



Library Board of Trustees

Library Board of Trustees Meeting

SouthPark Regional, 7015 Carnegie Boulevard, Charlotte

Monday, June 12, 2023, 4:00pm – 6:30pm

Trustees Present

Peggy Brookhouse
Dr. Stacey Brown
Joe Helweg, Chair
Dr. Kimmerly Martin
Tracy Montross
Dr. Amy Hawn Nelson
Preethi Srinivasan
Charles Thomas
Dr. Ricky Woods

Absent

Ailen Arreaza
Jon Buchan

Staff Present

Shelley Book
David Dillard
Walker Doerman
Michael Engelbrecht
Harold Escalante
Krystal Green
Eric Hartman
Caitlin Moen
Angie Myers
Emily Nanney
Emery Ortiz
Keisha Portis
LaJuan Pringle
Kim Sykes-Joseph
Marcellus Turner

Others Present

Gene Cochrane
Mark Kutny
Helen Hope Kimbrough, Library
Foundation Board
Annish Srinivasan

Joe Helweg opened and welcomed everyone to the Board Meeting at 4:00pm. Mr. Helweg introduced children’s manager Walker Doerman and she gave the Trustees an overview of the SouthPark Regional Branch and its offerings. Preethi Srinivasan brought her son Annish Srinivasan to see how the Board of Trustees and Library works and he was welcomed as well.

Absence with Cause

Mr. Helweg requested a motion to approve absence with cause for Ailen Arreaza and Jon Buchan. On a motion by Dr. Ricky Woods and seconded by Preethi Srinivasan, the Trustees unanimously approved the absence with cause.

Chair Update

Mr. Helweg provided the following updates:

- August 11 will be our Retreat and we will approve the minutes from the June meetings then
- We will take the month of July off from meetings and resume work at the retreat
- Agenda items include education and advocacy, intellectual freedom and strategic planning/process
- FY 2024 board leadership and committee assignments will happen at the retreat in August
- Charles Thomas will reach out to each board member in July about committee assignments
- I sent a letter to the BoCC to seek reappointment for Ailen Arreaza and Dr. Ricky Woods

Vice Chair Report

- Presented to the Board of County Commissioners on behalf of the Library Board on June May 22
- Extended a sincere thank you to the BOCC and the County Manager for their generosity and support

Committee Reports

Finance Committee

Angie Myers presented the following:

FY2023 Budget Adjustments					
Budget Adjustment Number	FY2023 or Multi-Year	Short Description	Budget Category	Revenue Budget Adjustment Amount	Expenditure Budget Adjustment Amount
230601	FY2023	Library Salaries and Benefits Reconciliation	Revenue: Mecklenburg County	500,000	
230601	FY2023	Library Salaries and Benefits Reconciliation	Expenditure: Salaries & Benefits		500,000
230602	FY2023	Foundation Operations	Revenue: Foundation Contribution	50,000	
230602	FY2023	Foundation Operations	Expenditure: Misc. General Operating		50,000
230603	FY2023	Center for Digital Equity MeckTech Support	Revenue: Other	49,663	
230603	FY2023	Center for Digital Equity MeckTech Support	Expenditure: Misc. General Operating		49,663
230604	FY2023	FY2023 Building Maintenance & Security	Revenue: Mecklenburg County (In-Kind)	3,300,000	
230604	FY2023	FY2023 Building Maintenance	Expenditure: Facility Related		2,550,000
230604	FY2023	FY2023 Building Security	Expenditure: Personnel Related		750,000
230605	FY2023	7th & Tryon Predevelopment Expenses (Bank of America Portion)	Revenue: Other	117,195	
230605	FY2023	7th & Tryon Predevelopment Expenses (Bank of America Portion)	Expenditure: Professional Services		117,195
			Total FY2023 Budget Adjustments	4,016,858	4,016,858
Multi-Year Budget Adjustments					
Budget Adjustment Number	FY2023 or Multi-Year	Short Description	Budget Category	Revenue Budget Adjustment Amount	Expenditure Budget Adjustment Amount
230606	Multi-Year	Flight Fund Round 2	Revenue: Foundation Contribution	11,100	
230606	Multi-Year	Flight Fund Round 2	Expenditure: Programming		11,100
230607	Multi-Year	Barnhill Family Foundation Active Reading	Revenue: Foundation Contribution	50,000	
230607	Multi-Year	Barnhill Family Foundation Active Reading	Expenditure: Programming		50,000
230608	Multi-Year	Read Charlotte Active Reading	Revenue: Foundation Contribution	100,000	
230608	Multi-Year	Read Charlotte Active Reading	Expenditure: Programming		100,000
230609	Multi-Year	Duke University Living Archives	Revenue: Other	50,000	
230609	Multi-Year	Duke University Living Archives	Expenditure: Salaries & Benefits		50,000
			Total Multi-Year Budget Adjustments	211,100	211,100
Budget Transfers					
Budget Transfer Number	FY2023 or Multi-Year	Short Description	Budget Category	Budget Transfer Impact - Revenue	Budget Transfer Impact: Expenditure
230610	FY2023	Humanities Grant Reconciliation	Revenue: Foundation Contribution	42,829	
230610	FY2023	Humanities Grant Reconciliation	Revenue: Fund Balance & Reserves	(42,829)	
			Total FY2023 Budget Transfers	-	-
Grand Total Budget Adjustments				4,227,958	4,227,958

