the financial software and the payments for roof repairs can be made.  
(Motion: B. Branick; J. Robertson; Motion Carried).

#### **G. Contract for Aqua Seal Manufacturing and Roofing**

Sarah Seegars sought Board approval to contract with Aqua Seal Manufacturing and Roofing, Inc., to replace two sections of roof on the Main Library. (This is related to the previous item for Main Roof Repair Budget Amendment.)

The two sections of roof that cover the North and East exterior storefront walls are original to the building. They are over 30 years old and have received no major repair or maintenance work throughout their lives. They are at end of life and have developed several leaks along both walls. There is danger of water intrusion ruining irreplaceable art work in our Children's Room and repairs should be made quickly to avoid further potential damage to structure, building interior, and finishes. An ITB was issued in October and the library received 2 bids. Aqua Seal's bid was approximately \$38,000.00 cheaper than the 2nd bid. The library proposes we move forward with Aqua Seal. The connection to the Strategic Plan is to "Enhance the Customer Experience". This roof replacement will ensure that the building envelope is once again water tight, and help preserve the finishes, artwork, and building structure that our customers have come to use.

#### **Impact (Budget, Staff, Etc.)**

The budget for the project will come from the library's reserve account. There should be minimal impact on staff as the work takes place on the exterior of the building. We are also using a fully adhered roofing system as opposed to a mechanically fastened system to limit noise disturbance. We will likely need to close sidewalks on both sides of the building throughout the span of the project, and may need to block off parallel parking spots along Assembly and Hampton Streets as well. This may impact some staff and customers.

Upon approval, acknowledgement of award will be made to Aqua Seal within days. Once funds are moved and available, a PO will be issued and a working schedule can be requested from the vendor. Once work begins, it is hopeful the project would take no longer than one month.

- H. The Chair called for a motion to approve the contract for Aqua Seal Manufacturing and Roofing as presented above.  
(Motion: E. Johnson; Second: B. Branick; Motion Carried).

#### **CHAIR'S REPORT**

Chair Rambo introduced and welcomed Trustee David Campbell. Mr. Campbell has previously served on the Board of Trustees and the Richland Library Foundation Board. He serves as COO for Chernoff Newman and is active with various community service organizations.

A new initiative which will offer quarterly continuing education for the BOT, the Chair stated that a quarterly program will begin at this meeting and introduced Chantal Wilson and Ashley Silvera to address the topic of intellectual freedom – what it is, why it matters, how we handle challenges and inclusive collection talking points.

Ms. Wilson stated intellectual freedom is the basic right of every individual to seek and receive information from all points of view without restriction. The goal of the Library has always been, and will always be, to provide the impartial environment where all community members can access books and other library resources that are going to reflect their interests and their information needs to serve them to the best of our ability.

Richland Library also uses the ALA Library Bill of Rights stating the freedom to view and read policy statement to inform ourselves in managing collections. RL offers training on collections and services in order to provide customers with a good experience. Staff strive to treat every customer question with respect and privacy. How collections are selected is very intentional to provide options that are as diverse as the community served. RL offers lots of displays and information curated for the website that is diverse and engaging. The goal is always to provide resources to allow the customer to see themselves in choices that are made. If a customer seeks a book that is not in the collection, they may place two book requests per month. If the book is not chosen for the collection, staff strive to assist the customer in obtaining the book via inter-library loan.

Ms. Silvera reported that RL has been conducting an audit for the past several years to take inventory of a collection to determine where diversity exists within the collection and areas of needed development. This allows for an increase in discoverability of diverse titles for staff and customers. In 2021, RL updated the collection policy which highlights the role of collection development, selection guidelines, guidelines for withdrawal and deselection, reconsideration of library materials and selection criteria for gifts and donations. Along with the policy are inclusive collection talking points.

There is a procedure in place for the reconsideration of library materials. In April, staff were assigned the Book Challenges and Collection Development Training, designed and created by Jessica Duzan, Sarah McBride and Ashley Silvera. There are steps in place for staff should they encounter customers who have questions or concerns as well as further steps should the customer wish to file a formal reconsideration. Since this policy has been in place, RL has received four formal challenges.

### **EXECUTIVE DIRECTOR'S REPORT**

Ms. Coleman directed the Board to the packet for and acknowledgement of the 10<sup>th</sup> anniversary of the Social Work department at Main, the November data highlights showcasing staff giving, and following up on a topic from a previous Board meeting, Libby's Top 15 FAQs.

A card was shared from a very appreciative customer for available resources from the library which created a new passion and hobby, water color painting. The beautiful

card was custom made by the customer in which she offered her gratitude to the library in general and to the staff at the Ballentine location.

Mary Kate Quillivan provided an over of the Overdue event which was held at Main on Friday, October 13, 2023. This was an 18 and up event curated for an evening of creativity and fun, primarily run by Studio Services and Film and Sound. Other Main and locations staff assisted. 500 attendees enjoyed live music by Death Ray Robin and Gamine, along with performances (Lyon Hill). Various crafts were offered in every Studio as well as many meeting rooms. Bluetile Skateboards were on site to screen print tote bags and a paint-by-number mural with local artist, Heather Michele. Former Artists-in-Residence also participated. Rambo's Fat Cat Biscuits Cafe on the first floor of Main was open and Transmission Arcade operated the cash bar.

#### **DATE OF NEXT BOARD MEETING**

The Board will not meet in December but will reconvene on January 28, 2024

#### **ADJOURN**

The Chair adjourned the meeting at 6:48 p.m.

Respectfully submitted,

Jon Robertson, Secretary