

**Shelby Area District Library**  
**Board Meeting Minutes**  
**Tuesday, February 27, 2024 @ 5:30 p.m.**

**In Attendance:** Amanda Mazur, Margaret Clune, Connie Near, Jay Burrows, Jean Lewis, Heidi Fleming and Library Director Tiffany Haight.

**Not in Attendance:**

**Call to Order:** The meeting was called to order by Heidi at 5:30 p.m.

**Additions to agenda:**

**Public Comment:** None

**Minutes:** A motion to approve the January meeting minutes was made by Connie and seconded by Jean. Motion carried.

**Financial report:** There were no questions concerning the financial accounts or the bills that were paid. As of February 27, 2024 totals for the accounts were:

Savings - \$191,643.13

Checking - \$14,677.68

CD - \$ - 12,899.22

Total - \$219,220.03

A motion to approve the January Financial Report was made by Margaret and seconded by Connie. Motion carried.

**Budget Hearing:** A motion to close the regular meeting at 5:40 p.m. and open the Budget Hearing was made by Connie and seconded by Jean. Motion carried.

Heidi called the Budget Hearing to order. Several clarification questions were asked concerning budget line items. A motion to approve the 2024-2025 Budget was made by Amanda and seconded by Connie. Motion carried.

A motion to close the budget hearing and resume the regular meeting was made by Jay and seconded by Amanda. Motion carried.

**Unfinished Business:** None

**New Business:**

**Budget Amendments -** A question about library fee amounts was asked. The fee of \$30/year for Grant township residents was determined by a formula of Michigan Library Association. Non Residents pay \$35 and summer residents pay \$10. Hoopla and Libby costs were discussed. Libby is a flat fee and Hoopla is per checkout. A motion to approve the budget amendments was made by Jay and seconded by Connie. Motion carried. See amendments below.

**Resolution Approving 2024-2025 Library Budget & Certifying Tax Levy -** The proposed 2024-2025 budget and tax levy was presented for approval. A motion to approve was made by Connie and seconded by Amanda. Motion carried.

**Resolution Establishing Regular Meetings 2024-2025 -** A motion to approve the established meeting dates was made by Margaret and seconded by Connie. Motion carried.

**Annual Report -** The library no longer has WiFi hot spots because the program ended. The 1000 Books Before Kindergarten Program is popular. Participants do not have to list every book that is read. Tiffany tries to make the reading programs the library offers as easy for parents as possible. Library cards issued this year were up by 253. Visits to the library were up 1,898.

**Chimney Repairs** - The chimney is in bad shape and too far gone to redo. Details are in the Director's Report.

**Participation in Survey** - Through the Cohort Tiffany is in, UofM created a digital library survey. They do all the marketing, posters, flyers etc. to promote it to the public. Tiffany will check to see if it can be done in Spanish also. Amanda made a motion to approve participation in the survey, seconded by Jay. Motion carried.

**Friends of Library Report:** During National Library Week April 8-12 the Friends will prepare goodie bags for patrons and help during that week with events Tiffany needs help with.

**Director's Report:**

**LED/ELECTRICITY COSTS:** I contacted Consumers Energy about LED lights. A representative came to the library to evaluate our current set-up. The information was passed on to a company in Grand Rapids who put together a proposal on costs for the library and projected savings as part of their Small Business Energy Efficiency Program. We participated in a similar program in 2012 when Advanced Energy Management in Montague swapped out our T12 fluorescent lamps and ballasts to T8. I looked up the age of our heaters/air conditioner units: the unit in the newer part of the library was replaced in 2020. Unit off the meeting room was replaced in 2015, and the roof top unit was replaced in 2012. I contacted Hart and Pentwater libraries to see what their electric costs are. Shelby Library is 8,679 square feet. In December we spent \$895 in electric and gas. Hart Library is 7,000 square feet--their monthly bill is \$1,000-1,300 through the City of Hart. They DO have LED lights. Pentwater Library is 3,175 sq. feet. Their heating/air conditioning units were installed in 2019 and the monthly bill is \$370. They do not have LEDs at this time and they added extra insulation in 2018. The results of the evaluation indicated a \$3,700 per year savings with a payback in 1½ years. The estimated cost is \$11,728.67 with a rebate of \$6,064.14 leaving our cost at \$5,664.53. A motion was made by Margaret and seconded by Jean to proceed with the change over, provided we can get the money from Friends of the Library. Motion carried.

**457 RETIREMENT PLAN:** Jay is gathering information concerning the retirement plan. He thinks we can offer more/better choices for the employees to put their money. Currently Farm Bureau and American Fund are being used. The amount put in by employees varies by gross amount earned. Tiffany will check with Hart and Pentwater libraries to see if they have retirement accounts and how they work.

