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AGENDA
RICHLAND LIBRARY BOARD OF TRUSTEES MEETING
1431 ASSEMBLY STREET, BOARD ROOM
February 12, 2024
5:30 P.M.

A regular meeting of the Richland Library Board of Trustees was held on Monday, January 16, 2024 at 5:31 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*

*Absent with notice

Library Representatives Present:

Melanie Huggins, Executive Director
Georgia Coleman, COO
Dyan Bowman, CAO
Sarah Sullivan, Finance Director
Emily Johansson, Children's Room
Reading Specialist
Wanda Taylor, Executive Admin. Assistant
Kristin Amsden, Board Librarian

Also Present: Rania Jamison (Chair of F + F), Citizen Jimilla Sterling, Anika Thomas, Paula Coonce, Kai Tang, Dee Robinson, Heather McCue, Tina Gills, Melissa Drayton, Leslie Tetreault, Elizabeth Barrett, Sarah Seegars, Crystal Mickle, Josephine Williams, Melissa Spreene, Leah Bartys, Studio Services staff, Lisa Gieskes, Mary Kate Quillivan, Jennifer Thompson, Chiquita Brooks, Amy White, Mason Griffin

CALL TO ORDER

Chair, Lee Rambo, called the meeting to order at 5:31 p.m.

ADOPT CONSENT AGENDA

Chair Rambo presented the consent agenda to include the full agenda for the meeting and approval of January Board meeting minutes. She also noted that the agenda has been slightly reordered from the normal template.
(Chair called for objections; with no objections, the consent agenda was adopted.)

CITIZENS INPUT

One citizen signed up to address the Board. Chair Rambo stated that in keeping RL policy, the Richland Library Board of Trustees will not provide a verbal response to any statements or questions delivered during the citizen's input time. If remarks require a

follow-up, they should be provided to the Community Relations Manager, either in person, via email or traditional mail. Due to the allotted time for citizens input, no audio or visual presentations were to be accepted and no signs or placards would be allowed while participating or attending the Board meeting. The RL Code of Conduct would remain applicable during board meetings.

At this time, the Chair stated the Board would hear remarks from citizen, Jimella Sterling. The Chair asked that Ms. Sterling state her first and last name and provide remarks for a duration of three minutes.

Ms. Sterling followed the Chair's instructions and provided the following three points for consideration:

- 1) She suggested the Library use the Café space (when not being operated by a vendor), to provide coffee and water for customers. Consistency within that space is helpful for customers.
- 2) Ms. Sterling recommended the social work department be moved to the 1st level where the Local History Room is located and, in turn, the Local History Room be moved into the current social work department space on the 3rd level. She indicated that security rapidly moving through the building can trigger those with PTSD.
- 3) Ms. Sterling asked that it be ensured that everyone is treating customers the same. She stated that Santa (Ed F.) and Superman (Anthony) on the security and safety staff treats everyone fairly and enforces the rules fairly.

At this time, the Chair announced that the three-minute time allotment had ended. She thanked Ms. Sterling for addressing the Board and Ms. Sterling thanked the Board.

FRIENDS + FOUNDATION REPORT

Chair Rania Jamison provided the report.

The Winter Book Sale was held on Friday and Saturday, January 26th and 27th. The Friday sale was held from 3:00 to 7:00 p.m. This was the private sale for donors who made a gift of \$25 or more in the past year. The Saturday sale from 10:00 a.m. to 4:00 p.m. was the public sale. Over 800 customers attended the 2-day sale, with total revenue of just over \$17,000. This was about \$1,000 more than last year's January sale.

Ms. Jamison stated that 100 percent of both boards, the Library Board of Trustees and the Friends and Foundation Board of Trustees, have made a gift or pledge to the Friends and Foundation for fiscal year 2024.

She personally thanked each Trustee for their commitment to the Library beyond their board service. This commitment enables F + F to tell potential funders that there is 100 percent participation by both boards. This is a very powerful statement that demonstrates board members' dedication to the Library's mission and inspires others' support.

CHAIR'S REPORT

The Chair introduced attorney, and former RL Trustee, Kirby Shealy to give a presentation to the Board regarding board governance and fiduciary responsibilities. Mr. Shealy referenced the SC Code of South Carolina (1976 Annotated), Section 4-9-36 for the duties of boards of trustees.

He spoke to the issue of roles, responsibilities, expectations and the difference of the three areas. He also shared the Ten Basic Rules of carrying out roles and responsibilities, as well as the Board/Staff Relationship.

The Chair announced there would be two slots for Trustees to attend the PLA Conference and one slot for the ALA conference.

