

Shelby Area District Library
Board Meeting Minutes
Tuesday, January 23, 2024 @ 5:30 p.m.

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

Not in Attendance: Amanda Mazur

Call to Order: The meeting was called to order by Connie at 5:33 p.m.

Additions to agenda: 457 Plan percentage. Before the budget is approved each year, the board determines the percentage the **library contributes** to employee 457 plans. It's currently at 4%.

Public Comment: None

Minutes: A motion to approve the October meeting minutes was made by Jean and seconded by Margaret. Motion carried. (Due to a conflict with the Friends of the Library's Celebration of the Trees event, no November meeting was held.)

Financial report: There were no questions concerning the financial accounts or the bills that were paid. As of January 23, 2024 totals for the accounts were:

Savings - \$109,049.27

Checking - \$9,434.39

CD - \$ - 12,851.74 A new CD was opened Jan.19 at 4.35%

Total - \$131,335.40

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

Oath of Office:

We welcome Jean Lewis to the library board. Oath of office for all board members conducted by Jane Glerum, Notary Public. Heidi's was conducted by Jay at the end of the meeting.

Unfinished Business: None

Heidi continued the meeting at 5:43pm.

New Business:

Budget Amendments - Jean noticed two incorrect amounts on the Budget Amendments, 932.000 should have been a \$500 decrease and 956.000 should have been a \$200 decrease. See proposed amendments with corrections below. A motion was made to approve the budget amendments with corrections by Jay and seconded by Connie. Motion carried.

Review of 2024-2025 Library Budget - The proposed 2024-2025 budget prepared by Tiffany and Jerrienne was presented for review only. A public hearing at the February meeting precedes approval of the final budget.

Election of Officers - A motion was made by Jay to keep the current officers in place, Heidi as president, Connie as vice president and Margaret as secretary/treasurer. It was seconded by Connie. Motion carried.

\$25,000 donation to Friends of the Library - The Friends received a generous donation from a supportive library patron who made a donation directly to the library last year. This year's donation had to go to a 501C3 organization. The Friends want ideas on how the money can be spent for the library. They may put the money into a CD if it is not earmarked for projects in the near future. Some ideas included carpet replacement, sidewalk replacement, painting, fixing a possible crack in the floor.

457 Plan Percentage - The current percentage is 4% that the library contributes to participating employees. There was discussion about the employee's contributions. The policy is that they have to contribute something, but there is no set amount. A motion to table a decision until next month was made by Jay and seconded by Connie. Motion carried. Tiffany will get us more information.

Friends of Library Report: Margaret reported that the Friends received the \$25,000 donation previously discussed. The Celebration of the Trees brought in about \$4,600. The basket drawing brought in more money this year. There were many more donations from businesses. The asks from Tiffany were granted also.

Director's Report:

Welcome Jean Lewis to the Library Board! I learned that oaths of office need to be done by a township clerk or Notary Public. Jane Glerum (former board member) is a Notary and she will be doing the oaths.

Lending of hotspots will end January 31 when the Emergency Connectivity Fund program ends.

We received a \$500 donation from the Shelby Township Board from their ARPA funds. Thank you was sent. We also received a monitor with a computer from the Township (they upgraded their computers). I hope to use it in the future to advertise events and services at the library.

Two of our "wishes" at the Community Foundation were granted: \$499 for mental health books for adults and \$1,082 for two metal storage cabinets for library programming supplies.

Take Your Child to the Library Day is Saturday February 3 from 9:30-11:30am. We will offer a craft, puzzle/game exchange, scavenger hunt with prizes, opportunity for parents to register children in the 1,000 Books before Kindergarten program, snacks, and a free book from RERO.

Silent Book Club Dates (Saturday 2-3pm for adults): February 17, March 16, April 13 We received \$500 from the MMLL Mini Grant Program to cover hoopla costs. The Friends of the Library recently donated \$1,650 towards hoopla.

Board Discussion: There was some discussion about the high electric bill and if there are ways to reduce it, mostly concerning the light fixtures and more efficient bulbs. Tiffany will contact other libraries, possibly Consumers for an energy assessment and check the age of the furnace/air conditioning.

