

**Shelby Area District Library
Board Meeting Minutes
Tuesday, February 25, 2025 @ 5:30 p.m.**

Call to Order: The meeting was called to order by Connie at 5:30 p.m. in the meeting room.

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

Not in Attendance: Amanda Mazur

Additions to agenda: Discussion about Golden Township
Storytime

Minutes: Motion to approve the January 2025 meeting minutes was made by Jean and seconded by Jay. Motion carried.

Financial report: There were no concerns with the Financial Report for the month of January 2025.

As of February 25, 2025 totals for the accounts were:

Savings - \$177,283.55

Checking - \$13,632.99

CD - \$13,471.87

Total - \$204,388.41

Motion to approve the January 2025 Financial Report was made by Jay and seconded by Margaret. Motion carried.

Public Hearing or 2025-2026 Library Budget -

Motion to close regular meeting to conduct the public hearing was made by Jean and seconded by Margaret. Motion carried.

Motion to accept the proposed 2025-2026 Library Budget was made by Jean and seconded by Jay. Motion carried.

Motion to close the public hearing and reopen the regular meeting was made by Jay and seconded by Jean. Motion carried.

Unfinished Business: The Golden Township clerk is seeking bids from area libraries for the cost of full or partial services. Contracted or annexing them to our district was discussed. Tiffany contacted Library of Michigan for information. To add them to our district would cost us a lot more to operate and cause various problems. A trust issue with Golden was also brought up in the discussion. It was decided that we table the issue and Tiffany will get more information from the Library of Michigan and report back. Pentwater Library has turned down Golden's request.

New Business:

Oath of Office for Sean Carey - Sean read the oath of office and Jay completed the paperwork. Welcome, Sean!

Budget Amendments: See details below for the Proposed Budget Amendments. A motion was made to approve the proposed budget amendments by Jean and seconded by Margaret. Motion carried.

Resolution to establish meeting dates - Meetings will be held the 4th Tuesday of each month, except for the months of July and December at 5:30 in the meeting room of the library. A motion to establish the meeting dates for 2025-2026 was made by Margaret and seconded by Sean. Motion carried.

Resolution to approve the library budget - The Board of Trustees having approved the 2025-2026 budget for the Shelby Area District Library, a motion to adopt said budget was made by Jay and seconded by Jean. Motion carried.

Adjusting Hoopla checkouts per person - Currently each patron is allowed 5 checkouts per month. We have a price limit of \$3.99 per book. The last monthly bill for 367 items checked out was \$880.84. The major item is audio books. Because of this, Tiffany has cut back on buying audios for library. There was a discussion about how to cut back the monthly cost. People try to cheat the system by using family member's library cards to get extra checkouts. Limiting per person checkouts to four could save some money. Also the time of year may have something to do with the volume of items checked out. It was asked if the Library of Michigan has Hoopla availability. The topic was tabled until Tiffany can get more information, possibly reports from Hoopla.

Handicap Door Project - See Tiffany's report below for details. There was a consensus of the board that Tiffany go ahead with the door project.

Lowering the age for obtaining a library card (from 8 to 6) - Getting kids invested in books and the library jump starts their interest in books. It also helps teach them responsibility, both for the card usage and taking care of the books. There was discussion about the pros and cons for the younger age. It was decided to table the issue due to the consequences of more Hoopla usage.

Friends of Library Report: Some of the Friends members helped Amanda prepare the seed packets for the Little Seed Library rolling out in March. The next Friends meeting is April 10, 2025 at 5 p.m. in the meeting room.

Public Comment: None

Board Discussion: None

Director's Report:

CD: The CD was up for renewal last month. Jerianne went with a 6-month at 4.10% which was the highest interest rate offered.

HANDICAP DOOR PROJECT: I applied for a spring grant from the Oceana Community Foundation to hard-wire the button that makes the door handicap accessible. It currently runs on batteries that only last a month before new ones are needed. Due to the fact the project is relatively low in cost (under \$1,000) the Foundation asked if the Library Board would consider using some of our spendable dollars from the 2 funds we have at the Foundation. These funds will give us around \$2,900 in 2025. Project quote from Automatic Door Service (which is who Disability Network recommended) is \$915. They would use our existing door to make this work whereas the other company I had contacted back in April was going to put in a new door for around \$1,200 AND we would need to hire and pay an electrician to hard-wire it. With your approval, I'd like to move forward with this project.

LIBRARY HOURS: Signs outside the library with posted hours are now in Spanish.