TREASURER'S REPORT

Brenda B. Branich, Treasurer, provided the report.

Balance Sheet

Cash and investments have increased by \$100,000 thousand in December. This change is due to \$2.7 million in revenue deposits, \$1.6 million in payroll and benefit payments and \$1 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.

Property taxes received in January (not included in this report) were significantly lower than prior years. The Library typically receives around \$10 million in revenue in January. The appropriation received in January was \$4.8 million. We have reached out to the County treasurer's office regarding this significant difference. We have been told that the collections for December were low. The January collections were much higher and we should make up the difference in the February revenue.

Investment earnings are higher than prior year due to the nature of the Library investment in Certificate of Deposits. The checking account earned \$9,588.99 in December and the bank fees were \$1,701.79.

Salaries and taxes are lower than last year due to a bonus that was paid in September, 2022. This bonus was approximately \$475,000. Pay for performance increases were implemented in December as opposed to the bonus that was received in FY 2023. Personnel expense is under budget due to position vacancies. The budget for vacancies was calculated using an approximate 5% vacancy factor. The actual vacancies through December is tracking closer to 10%. The higher than anticipated vacancies are due to a variety of issues. It currently takes significantly more time to find qualified candidates for positions so the positions are vacant longer than anticipated. The administrative team has reviewed vacant positions and feels confident that remaining vacancies reflect the current needs of the Library. These positions are in the process of recruitment. The personnel budget is being closely monitored and unallocated funds will be used for additional staff training and

education as well as continued adjustments based on the classification and compensation study.

General operations and contractual services are more than last year due to an increased budget for FY 2024 and the timing of the payment of invoices.

Materials and resources, general operations and vehicle operations have more than 50% available due to the timing of the purchases/invoice payments.

Programming from donations has more than 50% available due to the timing of programming. The expense is typically higher during the summer months of the year. Facilities and maintenance expenditures include the payments for the escalator project of \$1,011,316.

Grant Income Statement

The Library is managing over \$880,000 in grant projects currently. The Library has received the following grants:

- SC Humanities Council Rothstein Event - \$5,000
- Friends and Foundation for the Broader Book Shelf programming - \$50,000
- Friends and Foundation for bus passes which was a match of the Sisters of Charity Grant \$5,000

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 \$2,800 of open purchase orders. These unpaid expenses are for the wayfinding project. There is also \$300,000 set aside for the purchase of Edgewood.

Charts:

2 Year Monthly Cash Investment

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. The investments will always trend down starting in April/May through December. The reason for this is the timing of the payments from the County for the tax appropriation. The Library receives most of the funding in January and February which is invested; then the money from the investment is used throughout the rest of the year to fund the Library operating expenses. You will see the investment increase this month when we receive the tax appropriation typically on the 15th of each month.

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). This trend can be seen as the market declined in August through October 2022. The income picked up as the market shifted in November 2022 and continued to improve through the end of the year. The FY 2024 analysis sees a steady increase in investment income.

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. Note that the FY 2024 expenditures are trending greater than prior year. This is due to the increased funding received from County property taxes.

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 6/12 or 50% of the budget spent. Some of the personnel spend is lower due to accruing the expense into the prior year and vacancies. Other expenses have a higher percentage due to the timing of the expense payments...such as technology (timing of the payment for contracts).

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 December, 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). There are some new grants that have not started expenditures as of December, 2023.

ITEMS OF BUSINESS

Proposed Action Items:

Chair Rambo called upon Sarah Sullivan to present the action item below and the two subsequent action items.

A. Budget Amendment – Furniture

Ms. Sullivan requested Board approval to amend the FY 2024 budget to accommodate purchasing furniture for the local history department and children's room. There is a need for a display case for local history and an interactive installation for the children's room. There are funds available from personnel due to a higher amount of vacancies than budgeted for.

The strategic plan connection is to advance our community. This budget transfer will support public usage of the Local History Room and the Children's Area at Main.

The budget request will transfer funds from personnel to furniture in the amount of \$27,000. The budget transfer will be recorded into the financial software and the funds will be available for use to purchase the furniture.

The Chair called for a motion to approve as presented above.
(Motion: T. Brown; Second: B. Moses; Motion Carried).

B. Budget Amendment – Learning Engagement Funds

Ms. Sullivan requested Board approval to amend the FY 2024 budget to accommodate an increased need for learning engagement funds. Learning Engagement is seeking funds to increase the number of ALA conference attendees, increase training opportunities for staff, enhance the staff engagement day program and pilot a management level program. The total amount of funds being requested is \$52,000. These funds can be transferred from the personnel budget. There are funds available from personnel due to a higher amount of vacancies than budgeted for.

