

**York County Library Board of Trustees**  
Minutes from February 13, 2024 Meeting - Rock Hill

The YCL board meeting was called to order at 5:04 pm by Dahlin, Board Chair. A quorum was determined with the following trustees in attendance: Debra Dahlin, Dennis Getter, Wendi Michael, Charles Robinson, Timothy Steele, Susan Piening, and Anne Witte. Also present from YCL: Martin House, Buffy Koran, Lee Smith, and Julie Ward.

A motion was made and carried to approve the agenda with the addition of a section for public comment after approval of the agenda. Approved with unanimous consent.

**Public Comment**

**Lacey Lane, Fort Mill, South Carolina** - speaking in favor of Budget FY 2024-25.

Programming and offerings at libraries further the mission of the library including three main goals: community engagement, lifelong learning, and promotion of literacy. LGBTQIA+ programming in particular offers a safe and inclusive space while promoting positive mental health and wellbeing.

**Matt Vilardebo, Fort Mill, South Carolina** - speaking in favor of Budget FY 2024-25. York County Library goes the extra mile to provide a safe space for LGBTQIA+ youth. He encourages the board to use their power and voice to continue with existing services for LGBTQIA+ community programming.

**Stephanie Griffith, Fort Mill, South Carolina** - speaking in favor of New Business. Uses York County Library as a homeschool family and recommends the library for scout projects and community members. Disappointed that the Pride Cafe has been canceled and renamed Teen Cafe as this no longer provides a safe space for LGBTQIA+ youth. She would also like to increase programming and physical space at our libraries.

A motion was made to approve the previous meeting's minutes. Getter proposed a change under new mission statement discussion. He clarified that he asked for assurance from the director that we were compliant with all laws as part of our responsibility and the director offered that assurance as specified in the handbook that was received. Tabled until next month to allow for the edit.

**Director's Report**

**Financial Report** - Marketing is ahead due to tote bags purchased for library card sign up month. Travel and staff development is ahead due to the majority of training opportunities in the first half of the year. We were finally billed for the new maintenance van and this shows in capital outlay.

**Statistics Report** - Circulation stats continue to increase and reference statistics are increasing.

**Programming Stats** - Programming statistics report with regard to funding; a snapshot of programming funding for FY 2022-23. Each type of programming has a different cost associated with it with 1.3% of the overall budget and 1.8% of the salary budget. Provided a breakdown of what an entire month's (September of 2023) schedule of programming looks like for all

branches showing programs delivered and attendance. Clarification was requested on events vs programs. It was explained that an individual event is considered a program, but the word program can also be more encompassing as in all Itsy Bitsy Storytimes.

Additional breakdown of specific costs that were requested:

Workforce development - no formal programs in 22-23 FY, but staff do help with this each day when helping patrons who are using our computer services to work on resumes, etc.

Video games - costs range from \$14.99-\$69.99 per game for adults and young adults with a budget of around \$2000 per fiscal year.

Hotspots - devices are free to patrons, costing the library \$30.10 per device per month for data.

Library charges patrons fees/fines for late, damaged, or missing items to a maximum of \$210.

SC Park passes - this is a free program run by the State Library with 45 passes total that are spread across the branches that resulted in 507 circulations.

Mobile printing - included with our current printing costs

General request made to have packets sent the Monday before the board meetings in an effort to enhance the conversations.

### **Budget FY 2024 - 2025**

Overview from Lee: this is a draft and will be submitted to the County as a draft. We will need to resubmit after the value of a mill is calculated and possibly again once state funding is approved. We do not ever ask for additional millage, only the increased value of a mill and we hope to retain the current millage. For planning purposes we have plugged in a 3% increase. We will review line by line.

-State aid amounts have no change as we will not know until June if there is an increase.

-Fines/Fees/Rentals includes hotspot fines, fees for lost or damaged materials, etc.

-Other revenues include donations from Friends of the Library and interest earned.

-Salaries are increased due to a request for two additional part time positions, one in Clover and one in Lake Wylie. Also included is a potential 3% merit increase, although we typically match whatever increase is approved for county employees per the request of county management.

-Employee benefits are increased due to increased costs with new positions and increased retirement contribution based on any merit increase.

-Book budget has increased per request made by selection staff.

-Periodicals are increased due to subscription costs.

-Audio Visual has no change.

-Electronic Reference is increased due to a change in Hoopla usage and increased costs for databases.

-Hotspots have no change.

-Microfilm is decreased due to lack of availability.

-Binding has no change.

-Utilities are increased about 2% to account for rising costs. Getter recommends changing this to a 5% increase.

-Telephone is increased due to changes in cost for copper wire lines, but not VOIP.

-Insurance is increased due to a recommendation from our agent.

-Building Maintenance is not increased as there are no significant projects coming up.

- Computer Maintenance is increased due to costs of technology and software including new AWE machines, and regular upgrades/maintenance.
- Equipment Maintenance has no change.
- Vehicle Maintenance is increased due to an additional library vehicle (maintenance van).
- Supplies have no change.
- Marketing is increased for a mobile app.
- Professional has no change.
- Programs are decreased due to a restructuring of current fund levels including terminating one large program and reallocating the funds to smaller programs to increase location specific programming.
- Memberships are decreased due to reduced costs with our new ILS.
- Travel and Staff Development are increased for increased mileage costs.
- Postage is increased due to rising shipping costs.
- Security is a new line item as we would like to have an unarmed security guard in our main branch for 20 hours per week due to increased incidents.
- Capital Outlay is increased for an additional remote locker at one location, additional shelving, and sound mitigation.
- Miscellaneous is increased due to bank service charges.
- Any additional funding would potentially be for a consultant for a needs assessment, but we are waiting to have quotes before requesting any funds.

Discussion was had to move \$1000 from miscellaneous board expenses and \$3600 from capital outlay to accommodate an increase of \$4600 to utilities.

A motion was made and carried to approve the FY 2024-25 budget draft with the changes discussed. (Michael/Witte)

### **Old Business**

Witte made a motion to table the strategic planning committee update to the next board meeting.

### **New Business**

There was no discussion of new business.

### **Executive Session**

Ward made a motion to table training until 5pm prior to the next board meeting.

A motion was made and seconded to adjourn the meeting. (Witte/Michael) Meeting was adjourned at 7:28 pm by Dahlin w/ unanimous consent.