

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

Call to Order: The meeting was called to order by Heidi at 5:32 p.m. in the reading room.

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

Not in Attendance: None

Additions to agenda: None

Minutes: A motion to approve the June 2024 meeting minutes was made by Connie and seconded by Jean. Motion carried.

Financial report: There were no concerns with the Financial Report for the months of June/July 2024.

As of August 27, 2024 totals for the accounts were:

Savings - \$154,392.05

Checking - \$14,340.01

CD - \$13,180.40

Total - \$181,912.46

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

Unfinished Business:

Strategic Plan Brochure Draft - Tiffany broke down the categories we have been discussing and included as much as she could to promote the mission of the library. Everyone liked how the brochure looked and thought the content was good. Margaret suggested that we wait for the survey results before we vote on final approval. Tiffany asked the board to email her before the next meeting any changes in wording or any inclusions we would like included.

In discussion of the brochure, Tiffany made the board aware of a new donation coming from the Madeline Fross family in the amount of \$25,000. The money will come directly to the library with no restrictions on how the money is used.

New Business:

New Business: Memorandum of Understanding (Reciprocal Borrowing) - This is an agreement between Hart, Pentwater, Shelby District and Walkerville (school) libraries legal or contracted service areas to continue a history of reciprocal borrowing through MichiCard and informal agreements. Electronic borrowing and special services may be excluded. Each library has sole discretion over which services are offered with a valid library card. The Libraries allow residents or property owners of any municipality or legal service area with a valid and active contract or millage to get a library card. Pentwater and Shelby also offer non-resident cards for a fee. Hart does not at this time. Each library has a choice to offer non-resident cards. There was discussion about the Golden Township situation concerning lack of library privileges due to no millage or valid contract.

A motion to approve the Memorandum of Understanding Between Oceana County Libraries was made by Amanda and seconded by Jean. Motion carried.

Non-Resident Card Program and Fee - The Library of Michigan provides guidance for a non-resident card fee. Current non-resident cards get electronic access. A new card would offer in-house and MelCat. The fee for our library should be \$70/year. Electronic resources are available within the library district by millage or contract. A card for just electronic resources isn't advised because of variation in costs for services Grant township patrons currently pay \$30 yearly, that includes hoopla and Libby. When they renew they will have to pay the higher fee. A motion to adopt the non-resident card for \$70 without electronic access was made by Amanda and seconded by Connie. Motion carried.

L-4029 Millage Request Report - Millage requested to be levied Dec. 1 is 1.4105. A motion to approve was made by Jay and seconded by Jean. Motion carried.

Budget Amendments - A motion to approve by Connie and seconded by Amanda. See below for the amendments.

National Friends of the Libraries Week - After some discussion it was decided to have a reception for the Friends at 4 p.m., prior to their 5 p.m. meeting October 24. Cider and doughnuts will be served.

Friends of Library Report: The next meeting is October 24 at 5 p.m. The Book sale raised \$2,231+, donations continue to come in. The gazebo was recently repaired including a new floor and re-staining of the gazebo. Donations for Holiday Event Nov. 19-23 will be accepted beginning October 19th.

Public Comment: None

Board Discussion: None

Director's Report:

Library of Things: We now have a canning tote and two pickleball sets available for check out.

Memorandum of Understanding with Oceana County Libraries: If adopted, this would replace the current reciprocal borrowing agreement. It would give reciprocal borrowing privileges to residents in townships that contract with a library system in Oceana County.

Non-Resident Library Card Fees: With guidance from the Library of Michigan on rules and how to determine value of library services, my recommendation to the board is to offer a non-resident card for a cost of \$70/year per person. This would be for in-house library materials and MeLCat borrowing only (no electronic borrowing). Electronic borrowing would only be for residents in municipalities we contract with.

Community Resources Brochure: I put together a brochure including contact info for local organizations that participated in our Community Open House. They are located at the circulation desk.

Telamon Partnership: We partnered with Telamon Migrant Head Start to offer weekly storytimes at the center in July. I also talked about library services during one of their Parent Nights.

Book Walk at Shelby Township Park: We were asked to help with switching out the books in the township park in the fair weather months.

September is Library Card Sign-Up Month: Please encourage friends, family, and neighbors to get library cards in September. All new library cards/renewals will be entered in a drawing for a gift basket provided by the Friends of the Library. We've had a surge of new cards, especially from Shelby Township. We want to keep the momentum going!

MMLL Annual Meeting: Due to the majority of staff not able to attend the meeting in Cadillac, we will skip it this year so the library will be open on September 19.

Tiffany will be off August 28-September 3, but will be doing some work from home during that time.

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

Submitted by

Margaret Clune

**Next Board Meeting
September 24, 2024 in the Meeting Room at 5:30pm**

Budget Amendments

INCOME

500.000-FUND RESERVES

Decrease by \$5,800.00 (from \$5,800.00 to zero)

Remember, this line item is for budgeting purposes only. No actual money goes into or out of this account.

656.000-PENAL FINES

Increase by \$23,200.00 (from \$25,800.00 to \$49,000.00) *We received \$48,187.62 in July. It was \$37,040.68 last year, and the year before that it was \$42,681.48...penal fines are so hard to predict... in Fiscal Year 2019-20 we received \$72,089.70.*

This increases TOTAL INCOME by \$17,400.00 (from \$304,100.00 to \$321,500.00)

EXPENSE

750.600-COMPUTER SOFTWARE

Increase by \$4,900.00 (from \$8,000.00 to \$12,900.00)

We've spent \$8,299.30 as of July 31. Hoopla is getting more popular each month. July's bill was \$643.15, so if we estimate \$700 per month for August through February, we will probably reach that \$12,900.00.

972.000-CAPITAL OUTLAY

Increase by \$12,500.00 (from \$1,000.00 to \$13,500.00)

This will give us money for any projects that might be planned this year, such as changing the water fountain, perhaps.

This increases TOTAL EXPENSE by \$17,400.00 (from \$304,100.00 to \$321,500.00)