

**St. Charles City-County Library District
Board of Trustees Meeting Minutes
June 8, 2021**

The Board of Trustees met virtually on Tuesday, June 8, 2021, at 7:00 p.m. in Community Commons Room 240/243 at the Spencer Road Branch. The meeting was accessible via the application Zoom for those not able to attend in person. The meeting agenda, including directions to access the meeting virtually or by phone, was posted on the Library's website on Friday, June 4, 2021, at 2:04 p.m.

Board Members present:

- Stacia Alvarez
- Justin Collier
- Joann Leykam
- Georganne MacNab
- TJ Rains
- Nevada Smith
- Renee Tillman
- Gail Zumwalt

Board members absent:

- none

Library Staff present:

- Jan Bardon, Marketing & Communications Manager
- Tiffany Barke, Chief Talent Officer
- Zach Campbell, Library Technology Coordinator
- Lori Beth Crawford, Chief Communications & Engagement Officer
- Aaron Eller, Regional Branch Manager, Middendorf-Kredell
- Alison Griffith, Branch Manager, McClay
- Asia Gross, Regional Branch Manager, Kathryn Linnemann
- Jennifer Jung, Regional Branch Manager, Spencer Road
- Jason Kuhl, Director & Chief Executive Officer
- Robin Lunatto, Executive Administrative Assistant & Recording Secretary
- Maggie Melson, Director of Youth Services
- Cindy Miller, Branch Manager, Deer Run
- Madison Morris, Branch Manager, Corporate Parkway
- Sara Nielsen, Director of Adult Services
- Laurie St. Laurent, Deputy Director & Chief Customer Experience Officer
- Carol Schrey, Director of Collection Services
- Kristen Sherry, Outreach Services Manager
- Diana Tucker, Branch Manager, Kisker Road
- Julie Wolfe, Chief Financial Officer

Others present:

- Megan Wunderlich – citizen
- Eight additional staff members and citizens signed on to listen to the meeting

Board of Trustees President Nevada Smith called the meeting to order at 7:01 p.m. with the Pledge of Allegiance. Six members of the Board listed above as present responded to roll call. Mr. Smith opened the floor for public comment. Citizen Megan Wunderlich spoke about access for residents near the Orchard Farm School District. Written comments were received by email from Mr. Arnie C. "AC" Dienoff" on the topics of FY22 Annual Budget, Use of the Consent Agenda, and Hours of Operation Discussion. Trustee Joann Leykam joined the meeting virtually at 7:03 pm. Trustee Gail Zumwalt joined the meeting virtually at 7:07 pm.

Reports and Correspondence

Financial Report: Julie Wolfe, CFO, reviewed the financial report for May 2021. The Library’s year-to-date tax revenues are 104% of budget. Ms. Wolfe noted that the Library has expended only 82% of its budget which is expected considering the reduced service hours during the year. Capital and special projects progressed throughout FY 21. The Library will end the year with a surplus which will be put into reserves to reinvest into buildings.

Director’s Report: The monthly Director’s report details progress on the Library’s Strategic Plan initiatives. In addition to the written report, Jason highlighted the following items:

Experiences and Outreach

- The number of staff unavailable to work because of COVID has consistently decreased over the past several months. The chart was not included in this month’s report however staff are still tracking this information.
- As the Library continues to reintroduce services that were suspended due to COVID, we are targeting July 1st to have most meeting rooms throughout the district available for public use.
- The Cliff View branch officially opened on May 19th. The branch has been busy with customers who are enjoying the new location.
- Final interviews for the the Director of Technology Services position will be held the week of June 7th.
- The Library Foundation raised nearly \$16,000 at the 20th Annual Trivia Challenge held on May 21, 2021. The Dollar General Literacy Foundation recently awarded the St. Charles City-County Library Foundation a \$2,500 grant to support Summer Reading literacy.

Monthly Statistical Report: Jason reviewed the FY21 May 2021 statistical report and noted that we are now in a period where we were closed at this time last year and the year-to-date comparisons are not very meaningful. He asked Trustees to note the amount of data on the report, which would be relevant to an agenda item later in the meeting.