After some discussion, and on a motion from the Finance Committee, the board unanimously approved the budget adjustments.

FY 2024 Proposed Budget

- This is the consolidated Library budget for FY 2024 (\$53.9M). It includes revenues from Mecklenburg County (our primary funder) as well as all other known sources including Federal, State, Foundation, Library-generated Fees, etc.
- The budget must balance (Revenues must equal Expenditures) so the expenditures (in blue) reflect what the Library is able to afford to do this year, by category, with the projected revenues (in orange).
- This document only presents operating funding for the year. It does not include previously budgeted multi-year gifts/grants, major capital projects, major technology infrastructure projects, or capital reserve projects (roof repairs, HVAC’s, elevators, parking lots, etc.).
- The Mecklenburg County budget was adopted on Tuesday (6/6/23) so the County funding within the Library budget is approved at this time.

Revenues

Revenue						
Intergovernmental:						
Mecklenburg County	\$ 47,145,138	\$ -	\$ 47,145,138	\$ 42,255,300	\$ 4,889,838	11.6%
State of North Carolina	\$ 682,386	\$ -	\$ 682,386	\$ 633,919	\$ 48,467	7.6%
ABC Board	\$ 860,733	\$ -	\$ 860,733	\$ 860,733	\$ -	0.0%
Federal	\$ 2,964,090	\$ -	\$ 2,964,090	\$ 8,030,898	\$ (5,066,808)	-63.1%
City of Charlotte	\$ 2,500	\$ -	\$ 2,500	\$ 2,500	\$ -	0.0%
Total Intergovernmental Revenues	\$ 51,654,847	\$ -	\$ 51,654,847	\$ 51,783,350	\$ (128,503)	-0.2%
Library Fines	\$ -	\$ -	\$ -	\$ -	\$ -	
Library Fees	\$ 744,000	\$ -	\$ 744,000	\$ 315,000	\$ 429,000	136.2%
Foundation Contributions	\$ -	\$ 1,287,531	\$ 1,287,531	\$ 1,183,297	\$ 104,234	8.8%
Other	\$ 227,500	\$ -	\$ 227,500	\$ 231,500	\$ (4,000)	-1.7%
Interfund Transfer	\$ (100,000)	\$ -	\$ (100,000)	\$ (100,000)	\$ -	
Fund Balance & Reserves Appropriation	\$ -	\$ 87,348	\$ 87,348	\$ 130,558	\$ (43,210)	-33.1%
Total Revenues	\$ 52,526,347	\$ 1,374,879	\$ 53,901,226	\$ 53,543,705	\$ 357,521	0.7%

	FY 2024 Proposed - General Fund	FY 2024 Proposed - Special Revenue Fund	FY 2024 Adopted Budget - Total	FY 2023 Adopted Budget - Total	Variance FY 2024 to FY 2023	% Variance FY 2024 to FY 2023
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Expenditures