The strategic plan connection is to engage our team. This budget transfer will support staff engagement with additional training and conference opportunities.

The budget request will transfer funds from personnel to Learning Engagement in the amount of \$52,000 and will be recorded into the financial software and the funds will be available for use by Learning Engagement.

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

C. Budget Amendment – Printer/Copier Lease Expense

Ms. Sullivan requested Board approval to amend the FY 2024 budget to accommodate an increased need for printer lease funding. The Library's lease agreement for printers and copiers is partially based on the number of prints/copies that are processed. The number has increased significantly this year and there is a need to increase the budget for the lease payments. This funding is available in the personnel budget due to a higher amount of vacancies than budgeted for.

The strategic plan connection is to advance our community. This budget transfer will support public increased use of the library printers and copiers.

The budget request will transfer funds from personnel to printer/copier lease expense in the amount of \$55,000.

(Motion: C. Cox; Second: J. Robertson and B. Branic simultaneously; Motion Carried.)

EXECUTIVE DIRECTOR'S REPORT

ED Huggins asked COO Georgia Coleman to provide an update on the Open PTO Policy Analysis. Ms. Coleman provided preliminary findings from a review of the change from accrued leave to Open PTO. The report included the Open PTO Timeline, Previous Responses to Feedback, Staff Survey Top Themes (145 staff responded to the survey) and Open PTO 6 Month Usage.

During the first six months of the Open PTO policy, employees, on average, used 9.2% more PTO compared to the three-year average, approximately 129 hours compared to 119 hours. The table below provided a year-by-year breakdown of PTO usage.

Year	Total PTO Hours	Average PTO Hours Per Employee
2018	22,723	113.1
2019	25,357	103.5
2022	40,603	139.1
2023	36,877	129.4

The ED called on Emily Johansson, Children's Room Reading Specialist to provide highlights of the Education Studio. Ms. Johansson reported that according to recent state data, only 54% of 3rd graders are reading on grade level.

- The Education Studio was created as a direct response to this need by providing high-quality books and materials based on the science of reading and the Orton-Gillingham approach.
- Both of these approaches are backed by a body of research on the Reading Brain and proven to be the most effective reading intervention for all children, including the 20% of children with dyslexia.
- Over the past year, libraries across the east coast have looked to the Education Studio as a model to support struggling readers in the community.
- In addition to a collection of 4,600 books, the Education Studio provides programming which includes coaching appointments where staff meet one-on-one with caregivers and educators to discuss simple reading strategies to implement at home.
- This past year, 1,700 hours of learning through preliteracy classes was conducted through Reading Skills Club for Rising 3rd graders and caregiver and educator classes.

She expressed gratitude to Richland County for awarding funds this year from the American Rescue Plan Act that will support the expansion of the Education Studio.

- This year each location will receive a new collection of books and resources to support struggling readers.
- Staff from each location will receive training from the Reading Specialists and the Dyslexia Resource Center on the science of reading and how to recommend resources to a struggling reader.

- A Reading Intervention Expert will be hired to help deepen staff knowledge, assist in programming, and create more resources for the community
- Last but not least, this summer's Reading Skills Club will be held at Lower Richland and St. Andrews, extending our reach across the County.

She extended an invitation to the Board to reach out to the Education Studio staff to learn more about the Education Studio, take a tour, or observe one of programs.

The ED referenced an article in the Board packet from *Carolinian Health*, featuring Social Work Director Lee Patterson and the work here at Richland Library.

She also referenced the flyer in packets for all the wonderful programming for Black History Month.

The Library has hired 97 new staff members since the hiring freeze was lifted.

The new Entrepreneur in Residence is Michele Dugar. She is a specialist in marketing, innovation, and entrepreneurship with over 25 years of experience in higher education.

Ms. Huggins announced Kai Tang, Director of Library Experience, Branches, will be leaving at the end of the month to assume her new role as Director of Library Programs and Services for Seattle Public Library. Kai has been with the library since 2020, supervising 6 locations. She served on ELT, as the leader of Una Vox and the ELT champion for the new Asian American Islander Resource Group. She also worked on the SC and Columbia Food Policy Committees. This is a wonderful opportunity for Kai and she will be greatly missed at Richland Library.

DATE OF NEXT BOARD MEETING

The Board will meet on March 11, 2024.

ADJOURN

The Chair adjourned the meeting at 6:56 p.m.

Respectfully submitted,

Jon Robertson, Secretary