May FY21 YTD statistics:

	<u>FY21 YTD – May</u>	<u>FY20 YTD – May</u>	<u>% Change (+/-)</u>
Circulation:	4,454,162	4,917,272	-9.42
eMedia	1,025,610	894,057	+14.71
Visitors	646,927	1,198,289	-46.01
New Cards:	9,081	17,267	-47.41
Classes & Events	2,291	5,721	-59.95
Classes & Events Attendance	64,302	135,167	-52.43

Correspondence:

- One (1) citizen email was distributed to the Trustees.

CONSENT AGENDA:

- Minutes May 11, 2021, Regular Meeting
- Minutes from May 26, 2021, Budget Work Session
- FY22 Board of Trustees Meeting Schedule

MOTION: Joann Leykam moved to approve the consent agenda as presented. TJ Rains second. Motion approved eight affirmative, zero negative, zero abstentions and zero absent.

FORMAL AGENDA:

OLD BUSINESS

None

NEW BUSINESS

21-32 FY2021 Budget Adjustments (Reallocation of Current Funds): The Library requested five budget adjustments, or reallocation, of current FY2021 budget dollar amongst various budget categories and accounts.

1. Contracted professional services used as a substitute to a budgeted FTE Network Administrator. The adjustment transfers \$87,000 from Salaries and Benefits to IT Consulting & Professional Fees.
2. Contracted professional services as an alternate to a budgeted FTE IT Manager and to expand the ability to address critical requirements. The adjustment transfers \$150,000 from Salaries and Benefits to Professional Fees.
3. Increased software purchases by IT and decreased data processing fees due to reduced branch activity in FY2021. The adjustment transfers \$15,000 from Data Processing & Analytics to IT Software.
4. Increased equipment purchases, such as branch disc cleaners, and furniture purchases to improve workflow and meet different staff/customer needs. Reduced branch hours and programming/other activities resulted in fewer FY2021 supply requests. The adjustment transfers \$55,000 from Supplies to divide between Equipment/Furniture and Equipment Rental.
5. Increased postage for mailings required during reduced branch activities and increased community outreach. The adjustment transfers \$13,000 from Programming to Postage.

MOTION: Gail Zumwalt moved to approve the FY2021 reallocation of current funds, as presented. Georganne MacNab second. Motion approved eight affirmative, zero negative, zero abstentions and zero absent.

21-33 Approval of FY22 Annual Budget: The final version of the FY22 Budget was presented to the Trustees for approval. A preliminary review of the FY22 budget was held during a work session on Wednesday, May 26, 2021. Julie Wolfe added that only minor changes in the area of insurance expenses had been made since the work session.

**Fiscal Year 2022 Budget Proposal
 St. Charles City-County Library**

District Total Revenues	20,802,424
Salaries and Benefits	12,931,125
Materials	3,477,525
Operations	2,582,084
Technology and Telecommunications	1,212,210
General Fund Total Expenditures	20,202,944
General Fund Net Surplus / (Deficit)	599,480
Capital Projects / Special Fund	1,037,775
District Total Expenditures	21,240,719
Net Surplus / (Deficit) with Capital Projects	(438,295)

Pending approval, the FY22 Budget will be available in its entirety, on the Library's website, <https://www.mylibrary.org>, at the beginning of the new fiscal year (July 1, 2020).

Board President Nevada Smith asked the Trustees if they had questions or discussion regarding the FY22 Annual Budget. Hearing none, Mr. Smith asked for a motion to approve the FY22 Annual Budget.

MOTION: Renee Tillman moved to approve the FY22 budget as presented. Gail Zumwalt second. Motion approved eight affirmative, zero negative, zero abstentions and zero absent.

21-34 Statistical Report Revision: Jason Kuhl discussed how the Library presents statistical data to the Board of Trustees throughout the year. A simplified monthly statistical report was presented that focused on two key items:

1. Which way library use as a whole is trending
2. How the use of each branch compares to the others

To address the first item, the four most significant output measures (Gate Count; Circulation; Technology Use; and Class, Event and Outreach attendance) are combined into a single measure of library use as a whole. As a second measure, the number of active library card users (cardholders that have used their card within the past three years) is also indicated along with the percentage of St. Charles County residents that number represents.

To address the second item, year-to-date gate count is charted for each location. Since not all locations are open the same number of hours, this metric is represented per hour of operation. The result is an accurate comparison of how busy one branch is compared to the others regardless of the total hours of operation.