Expenditure Categories:						
Salaries & Benefits	\$ 35,645,044	\$ 705,031	\$ 36,350,075	\$ 32,839,321	\$ 3,510,754	10.7%
Library Collections	\$ 8,101,050	\$ -	\$ 8,101,050	\$ 5,420,590	\$ 2,680,460	49.4%
Facility Related	\$ 3,755,264	\$ -	\$ 3,755,264	\$ 3,582,538	\$ 172,726	4.8%
Professional Services	\$ 1,179,778	\$ -	\$ 1,179,778	\$ 530,274	\$ 649,504	122.5%
Technology & Equipment	\$ 1,610,590	\$ -	\$ 1,610,590	\$ 9,260,409	\$ (7,649,819)	-82.6%
Programming	\$ 519,003	\$ 137,000	\$ 656,003	\$ 438,963	\$ 217,040	49.4%
Personnel Related	\$ 333,600	\$ 15,000	\$ 348,600	\$ 205,200	\$ 143,400	69.9%
Interfund Transfer	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	\$ -	0.0%
Misc. General Operating	\$ 1,282,018	\$ 517,848	\$ 1,799,866	\$ 1,166,410	\$ 633,456	54.3%
Total Expenditures	\$ 52,526,347	\$ 1,374,879	\$ 53,901,226	\$ 53,543,705	\$ 357,521	0.7%

Total

(Revenue-Expenditures)	\$ -	\$ -	\$ -	\$ -	\$ -	
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Mecklenburg County's confidence in and support of the Library remains strong; reflected in the 11.6% County funding increase provided in FY 2024.

Priority	Item	Amount	Funded/Not Funded
	<i>Employee Salary/Benefits (Compression Study & Annual Pay Increases)</i>	\$2.3M	Funded
	<i>Contractual Increases (Real Estate/IT)</i>	\$243k	Partially Funded (\$213k)
1	HR Coordinator	\$70k	Funded
2	Chief Equity & Inclusion Officer	\$132k	Funded
3	Marketing & Communications Assistant	\$70k	Not Funded
4	(2) Outreach Specialists	\$139k	Not Funded
5	Programming (Including Meck Pre-K/Active Reading)	\$250k	Partially Funded (\$199k)
6	Library Business Analyst	\$76k	Funded
7	Community Programs Coordinator	\$70k	Not Funded
8	Library Collections*	\$1.7M	Funded (One-Time)

- Special thanks to Charles Thomas, supported by Preethi Srinivasan and Peggy Brookhouse, for their engagement and leadership this year on the Board of Trustees Finance Committee.
- Special thanks to Joe Helweg, MT, Caitlin, Library Leadership & Finance Teammates, and Deputy Finance Director Michael Boger for their leadership, support, and partnership during the budget process.

Next Steps

- The Finance team is continuing to quality check the proposed budget and address any new information received between now and June 28th.
- Minimal changes anticipated between the proposed budget and what is presented at the June 28 virtual Board of Trustees meeting.
- June 28th Board of Trustees meeting will include:
 - Adoption of Library FY 2024 Budget
 - Adoption of new HR Policies related to FY 2024 HR Benefit/Policy Changes
 - FY2023 Final Budget Adjustments

Real Estate Committee

David Dillard gave the following updates on University City:

- Location of new University City (UC) branch in relation to light rail, greenway and other landmarks
- Presented renderings of new UC branch and floor plans
- Building should be completed in late 2024
- Reviewed community engagement process

Governance Committee

Education & Advocacy Report

Mark Kutny provided the following guidance for consideration:

Library Advocacy:

- Because the CML is a publicly funded entity, it may not engage in partisan activities, such as promoting certain candidates or policies
- The CML may **not** use publicly funded time or materials to engage in partisan activities
- The CML's advocacy abilities are limited to disseminating nonpartisan informational advertisements related to policies, rather than partisan promotions

Trustee Advocacy:

- In their official capacity:
 - In their official roles as Trustees, they have similar limitations as the CML itself
 - They can only engage in nonpartisan, informational advertisements, rather than partisan promotions of a specific viewpoint
- In their individual capacity:
 - They are free to engage in campaign activities just like any other individual
 - However, they may **not** use CML resources (such as cardholder information, their official e-mails, library printers, etc.) to engage in partisan activities
 - They may not hold themselves out as a Trustee while engaging in partisan activities

Foundation Advocacy

- Because the Foundation is a 501(c)(3), there are strict limitations on the type and amount of advocacy allowed
- The Foundation may not engage in partisan advocacy related to the election of officials; generally, such advocacy would have to be nonpartisan and informational in nature

- In contrast to the CML and Trustees, the Foundation may engage in partisan advocacy for ballot measures (however there are limits to the **amount** of advocacy they may engage in)
- The Foundation could lose its tax-exempt status if it engages in too much advocacy, which is measured by the IRS under a specific test

Tracy Montross provided the following updates:

