

Albion District Library  
Board of Trustees Meeting  
Naomi Lane Room  
August 25, 2022

The meeting was called to order by President Gilg at 6:02 pm.

### **Roll Call**

Present: Carolyn Gilg, Laura Bollman, Kathryn Brautigam, Courtney Lehwald (6:07 pm),  
Dixie Grant, LoriRene Koehn, Susan Farley

Absent: none

### **Public Comment**

None present.

### **Approval of Agenda**

Motion by Bollman, 2nd by Farley. All in favor, motion carried.

### **Presentation**

*Ian Rees, Gabridge & Company - Presentation of ADL's FY 2021 Audit Report*

Overall, the audit showed that the library properly documented its spending and stayed within budget. In 2021, revenue exceeded expenses, with the fund balance surplus of \$134,550 allowing repayment of the funds used from the dedicated/committed facility fund in 2020-2021 for the mold remediation and roof replacement, in a shorter period of time than anticipated.

Revenue increased compared to the prior year, mostly from increases in property taxes, state aid, LCSA, grants, and penal fines. Library assets as of 12/31/2021 totaled \$1,915,802, of which \$1,005,789 are in the Library Trust and either committed or assigned. The General Fund balance was \$666,889 and approximately 67.5% of annual expenditures. This balance is used to absorb initial expenses each year before millage funds arrive, and to cover sudden, unexpected expenses during the year.

The majority of ADL revenue (80% in 2021) comes from millage-generated property taxes from the library district. On the expense side, as is expected in customer service-based businesses, the largest expenditures are staffing (53%) and utilities, building, and grounds (19.7%).

Motion to accept presentation of audit report made by Koehn, 2nd by Bollman.  
Gilg - yes, Bollman, yes, Brautigam - yes, Lehwald - yes, Grant - yes, Koehn - yes,  
Farley - yes. Motion carried.

### **Old Business**

*June 30, 2022 Meeting Minutes*

Corrections: June meeting called to order by Carolyn Gilg and not by Laura Bollman. Next meeting instead of May 26, 2022 was scheduled for July 28, 2022. Motion to accept minutes - made by Grant, 2nd by Farley. All in favor, motion carried.

### *Financial Statement Review*

#### Check Detail (June & July)

Nothing of note

#### Profit and Loss (July)

Revenue at 90% of original budget. Still waiting for some state and local grants. Some expense lines at or exceeding budget are addressed in the draft budget amendment. Overall expenses at 41% of original budget.

Forecasted expenses: The 20-ton HVAC unit serving the main floor is the oldest and will need to be replaced in the next year, ideally preventatively rather than as an emergency. The blower motor is beginning to fail and the cost to repair it is not reasonable considering the timeline to replace it. Initial quotes before 2020 were \$60,000-70,000. The challenge right now is the supply flow. Manufacturers are about 28 weeks out for units, but our HVAC service (Munier) is continuing the search for options.

Motion to accept financial statement review as presented - made by Grant, 2nd by Koehn. Roll call vote: Gilg - yes, Bollman - yes, Brautigam - yes, Lehwald - yes, Grant - yes, Koehn - yes, Farley - yes. Motion carried.

### **Committee Reports**

*Policy* - Has met twice and plans to meet again in August. Community member Ellen Wilch has joined the committee. First policy under review and revision is the selection policy (what we add to the collection, framework for ordering, challenges, weeding, donations, requests, recommendations, etc.)

*Facility* - Met in August. Of the 15 issues presented (see directors' report), seven (7) were determined to be priorities: HVAC, programming and LHR shelving, closed circuit camera system, survey property lines, keycard for internal doors (Comtronics, \$55,000), rooftop electrical whip replacement, facility seating replacement, and professional facility-wide assessment.

*Personnel* - Will meet in September to begin work on the draft FY2023 employee benefits package as it influences FY2023 original budget preparation.

*Finance* - Will meet in September to begin work on the draft FY2023 original budget for adoption at the September meeting.

### **New Business**

#### *FY 2022 Mid-year Budget Amendment*

Finance Committee met with Director Stanczak and made adjustments to several

revenue and expense line items to reflect actual (vs budgeted) revenue received in the first 7 months of the fiscal year and actual and forecast changes needed to expense lines. Revenue exceeds projected expenditures. Motion to adopt the FY 2022 Mid-Year Budget Amendment made by Bollman, 2nd by Brautigam. Roll call vote: Gilg - yes, Bollman - yes, Brautigam - yes, Lehwald - yes, Grant - yes, Koehn - yes, Farley - yes. Motion carried.

*Request for Approval: ADL Closure for Staff Training Days*

October 10 (Columbus Day): Annual staff training

October 19 & 20 (half-day closures): staff development

Motion to approve closure for staff training days made by Koehn, 2nd by Farley. All in favor, motion carried.

**Director Update**

Nothing to add to the report included in the packet.

**Public Comment**

N/A

**Board Comment**

Dixie Grant would like to thank the board for the time excused in the last several months.

**Adjournment**

Motion to adjourn meeting made by Koehn, 2nd by Grant. All in favor, motion carried. Meeting adjourned at 8:02 pm.

Next meeting: September 22, 2022 - 6:00 pm