Board President Nevada Smith asked if the data currently reported will continue to be tracked. Jason responded that the Library will continue to maintain all data that is required to be reported to the State of Missouri. Hearing no objections from the Trustees, the consolidated report will be implemented at the beginning of FY22, at the July 13, 2021, meeting.

MOTION: Agenda item 21-34, Statistical Report Revision, was a discussion and no vote was necessary.

21-35 Use of Consent Agenda: As the Library begins FY22, Jason discussed the use of the Consent Agenda at monthly board meetings. He noted that he would like to focus more on the Library’s purchasing policies (g050 – Purchasing Policy and g055 – Purchasing Policy Professional Services) in FY22. Purchases exceeding \$20,000, even those included in the approved budget, require approval by the Board of Trustees. Entities typically present these purchases as part of the consent agenda. A memo outlining all consent agenda items would be provided as part of the monthly meeting information packet. Any trustee can make a motion to remove any item from the consent agenda for further discussion. Staci Alvarez asked when the benefit would be of using the consent agenda versus individual agenda items for each purchase. Jason replied that it is more efficient with all items being approved with one vote. Any items that are not routine, for example selecting an RFP response that is not the low bid, would be outlined in a separate agenda item. Nevada Smith asked the Trustees if they had any questions, comments, or concerns and none were expressed.

MOTION: Agenda item 21-35, Use of Consent Agenda, was a discussion and no vote was necessary.

21-36 Hours of Operation Discussion: A preliminary discussion on the topic of Hours of Operation was held. Jason has recently discussed the increases in operating expenditures over the course of two decades which exceed increases in revenues. Ninety-seven percent of revenues included in the FY22 Budget will go towards operating expenses. A comparison of service hours among the seven libraries in Missouri that serve populations greater than 200,000 was provided.

Kansas City Public Library	
Per Capita Revenue	\$104
Locations	10
Average Annual Open Hours per Location	2,959
Annual Open Hours per \$Million in Revenue	1,296
St. Louis Public Library	
Per Capita Revenue	\$89
Locations	17
Average Annual Open Hours per Location	2,530
Annual Open Hours per \$Million in Revenue	1,567

Mid-Continent Public Library	
Per Capita Revenue	\$83
Locations	32
Average Annual Open Hours per Location	2,925
Annual Open Hours per \$Million in Revenue	1,477
St. Louis County Library	
Per Capita Revenue	\$68
Locations	20
Average Annual Open Hours per Location	3,296
Annual Open Hours per \$Million in Revenue	1,125
Daniel Boone Regional Library	
Per Capita Revenue	\$56
Locations	3
Average Annual Open Hours per Location	3,120
Annual Open Hours per \$Million in Revenue	820
Springfield-Greene Public Library	
Per Capita Revenue	\$54
Locations	10
Average Annual Open Hours per Location	3,520
Annual Open Hours per \$Million in Revenue	2,345
St. Charles City-County Library	
Per Capita Revenue	\$51
Locations	11
Average Annual Open Hours per Location	3,319
Annual Open Hours per \$Million in Revenue	1,772

The data shows that the St. Charles City-County Library has the lowest per capita revenue of the seven libraries. Despite this, we are open more hours per location annually than all other libraries except Springfield-Greene. Jason noted that it is prudent to look critically at all areas of our operations as we look to make the most responsible use of our resources. With the understanding that our existing hours of operation cannot be sustained with our current revenue levels, the Library 25 Committee has been looking carefully at usage throughout the district and has formulated a proposal for new hours of operation that will be presented for the Trustees' consideration at the July work session. Given the significance of the proposed action, Jason wanted to begin a preliminary discussion in June.

MOTION: Agenda item 21-36, Hours of Operation Discussion, was a discussion and no vote was necessary.

MOTION: At 7:36 pm, Justin Collier moved to adjourn the meeting. Renee Tillman second. Motion approved eight affirmative, zero negative, zero abstentions and zero absent.

The meeting ended at 7:36 p.m.

Respectfully submitted,

Robin L. Lunatto
 Recording Secretary

Approved:

Justin Collier July 13, 2021
 Secretary Board of Trustees Date