Heidi asked about the Strategic Planning we were discussing in October. We will continue to discuss it in the coming months. Tiffany passed out a set of plans from 1998 that we can draw from. The Post Covid Cohort she is in will do a community survey for us. This will allow us to reach people who aren't currently patrons and get information about what would bring them into the library.

Some possible events were talked about, book reviews by patrons, event with book themed settings where people mingle, move between stations and play characters from the book. After hours events are possible with the only cost being pay for the necessary library staff.

A Free Little Library with puzzles is being planned.

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

Submitted by

Margaret Clune

Secretary-Treasurer

Next Board Meeting
February 27, 2024 in the Meeting Room at 5:30pm
Budget Hearing at 5:45pm

BUDGET AMENDMENTS

INCOME

403.000-Current Property Taxes - Increase by \$3,000.00 (from \$139,000.00 to \$142,000.00) *We received \$142,585.26 last fiscal year.*

500.000-Fund Reserves - Increase by \$2,300.00 (from \$14,000.00 to \$16,300.00) *No actual money goes into or out of this account-it's for budgeting purposes only.*

550.000-Universal Service Fund Revenue - Increase by \$100.00 (from \$400.00 to \$500.00)

664.000-Interest Earned - Increase by \$200.00 (from \$300.00 to \$500.00) *Our new CD earns about \$41 per month-the old CD paid only about \$15 per month. We've earned \$338.48 as of December 22—projected income will be another \$89 by the end of February.*

This will increase TOTAL INCOME by \$5,600.00 (from \$289,300.00 to \$294,900.00)

EXPENSES

716.000-Hospitalization - Increase by \$500.00 (from \$14,500.00 to \$15,000.00) *February's premium has gone up to \$1,335.19, so our projected cost for health insurance will be \$14,956.71 for this fiscal year.*

727.400-Local History - Increase by \$1,200.00 (from \$1,000.00 to \$2,200.00) *We've spent \$1,108.74 as of December 22. The Community Foundation granted our wish list for storage cabinets, which will cost \$1,082.00.*

727.500-Copier Lease - Increase by \$500.00 (from \$6,000.00 to \$6,500.00) *We've spent \$5,485.90 as of December 22. We still have one more payment to US Bank Equipment finance for January's monthly lease, then we are switching in February to a different provider, which will cost substantially less.*

750.200-Books - Increase by \$2,000.00 (from \$10,000.00 to \$12,000.00) *We've spent \$10,003.36 as of December 22.*

750.300-Magazines & Newspapers - Increase by \$400.00 (from \$3,300.00 to \$3,700.00) *We've spent \$3,622.26 as of December 22.*

750.400-Audios - Decrease by \$500.00 (from \$800.00 to \$300.00) *We've spent \$159.46 as of December 22. People are not checking out audios as much as in the past.*

750.500-Videos - Increase by \$100.00 (from \$500.00 to \$600.00) *We've spent \$507.39 as of December 22.*

750.600-Computer Software - Increase by \$1,300.00 (from \$7,100.00 to \$8,400.00) *We've spent \$7,382.39 as of December 22. Hoopla is a new expense this year, and costs almost \$300 per month.*

775.000-Repair & Maintenance Supplies - Increase by \$500.00 (from \$1,000.00 to \$1,500.00) *We've spent*

\$1,112.47 as of December 22.

851.000-Communications & Phone - Decrease by \$500.00 (from \$2,100.00 to \$1,600.00) *Projected cost for fiscal year 2023-24 is approximately \$1,580.*

930.000-Contracted Repairs & Maintenance - Increase by \$1,800.00 (from \$2,200.00 to \$4,000.00) *This is a wild guess, since we cannot predict winter weather. We've spent \$2,614.51 as of December 22 for lawn maintenance and snow removal.*

932.000-Service Contracts - Decrease by \$500.00 (from \$3,000.00 to \$2,500.00) *We've spent \$64.24 as of December 22. This is for quarterly overages on the printer.*

933.100-Programs - Increase by \$1,000.00 (from \$3,600.00 to \$4,600.00) *We've spent \$4,074.26 as of December 22.*

956.000-Miscellaneous - Decrease by \$200.00 (from \$500.00 to \$300.00) *We've spent \$25 as of December 22. This is for things like lost MeICat books.*

This increases TOTAL EXPENSE by \$5,600.00 (from \$289,300.00 to \$294,900.00)