HISTORIC EXHIBIT: We will host Step Back in Time: A History of the Shelby Area the week of February 24 during library hours. Jeremy has worked hard curating pictures and postcards of the Shelby area, Stony Lake area, Rothbury, and downtown Shelby. The Rail Trail scrapbook will also be available for viewing.

STORYTIME - Due to low attendance, the story & play time has been put in hiatus. March 14 a guest reader, Amber Rumsey of United Way of the Lakeshore will be at the library as part of the Dolly Parton Imagination Library Program. There will also be May programming to spark the summer reading program.

The meeting was adjourned by at 6:35 pm.

Submitted by

Margaret Clune, Secretary/Treasurer

Next Board Meeting

March 25, 2025 in the Meeting Room at 5:30pm

Budget Amendments - Regular Meeting - February 25, 2025

INCOME

555.000-Universal Service Fund Revenues - Increase by \$100.00 (from \$500.00 to \$600.00)

We've received USF credits in the amount of \$593.78 for this fiscal year. Incidentally, this figure will be added to 851.000 Communications-Phone.

591.000-Foundation Grants - Increase by \$3,000.00 (from \$7,000.00 to \$10,000.00)

We've received \$6,880.01 as of February 10, but we have a letter from the Community Foundation saying we will receive \$2,939.00 from the Kelly Hansen Fund. We expect it to arrive by February 28.

664.000-Interest Earned - Increase by \$100.00 (from \$600.00 to \$700.00) *We have earned \$591.61 as of January 2025.*

670.000-Donations-Gifts - Increase by \$100.00 (from \$6,200.00 to \$6,300.00) *We've received \$6,215.00 as of February 10.*

670.200-Donations-Friends - Decrease by \$8,900.00 (from \$31,000.00 to \$22,100.00)

We don't expect to receive all the money we had budgeted from the Friends this fiscal year. So far they have given us \$11,346.73 as of February 10.

694.000-Other Revenue - Increase by \$100.00 (from \$600.00 to \$700.00)

This is money from lost or sold books. As of February 10, we've received \$620.50.

695.100-Copy Machine Revenues - Increase by \$200.00 (from \$5,000.00 to \$5,200.00) *We've received \$5,039.12 as of February 10.*

This decreases TOTAL INCOME by \$5,300.00 (from \$323,700.00 to \$318,400.00)

EXPENSE

714.000-Medicare Expense - Increase by \$300.00 (from \$2,700.00 to \$3,000.00)

We've spent \$2,607.53 as of February 10. Two more pay periods to go before the end of the month.

715.000-Payroll FICA

Increase by \$900.00 (from \$11,400.00 to \$12,300.00) We've spent \$11,149.45 as of February 10. Two more pay periods to go.

716.000-Hospitalization - Increase by \$300.00 (from \$16,100.00 to \$16,400.00)

Health insurance rates went up in January. We've spent \$16,226.18 for this FY.

727.400- Local History - Decrease by \$900.00 (from \$1,000.00 to \$100.00) *Total cost for Local History was \$50.00 as of February 10.*

750.400-Audios - Decrease by \$400.00 (from \$500.00 to \$100.00)

We've spent \$65.99 as of February 10. Most patrons are now choosing Hoopla instead of the CDs.

750.600-Computer Software - Increase by \$1,400.00 (from \$12,900.00 to \$14,300.00)

We've spent \$13,382.67 as of February 10. January's Hoopla bill was \$880.84.

851.000-Communications-Phone - Increase by \$200.00 (from \$2,100.00 to \$2,300.00)

We've spent \$1,682.68 as of February 10, and this is also where we add the USF to our expense line.

858.000-Memberships and Dues - Increase by \$200.00 (from \$6,300.00 to \$6,500.00) *We've spent \$6,428.44 as of February 10.*

930.000-Contracted Repairs/Maintenance - Increase by \$1,000.00 (from \$3,000.00 to \$4,000.00)

January's snow removal was \$1,010.00! We've spent \$3,305.00 as of February 10.

932.000-Service Contracts-Library - Decrease by \$300.00 (from \$300.00 to zero)

We don't use Michigan Office Solutions for copier overages any longer.

972.000-Capital Outlay - Decrease by \$8,000.00 (from \$13,500.00 to \$5,500.00) *We've spent \$5,446.05 as of February 10.*

This decreases TOTAL EXPENSE by \$5,300.00 (from \$323,700.00 to \$318,400.00)