- Advocacy will be discussed and explored in further detail at the Board Retreat
- The Governance Committee is in the process of creating a new Performance Review for the CEO
- Trustees will receive an assessment tool in July to provide feedback on the CEO’s performance

CEO Update

MT provided the following updates:

- Thank you cards for the Board of County Commissioners
- MeckTech distribution has wrapped up
 - 11 distributions over 9 months
 - 600 unique volunteers
 - 19,730 individuals pick up laptops
- Pride Month
 - Library participates in pride recognition by bringing attention to collections, programs, events and stories
 - Drag Storytime was well received and went well
- Board Resolution was read for Shelley Book’s service time to the library

Foundation Update

Helen Hope Kimbrough, Foundation Vice Chair, provided the following updates:

CommonSpark Campaign Update

	New Main Library Building	Support Service Center	Technology, Programs & Innovation	Endowment	Annual Support	Total
County Investment	\$50,000,000	\$15,000,000				\$ 65,000,000
Private Investment	\$65,000,000		\$7,000,000	\$1,000,000	\$5,000,000	\$ 78,000,000
Total	\$ 115,000,000	\$15,000,000	\$7,000,000	\$1,000,000	\$5,000,000	\$143,000,000
Raised to Date	\$95,520,827 83%	\$15,000,000 100%	\$2,024,927 29%	\$1,259,354 126%	\$7,659,610 153%	\$121,464,717 85%

Around the World in 21 Branches

- North County’s event saw 300 attendees, secured 7 new donors and over 100 passports were distributed
- Other highlights included:

- A scavenger hunt with MT as the final stop
 - Megan Miranda was a big draw and a fantastic speaker
 - Children’s activity area
 - Principal Foundation ED Jo Christine attended
 - Overall, the event started on time, without incident and was enjoyed by all
- The next event will be held at University City Regional Library on June 17 from 10am – 1pm
 - Hickory Grove Library will hold an event on July 15th from 10am – 1pm

Verse & Vino

- Author Kwame Alexander has been secured and there are several outstanding invitations to other authors

Program of Service

Mr. Turner educated the board on the following information:

- When a person walks in our libraries looking for a book, contacts us by phone for assistance or when MoLi goes out into the community. THAT is our Program of Service and it is basically made up of 3 points:
- Collections
 - Collections are the books and materials that the library purchases for a customer’s use
- Reference Information
 - Individualized informational assistance to the customer
- Programming and Engagement
 - The programs, classes, events, story times, trainings, that the library offers

Tenet’s of CML’s Work

	Program of Service	21st Century Library	Pillars of Support	Public Commons
What It Is	What we do to provide access to information	How we lead and how we show up	The “more” we do above and beyond our program of service where the Library’s support makes a difference	A strategy to build a stronger community
How We Do It	Through great customer service, knowledgeable staff, wonderful facilities and resources and technology access.	Lead with humanity, dignity, and heart with the customer in mind. It is inclusive and participatory, allowing us to do what is right.	We look for ways to highlight opportunities that support the community.	Through partnerships that reach into the community and leverage the trust the community places in us
Why We Do It	It is our work. It supports the fulfillment of personal and community growth	It adds value and richness to our work and our community	To highlight, uplift and support	To ensure relevancy, improve key socio-economic outcomes, support understanding and strengthen community.
Success Is...	???			

Strategic Direction

- What is a Strategic Direction or Plan?
 - Identified course of action that an organization takes for a certain period
 - Helps communicate to the community what we are working on
 - Helps show impact of the organization
- Why have a strategic direction?
 - So staff understand what we are working towards as an organization
 - Helps us make a case for funding
 - So we can coordinate work
 - So our stakeholders can be responded to
- CML's Past Strategic Plans and Efforts
 - Presented 3 previous strategic plans
- The Strategic Business Plan
 - In 2017 the County rolled out their own strategic business planning process
 - We are in the middle of the 2023-2025 strategic business plan
 - Ensure goals are general enough to allow for flexibility during the budget process
- The Proposed Plan
 - Example of a FY2024-2026 Strategic Direction



- Community engagement sessions

After a robust discussion, it was decided that whatever form the document ends up taking, there needs to be qualitative and quantitative data and measurements that are meaningful. The document should be inward and outward facing, for years 2024 -2026.

Having this plan by July of 2024 would help inform the Strategic Business Plan for the County in 2025.

After some Board discussion, Joe Helweg adjourned the board meeting at 6:35pm.

Respectfully submitted,

Marcellus Turner
CEO