**STRATEGIC PLAN:** We will look at the Goals and Objectives that were set by Board members in 1998 next month. Obviously things have changed since 1998 so come to the next meeting with ideas, suggested edits, and additions.

**CHIMNEY:** Ruggles was contacted about the chimney. It has slowly deteriorated over the years. Rusty noticed it's getting pretty bad last time he was up there to check on a leak over my office. Ruggles estimate \$4,000-6,000 to wrap it and then re-face it. I questioned why we even have a chimney. Rusty investigated and it's covering the pipe from our water heater (located in the boiler room off the meeting room). It may be cheaper to get an "on demand" water heater, re-configure roof access for pipe, and remove chimney.

**SURVEY:** I do need approval from the Board to participate in this survey created by the University of Michigan through my Post Pandemic Library Cohort. The University of Michigan created the survey and will send us flyers to advertise it. We will then push it out to the public with data analyzed in early Fall. This will be a great way to survey those who do not visit the library.

**Board Discussion:** Amanda reported that the website will be ready soon. Cindy McKinnon approached Tiffany with some suggestions for new activities at the library. A Cat Cafe was discussed and decided it could be an event tied in with the book sale in an outdoor tent with Oceana Animal Friends or the county Animal Shelter bringing the cats. Other ideas included having a blood pressure cuff available (possible grant through American Heart Assoc.), CPR training session, read with a pet. It was suggested that we look into having a large monitor in the meeting room for use with our strategic planning sessions and also available for groups using the meeting room. Tiffany will check for any grant money available. Because she wasn't at the January meeting, Amanda took the oath of office and Jay certified it.

The meeting was adjourned by Heidi at 6:40 pm.

Submitted by

*Margaret Clune*

Secretary-Treasurer

### Next Board Meeting

March 26, 2024 in the Meeting Room at 5:30pm

### BUDGET AMENDMENTS

#### INCOME

**403.000-Current Property Taxes** - Increase by \$1,000.00 (from \$142,000.00 to \$143,000.00) Last year's total was \$142,585.26.

**500.000-Fund Reserves** - Increase by \$1,200.00 (from \$16,300.00 to \$17,500.00) No money goes into or out of this account-budgeting purposes only.

**581.000-Contributions-Townships** - Increase by \$3,600.00 (from \$49,000.00 to \$52,600.00) Last year's total was \$52,585.94.

**585.000-Library Card Fees** - Increase by \$100.00 (from \$300.00 to \$400.00) We've received \$330.00.

**591.000-Foundation Grants** - Increase by \$200.00 (from \$7,000.00 to \$7,200.00) We've received \$7,120.28.

**This increases TOTAL INCOME by \$6,100.00 (from \$294,900.00 to \$301,000.00)**

#### EXPENSES

**702.000-Salaries and Wages** - Increase by \$4,000.00 (from \$174,000.00 to \$178,000.00) Our wages for this fiscal year totaled \$171,240.74. Our next paychecks will be dated March 1 (in the new fiscal year (2024-25), but since we use the accrual method, we will have to figure out the 12 days out of 14 that were actually in February, and make a general journal entry for that amount, which will probably bring our total to an estimated amount of \$178,000.00.

**715.000-Payroll FICA** - Increase by \$400.00 (from \$11,000.00 to \$11,400.00) Our total for this year's FICA is \$11,320.14.

**715.100-Payroll Retirement** - Increase by \$100.00 (from \$6,000.00 to \$6,100.00) We paid \$6,035.47.

**727.400-Local History** - Decrease by \$500.00 (from \$2,200.00 to \$1,700.00) We've spent \$1,646.99.

**750.000-Books** - Increase by \$1,000.00 (from \$12,000.00 to \$13,000.00) We've spent \$11,597.75.

**750.300-Magazines-Newspapers** - Increase by \$100.00 (from \$3,700.00 to \$3,800.00) We've spent \$3,742.24.

**750.600-Computer Software** - Increase by \$500.00 (from \$8,400.00 to \$8,900.00) We've spent \$8,203.25 as of February 16. Hoopla's bill for January was \$469.42, and it increases in popularity each month, so we're estimating another \$500 for February.

**933.100-Programs** - Increase by \$400.00 (from \$4,600.00 to \$5,000.00) We've spent \$4,867.47.

**956.000-Miscellaneous** - Increase by \$100.00 (from \$300.00 to \$400.00) We paid other libraries \$40.00 for lost DVDs, so that put us at \$315.00.

All amounts are as of February 16, 2024.

**This increases TOTAL EXPENSE by \$6,100.00 (from \$294,900.00 to \$301,000.00)**